Find an overview of the interface and the features available on the authority records, bibliographic records, local bibliographic data records (LBD), and local holdings records (LHRs) search results screens in WorldShare Record Manager.

The image below is an example of the search results screen. After you search for a record (using any of the search methods - Basic, Advanced, or Expert), any search results matching the terms you entered will display. From the search results screen, you can perform different actions using the sections described below.

Authority records

Authority records - Search results screen

1. Tabs

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

- Click on a Search to return the search results.
- Click on an Edit to return to the record view.
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- To remove a search or record, click the X (✗). All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.
- To remove an unsaved record, click the orange circle (●). You will be prompted to:
2. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the **Refresh button**.

3. Search results

The search results table contains the following columns:

- **Name** - The name of the authority and its associated See (4xx) and See Also (5xx) references.
  - Click the **name** of an authority to view the authority file record.
  - See and See Also references are displayed as links if they lead to an authority record. Click the **link** to open the authority record in the MARC editor.

- **Field** - The field in which the authority appears.
- **Description** - Lists information about personal, corporate/conference, or geographic names.

4. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a **number** from the **Rows** list to change the number of rows you see per page.
- If there is more than one page of results, use the **navigation buttons** to move between pages.

### Bibliographic records

#### Enhanced Search Results screen

![Enhanced Search Results screen](image)

1. Tabs

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any
records with unsaved changes.

- Click on a Search to return the search results.
- Click on an Edit to return to the record view.
  - If you make any changes to the record, an unsaved tab (.addButton) opens to identify a changed record.
- To remove a search or record, click the X (removeButton). All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.
- To remove an unsaved record, click the orange circle (closeButton). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click Close All Tabs.

2. Facets

Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language.

- To filter your results, select the check box next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.
- To remove a selected facet, click the X (removeButton) next to the value at the top of the list, under Selected Facets, or deselect the check box next to the value.
- Click Hide Facets to remove the facets from view.

3. Search results display

Click View Condensed Search Results to switch to the condensed search results screen.

4. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the Refresh button (refreshButton).

5. Sort by

Use the options in the Sort by drop-down list to determine how your search results are sorted.

- Select how to sort your search results from the Sort by list.
  - Author (Ascending) - Lists records by author's last name in alphabetical order.
  - Author (Descending) - Lists records by author's last name in reverse alphabetical order.
  - Date (Newest First) - Lists records by the most recent publication date
  - Date (Oldest First) - Lists records by the oldest publication date
  - Library Count (Highest First) - Lists records by the highest number of WorldCat holdings by libraries for the item
  - Library Count (Lowest First) - Lists records by the lowest number of WorldCat holdings by libraries for the item
- **Relevance** (default) - Relevance is the result of a ranking scheme that is based on the following:
  - How recently the item was created
  - Whether the search terms appear anywhere in the WorldCat bibliographic record
    Note: Search terms appearing in the title or author field are ranked highest
  - Whether the record is held by your library
- **Title (Ascending)** - Lists records by title in alphabetical order.
- **Title (Descending)** - Lists records by title in reverse alphabetical order.

### 6. Search results

The first column in the results list displays brief bibliographic information about each record, including: Title, Author, Format, Publishing information, ISBN, Series, Cover art, Original cataloging agency, Transcribing agency, Authentication code, Language of cataloging, Encoding level, and OCLC Number.

- Click **Open Details > Copies** to view the shelving location for copies of items owned by your institution.
  - The shelving information comes from either the permanent shelving location in 852 $c or the temporary shelving location 876-8 $l.
  - Shelving information appears for monographic items, but is not available for serial and multi-part items unless different parts of the item can display a different shelving location (e.g., volume 1 has an 876, but volumes 2 and 3 do not).
- Click the **title** to:
  - Open and edit a bibliographic record
  - View other records linked to the item
  - View, add, or edit options for local records and data.
- Hover over the information icon (ℹ️) to see additional information about a record, including:
  - Copies owned
  - Physical description

### 7. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a **number** from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the **navigation buttons** to move between pages.

### 8. (Not) Held by my library

This column indicates whether your library has added holdings to the record. If your library has added holdings, this means your library owns or has access to one or more items represented by the record. The column also displays how many libraries in WorldCat have added their holdings to the record.

- Click the **LHR(s) link** to view a list of the local holdings records that your library has added to the bibliographic record.
- Click the **Other Libraries link** to open the **WorldCat Holdings screen** for the item.
9. Edit Record / Derive Record

- Click **Edit** to open an existing record for editing.
- Click **Derive** to create a new record from an existing record.

Condensed Search Results screen

Bibliographic records - Condensed search results screen

1. Tabs
The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

- Click on a **Search** to return the search results.
- Click on an **Edit** to return to the record view.
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- To remove a search or record, click the X (❌). All searches and records are saved until you remove them, click **Close All Tabs**, or sign out of WorldShare.
- To remove an unsaved record, click the orange circle (●). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click **Close All Tabs**.

2. Facets
Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language. By default, facets are hidden from the Condensed Search Results screen.

- Click **Show Facets** to display available facets.
- To filter your results, select the **check box** next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.
- To remove a selected facet, click the X (❌) next to the value at the top of the list, under Selected Facets, or deselect the **check box** next to the value.
- Click **Hide Facets** to remove the facets from view.
3. Sort by Relevance and View Enhanced Search Results

Sort by Relevance

By default, the results on the Condensed Search Results screen are sorted by relevance. If you sort any of the search results columns, click this button to restore the default sort.

Relevance is the result of a ranking scheme that is based on the following:

- How recently the item was created
- Whether the search terms appear anywhere in the WorldCat bibliographic record
  Note: Search terms appearing in the title or author field are ranked highest
- Whether the record is held by your library

View Enhanced Search Results

Click View Enhanced Search Results to switch to the enhanced search results screen.

4. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the Refresh button (搡).

5. Search results

The Condensed Search Results screen provides a columnar view of bibliographic information about each record in the results list.

Condensed Search Results screen columns - Table

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Title  | The title of the item. You can sort this column alphabetically. Click the title to:  
  • Open and edit a bibliographic record  
  • View other records linked to the item  
  • View, add, or edit local holdings records and local bibliographic data  
  Hover the information icon (ℹ️) to see additional information about a record, including:  
  • Copies owned |
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Physical description</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>The author of the item. You can sort this column alphabetically.</td>
</tr>
<tr>
<td>OCLC Number</td>
<td>The OCLC number for the record. You can sort this column numerically.</td>
</tr>
<tr>
<td>Publisher</td>
<td>The publisher of the item.</td>
</tr>
<tr>
<td>Publication Date</td>
<td>The publication year of the item. You can sort this column chronologically.</td>
</tr>
<tr>
<td>Format</td>
<td>The format icon and description for the item.</td>
</tr>
<tr>
<td>Language of Work</td>
<td>The language of work (as in 008/35-37) of the item.</td>
</tr>
<tr>
<td>Language of Cataloging</td>
<td>The language that is used to catalog the item.</td>
</tr>
<tr>
<td>Cataloging Source</td>
<td>The organization that created the original record for the item.</td>
</tr>
<tr>
<td>Authentication Code</td>
<td>Indicates that a record has been reviewed and authenticated. See O42 Authentication Code for code definitions.</td>
</tr>
<tr>
<td>Encoding Level</td>
<td>The degree of completeness of the MARC record. See ELvl Encoding Level for level definitions.</td>
</tr>
<tr>
<td>Held</td>
<td>The Held column:</td>
</tr>
<tr>
<td>• Indicates whether your library has added Holdings to the record. If your library has added holdings, this means your library owns or has access to one or more items represented by the record.</td>
<td></td>
</tr>
<tr>
<td>• Shows the number of local holdings records that your library has added to the bibliographic record. Click the LHR(s) link to view a list of the related local holdings records.</td>
<td></td>
</tr>
<tr>
<td>WorldCat Holdings</td>
<td>The number of other libraries that hold the item. Click the link to open the WorldCat Holdings screen for the item.</td>
</tr>
</tbody>
</table>
| Group Holdings         | The number of holdings that libraries in your }
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>cataloging group hold (including your institution). Note: This column is only selectable if your library is part of a cataloging group.</td>
</tr>
</tbody>
</table>

### Action

Click the **Show Actions button** and select one of the following from the pop-up menu:

- **Edit Bibliographic Record** - Open the record for editing.
- **Derive Bibliographic Record** - Create a new record from the existing record.
- **Open Details** - Open the Details screen for the record. From the Details screen, you can click **Copies** to view the shelving location for copies of items owned by your institution.
  - The shelving information comes from either the permanent shelving location in 852 $c or the temporary shelving location 876-8 $l.
  - Shelving information appears for monographic items, but is not available for serial and multi-part items unless different parts of the item can display a different shelving location (e.g., volume 1 has an 876, but volumes 2 and 3 do not).  

### 6. Display preferences and Rows

#### Display preferences

You can select which columns appear on the Condensed Search Results screen and the order in which they appear for the duration of your session. To permanently change which columns appear on the Condensed Search Results screen, see **Set bibliographic record preferences (default)**.

1. Click the **gray gear button** to open the Table Column Display Preferences dialog.
2. Select which columns appear on the Condensed Search Results screen. You must enable at least one column. By default, all columns are displayed.
   - To remove a column, deselect it in the Display column.
3. Determine the order in which the columns appear in the condensed search results list table.
   - Click the **up arrow** to move a column up and the **down arrow** to move a column down in the list.
4. **(Optional)** Click **Reset Form** to restore default settings.
5. Click **Save**.

**Rows**

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a **number** from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the **navigation buttons** to move between pages.

**Local bibliographic data records**

**Local bibliographic data records - Search results screen**

1. **Tabs**

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

- Click on a **Search** to return the search results.
- Click on an **Edit** to return to the record view.
  - If you make any changes to the record, an unsaved tab (/private) opens to identify a changed record.
- To remove a search or record, click the **X** (private). All searches and records are saved until you remove them, click **Close All Tabs**, or sign out of WorldShare.
- To remove an unsaved record, click the orange circle (private). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click **Close All Tabs**.
2. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the Refresh button ( ).

3. Search results

The search results table contains the following columns:

- **LBD** - Displays the following information about the LBD:
  - **Control Number** - The control number associated with the existing record. This number is system-supplied for all new LBDs.
    - Click the Control Number in the Local Bibliographic Data Information column to open a read-only view of the LBD record.
  - **LSN** - The unique, persistent local system bibliographic number (LSN) of the bibliographic record for which the LBD was created. If left blank, the system will generate this number in the following format: `System.Supplied@yyyy-mm-dd, hh:mm:ss`.
- **Bibliographic Record Information** - Displays the basic bibliographic information for the item to which the LHR is associated.
  - Click the title of the item to view the bibliographic record in the MARC editor.

4. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a number from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the navigation buttons to move between pages.

Local holdings records

Local holdings records screen - Search results screen

1. Tabs

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any
records with unsaved changes.

- Click on a **Search** to return the search results.
- Click on an **Edit** to return to the record view.
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- To remove a search or record, click the X (☒). All searches and records are saved until you remove them, click **Close All Tabs**, or sign out of WorldShare.
- To remove an unsaved record, click the orange circle (●). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click **Close All Tabs**.

2. Filter results

You can filter your local holdings record search results by applying up to five filters.

- Click the **Add button** (✚) to apply multiple filters.
- Select a **Boolean operator** from the drop-down list to link multiple filters.
- Click the **Remove button** (☒) to remove an additional filter.
- Available filters include:
  - Lending Policy
  - Location
  - Reproduction Policy
  - Shared Print
  - Temporary Shelving Location

3. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the **Refresh button** (⟳).

4. Search results

The search results table contains the following columns:

- **Call Number** - Displays call number subfield data from the shelving designation and copy number subfields of the 852 field of your local holdings records (LHRs). Subfield display is dependent upon the content of data in your LHR and can include: Note: Subfield data is displayed without subfields (e.g., $hPN1997 .2$i.W47 2010 displays as PN1997 .2 .W47 2010).
  - $k - Call number prefix (R)
  - $h - Classification part (NR)
  - $i - Item part (R)
- $j - Shelving control number (NR)
- $l - Shelving form of title (NR)
- $m - Call number suffix (R)
- $t - Copy number (NR)

- **Barcode(s)** - Displays the barcode data from the piece designation subfields of the 876 field of your LHRs. Click a barcode to open the LHR editor.

- **Shared Print** - Displays whether the item to which the LHR is associated is part of a shared print project.

- **Branch** - Displays the branch name for the item to which the LHR is associated.

- **Shelving Location** - Displays the shelving location for the item to which the LHR is associated.

- **Lending Policy** - Displays the lending policy for the item to which the LHR is associated.

- **LHR Details** - Displays the ILL status, holding library, and shelving location for the item to which the LHR is associated.

- **Bibliographic Record Information** - Displays the basic bibliographic information for the item to which the LHR is associated. Click the title of the item to view the bibliographic record in the MARC editor.

### 5. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a **number** from the Rows list to change the number of rows you see per page.

- If there is more than one page of results, use the **navigation buttons** to move between pages.