Searching WorldCat indexes guidelines and requirements

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Discover how to search and browse WorldCat indexes.

**Browsing**

Note: Browsing is not available in WorldCat Discovery.

Browsing scans an index with the intent of finding a matched term or the closest matching term, rather than retrieving records. Selecting a term in a browse results list then retrieves the relevant record(s).

Each index description notes whether the index supports searching only or both searching and browsing.

Browse WorldCat using either:

- A word that appears anywhere in indexed fields and subfields.
- An exact phrase (complete subfield) or whole phrase (complete field), starting with the first word and including all words (but excluding initial articles in titles). The phrase you enter is matched character by character, from left to right, against the characters of the phrase in the index you specify.

The system returns a list of terms showing a match or the closest match, along with terms that precede and follow the matching term. When you open an entry on the list, you see the record or a list of records retrieved for that term.

**Guidelines**

Follow these general guidelines for browsing:

- Include up to 60 letters, numbers, spaces, or these characters: ( ) &
- Omit initial articles and non-English equivalents from titles (as listed on the [Library of Congress website](https://www.loc.gov)).
- Include hyphens or substitute a space (system treats as two words).
  
  **Example:** *sca ti: asymmetrically* distributed finds both titles, Asymmetrically-distributed variations... and Asymmetrically distributed information...

- Do not use qualifiers, wildcards, or combined terms for browsing.

**Tips for browsing**

- **Truncation.** Browsing provides automatic truncation without using the truncation symbol. Type only as many characters or words as needed.
  
  **Example:** To browse for the title Let Us Now Praise Famous Men, type `tiw=let us now praise famous`

- **Browse for titles.**
  
  - Use the title phrase index (`ti=`) to browse for title/subtitle combinations. The title browse index includes 245 ‡b.
In Connexion: Use the title whole phrase index (tiw=) to browse for a title proper (cataloger-constructed title access point). The index excludes 245 ‡b.

In FirstSearch: Use the Subject All index (sa=) in expert searches. Subject All is the only whole phrase index available in FirstSearch.

Capitalization

Index labels and search terms can be upper- or lowercase or a combination.

Default index

If you do not include an index label, the system uses the Keyword index (kw:) as the default.

Derived searches

Note: Derived searches are not available in WorldCat Discovery or WorldShare.

Derived searching reduces the number of keystrokes you enter.

A derived search uses a specific number of initial characters from sequential words in a name or title.

- The "derived" segments of the words are separated by commas.
- A word is defined the same as for keyword searching (any character(s) between two blank spaces).
- The number and pattern of letters and commas tells the system which derived index to search.
- In a Connexion command line search or a FirstSearch expert search, using the derived search index label and punctuation is optional if it is the first or only element of the search. Always use index labels and punctuation when combining a derived search with a search in a different index.

Types of derived searches

The following table describes the four types of derived searches:

<table>
<thead>
<tr>
<th>INDEX</th>
<th>INDEX LABEL</th>
<th>NUMBER OF INITIAL LETTERS AND COMMAS</th>
<th>MINIMUM KEY (SEE GENERAL NOTES)</th>
<th>INDEX-SPECIFIC NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derived: Corporate/</td>
<td>cd:</td>
<td>=4,3,1</td>
<td>4,1,blank</td>
<td>Leading equal sign (=) distinguishes this index from personal name index if you enter without a label. Use in conjunction with a comma (,) and circumflex (^). Example: =mcdo,air,^</td>
</tr>
<tr>
<td>Conference Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## General notes:

- **Minimum key.** The minimum key pattern shows how few letters you can type and still retrieve all possible characters up to the required number of letters. For example, both `pd:moza,wol` and `pd:moza,wol,a` retrieve records for *Mozart, Wolfgang Amadeus.*

- **Use of circumflex.** Use a circumflex (^) in any derived search except a title search to exclude a character from its position in the search. For example, to search for the name *Harvey, Henry,* which consists of only two parts, type `harv,hen,^`.

## Guidelines

- Even if a name or title has fewer words than the derived search sequence call for, type all commas. **Example:** To search for the title *Roots,* type `td:roo,,,,`.

- Omit *initial articles (such as "a", "an, and "the")* and their non-English equivalents from title searches or segments, but include if they appear anywhere else in titles (see initial articles listed on the Library of Congress website).

- Include letters and numbers.

- Exclude non-alphabetic and non-numeric characters.

- Exclude punctuation and diacritics.

- If a personal name begins with *Mc* or *Mac* followed by an uppercase letter, type `m` and omit `c` or `ac`; if followed by a lowercase letter, include `c` or `ac`. **Example:** To search for *MacDonald, Marion B.,* type `pd:mdon,mar,b`. To search for *Macdonald, Andrew T.,* type `pd:macd,and,t`.

- For constructing segments of a personal name search:
  - Use the first four characters of the surname, the first three characters of the forename, and optionally, the first character of the middle name, separated by commas.
  - The surname includes all words that appear before the first comma.
  - Compound or hyphenated surnames: When constructing a derived name search or name segment, treat all parts of a name up to the first comma as the first element of the derived search, whether they are separated by a space or a hyphen.

**Examples:**

- Type `pd:vanh,car,j` to find *Van Huell Carolus Johannes*
- Type `pd:lima, moy` to find *Li-Marcus, Moying*
• Forename only: If the comma is the last element of the subfield, or if there is no surname, treat each part of a name as separate segments. Treat a hyphenated name as two separate parts.

   Examples:
   Type `pd:whit,bul` to find *White Bull*
   Type `pd:li,min,t` to find *Li-Min Tau*

• Type `pd:henr,vii,k` to find *Henry VIII, King of England*

   • For constructing a derived title search or title segment for hyphenated words, treat the words as separate. *Example:* Type `td:asy,di,va,i` to find *Asymmetrically-distributed variations in traveler-perceived travel times*.....

• Do not construct derived searches using non-Latin script data.

**Stopwords for derived name searches**

Omit the following words as the first segment only from a corporate/conference name and from the name portion of a name/title search.

<p>| &amp; | Congress | Iowa | North Dakota | the |
| a | Connecticut | Joint | of | U.N. |
| Alabama | Council | Kansas | Office | U. N. |
| Alaska | Delaware | Kentucky | Ohio | United Nations |
| American | Department | Louisiana | Oklahoma | United States |
| an | Dept. | Maine | on | University |
| and | Division | Maryland | Oregon | U.S. |
| Arizona | East | Massachusetts | Organization | U. S. |
| Arkansas | Federal | Meeting | Parliament | Utah |
| Association | Florida | Michigan | Pennsylvania | Vermont |
| at | for | Minnesota | Rhode Island | Virginia |
| Australia | France | Mississippi | School | Washington |
| Board | Georgia | Missouri | Seminar | West |
| Bureau | Great Britain | Montana | Senate | West Virginia |
| California | Hawaii | National | Society | Wisconsin |
| Canada | House | Nebraska | South | Workshop |
| College | Idaho | Nevada | South Carolina | Wyoming |</p>
<table>
<thead>
<tr>
<th>Colloquium</th>
<th>Illinois</th>
<th>New Hampshire</th>
<th>South Dakota</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado</td>
<td>in</td>
<td>New Jersey</td>
<td>State</td>
</tr>
<tr>
<td>Commission</td>
<td>India</td>
<td>New Mexico</td>
<td>Subcommittee</td>
</tr>
<tr>
<td>Committee</td>
<td>Indiana</td>
<td>New York</td>
<td>Symposium</td>
</tr>
<tr>
<td>Commonwealth</td>
<td>Institute</td>
<td>North</td>
<td>Tennessee</td>
</tr>
<tr>
<td>Conference</td>
<td>International</td>
<td>North Carolina</td>
<td>Texas</td>
</tr>
</tbody>
</table>

### Examples

<table>
<thead>
<tr>
<th>OMIT INITIAL STOPWORDS IN SEARCH FOR...</th>
<th>ENTER SEARCH AS...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate author Great Britain Forestry Commission of map(s) published in 1985</td>
<td>cd:fore,com,/1985</td>
</tr>
<tr>
<td>Corporate author United Nations Committee on Economic, Social and Cultural Rights</td>
<td>cd:econ,soc,a</td>
</tr>
<tr>
<td>Corporate name Indiana Supreme Court and title Race and gender fairness</td>
<td>nd:supr,race</td>
</tr>
</tbody>
</table>
Initial articles (such as "a", "an", and "the")

When to omit initial articles

Omit initial articles in the following types of searches:

- Beginning of these searches:
  - Derived title
  - Derived corporate name
  - Title word and phrase browsing (index scanning)
  - Keyword searches: Stopwords are not indexed
- Title phrase (ti=) searches: The system automatically ignores English articles a, an, and the.

When to include initial articles

If a word listed as an initial article on the Library of Congress website is the first word of a search but has a different meaning (for example, ein or un used to mean one, or thé used to mean tea), include the word in a search.

Second indicators and ignored initial character spaces

In cataloging, a second indicator of 1 or higher in a field indicates how many initial character spaces to ignore for indexing, filing, and sorting.

For more information

See a comprehensive list of initial articles on the Library of Congress website.

Internet URLs and the 856 field

When searching for Internet URLs in relation to the 856 field, use mt:url to see if the 856 field exists in an Internet-only resource. It is also possible to search mt:web to retrieve any record with any kind of 856 field. Also, see Access Method for information about searching URLs and the 856 field.
Levels of searching

To give flexibility in search strategy and control over the results, OCLC provides various levels of searching, from simplified to complex.

Levels of searching - Table

<table>
<thead>
<tr>
<th>SEARCH LEVEL NAME</th>
<th>FIRSTSEARCH AND WORLDSHARE COLLECTION MANAGER QUERY COLLECTIONS</th>
<th>WORLDSHARE AND WORLDCAT DISCOVERY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Basic             | Basic                                                         | Basic                             | • Least complex level of searching where you use one search text box and/or various drop-down menus to enter or select the parts of the search.  
• The interface automatically formulates the correct search syntax when you send the search to the OCLC system.  
• Not all indexes are listed in drop-down lists in searching interfaces. |
| Guided            | Advanced                                                      | Advanced                          | • Least complex level of searching where you use one search text box and/or various drop-down menus to enter or select the parts of the search.  
• The interface automatically formulates the correct search syntax when you send the search to the OCLC system. |
<table>
<thead>
<tr>
<th>SEARCH LEVEL NAME</th>
<th>FIRSTSEARCH AND WORLDSHARE COLLECTION MANAGER QUERY COLLECTIONS</th>
<th>WORLDSHARE AND WORLDCAT DISCOVERY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command-line search</td>
<td>Expert</td>
<td>Expert</td>
<td>search to the OCLC system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Not all indexes are listed in drop-down lists in searching interfaces.</td>
</tr>
</tbody>
</table>

Command-line search is available from any search box. It is the most complex search level, and requires knowledge of full search syntax, including all parts of a search, the correct order, and format (index labels, Punctuation, search terms, Boolean operators, and Qualifiers).

Examples of searches in this guide are given in full search syntax (most complex format). From full syntax examples, you can extrapolate the parts of a search you would enter or select in boxes and lists to construct a basic or guided form of the search.

Caution: Although constructed as "real" WorldCat searches that produce actual results, the examples in this guide can only illustrate the principles of searching. Because of the dynamic nature of WorldCat, search examples used here may no longer retrieve records or may retrieve too many records.

### Non-Latin/non-Roman scripts

The Connexion client and FirstSearch interfaces support all UTF-8 Unicode defined characters for non-Latin script search terms, which includes the following non-Latin, MARC-8 scripts: Arabic, Chinese, Cyrillic, Greek, Hebrew, Japanese, and Korean, as well as all of the UTF-8 Unicode character sets. For a complete list of supported scripts, see the [Unicode character code charts](https://www.unicode.org/charts/).

Note: Do not construct derived searches using non-Latin script data. Non-Latin script is not indexed in derived...
Search for local holdings record (LHR) data

The following table outlines the data elements and fields available to search for LHR data in Connexion, FirstSearch, WorldShare, and WorldCat Discovery.

LHR data elements and fields - Table

<table>
<thead>
<tr>
<th>DATA ELEMENT</th>
<th>INDEX LABEL(S)</th>
<th>LHR FIELD(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode</td>
<td>bq: kw:</td>
<td>852 p</td>
</tr>
<tr>
<td></td>
<td></td>
<td>863 p</td>
</tr>
<tr>
<td></td>
<td></td>
<td>864 p</td>
</tr>
<tr>
<td></td>
<td></td>
<td>865 p</td>
</tr>
<tr>
<td></td>
<td></td>
<td>876 p</td>
</tr>
<tr>
<td>Call numbers</td>
<td>nu: kw:</td>
<td>852 k h i j l m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>506 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>852 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>856 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>863 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>864 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>865 z</td>
</tr>
<tr>
<td>Item-level notes</td>
<td>nt: kw:</td>
<td>866 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>867 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>868 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>876 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>877 z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>878 z</td>
</tr>
</tbody>
</table>
### Spacing

In all searches, do not enter spaces between the index label and punctuation or between punctuation and the search term. **Example:** `kw:software`

### Special characters in Latin script searches

The following table of punctuation, diacritics, and special characters describes how to treat each character when you construct WorldCat search or browse terms.

Note: For Non-Latin script characters, see [Non-Latin/non-Roman scripts](https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes/Get_started/Searching_WorldCat_indexes_g...).

**Special characters in Latin script searches - Table**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>æ or Æ</td>
<td>æ or Æ</td>
<td>Substitute the letters ae.</td>
</tr>
<tr>
<td>Acute</td>
<td>Acute</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Alif/modifier letter right half ring</td>
<td>Alif/modifier letter right half ring</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Almost equal to</td>
<td>Almost equal to</td>
<td>Omit and leave a space.</td>
</tr>
</tbody>
</table>

[https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes/Get_started/Searching_WorldCatindexes_g...](https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes/Get_started/Searching_WorldCatindexes_g...)

Printed: Wed, 29 Jun 2022 02:51:05 GMT
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ampersand</td>
<td>&amp;</td>
<td>Type.</td>
</tr>
</tbody>
</table>
| Apostrophe | ’ | • Omit and close up the space.  
• Omit from word searches. Words preceded by single letter c, d, j, l, m, n, s, or t and an apostrophe are not yet normalized in the system (that is, not indexed together so that a search term with or without the character retrieves the same records). For now, enter both forms combined with OR to retrieve all appropriate records. For example, to search for *l’etranger*, enter *etranger* or *letranger*.  
• Omit from Dewey class number searches; however, if Dewey class numbers contain slashes, the system indexes them both with and without data following the slashes. For example, 123.45/67/89 is indexed as 123.45 and 123.4567 and 123.456789. |
<p>| Asterisk | * | Omit and leave a space. |
| At sign | @ | Omit and leave a space. |</p>
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayn</td>
<td>🍀</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Backslash</td>
<td>\</td>
<td>• Omit and leave a space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Type in an [access method] phrase search.</td>
</tr>
<tr>
<td>Brackets and bracketed information</td>
<td>[ ]</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit opening and closing brackets and close up the space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit brackets and data within the brackets in these two cases:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ [sic]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ [i.e. and any following data]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Otherwise, include data within brackets in searches.</td>
</tr>
<tr>
<td>Breve</td>
<td>⚪</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>British pound</td>
<td>₤</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Candrabindu</td>
<td>ల</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cedilla</td>
<td><img src="image" alt="Cedilla" /></td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Circle above letter (angstrom)</td>
<td><img src="image" alt="Circle" /></td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Circle below letter</td>
<td><img src="image" alt="Circle" /></td>
<td>Omit and close up the space.</td>
</tr>
</tbody>
</table>
| Circumflex, spacing or nonspacing| ![Circumflex](image) | - Omit and close up the space, except include spacing circumflex in URLs.  
<p>|                                  |            | - Add to some types of derived searches for greater precision.              |
| Colon                            | <img src="image" alt="Colon" /> | Omit and leave a space.                                                      |
| Combining double grave accent     | <img src="image" alt="Combining" /> | Omit and close up the space.                                                 |
| Combining retroflex hook below   | <img src="image" alt="Combining" /> | Omit and close up the space.                                                 |
| Combining inverted breve below   | <img src="image" alt="Combining" /> | Omit and close up the space.                                                 |</p>
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combining macron below</td>
<td>(\bar{\text{ }})</td>
<td>Omit and close up the space.</td>
</tr>
</tbody>
</table>
| Comma                       | ,         | • Omit and leave a space. Some exceptions are:  
|                             |           |   ◦ Omit and close up the space if the comma is preceded and followed by a number.  
|                             |           |   ◦ Include the first comma in a name phrase or whole phrase search (indexes that include 100 a and 700 a), if it is not the last comma in a subfield.  
<p>|                             |           | • Use to separate the parts of a derived search. |
| Copyright sign              | ©         | Omit and close up the space.            |
| Crossed (d)               | (\bar{\bar{d}}) | Substitute the letter (d).            |
| Curly brackets              | {}     | Omit and close up the space.            |
| Dagger                      | (\dagger) | Omit and leave a space.                 |</p>
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree sign</td>
<td>°</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Delimiter</td>
<td>‡</td>
<td>Omit, along with the single letter or number following it, and leave a space.</td>
</tr>
<tr>
<td>Division sign</td>
<td>‑</td>
<td>Type.</td>
</tr>
<tr>
<td>Dollar sign</td>
<td>$</td>
<td>Omit and leave a space. If used as a delimiter, also omit the single letter or number following it.</td>
</tr>
<tr>
<td>Dot below letter</td>
<td>.</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Double acute</td>
<td>“</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Double dot below letter</td>
<td>..</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Double tilde, first and second half</td>
<td>~~~</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Double underscore</td>
<td>=</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Downwards arrow</td>
<td>↓</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Equal sign</td>
<td>=</td>
<td>• Omit and leave a space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use to precede a derived corporate name search, but only if index label is not used.</td>
</tr>
<tr>
<td>Eszett</td>
<td>☁</td>
<td>Enter eszett, or enter a double s: ss.</td>
</tr>
<tr>
<td>Eth</td>
<td>ṉ</td>
<td>Substitute the letter d.</td>
</tr>
<tr>
<td>Euro</td>
<td>€</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Exclamation point</td>
<td>!</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Feminine ordinal indicator</td>
<td>a</td>
<td>Substitute the letter a.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Grave, spacing or nonspacing</td>
<td><code>\</code></td>
<td>Omit and close up the space, except include spacing grave in URLs.</td>
</tr>
<tr>
<td>Greater than or equal to</td>
<td><code>≥</code></td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Greater than sign</td>
<td><code>&gt;</code></td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Hacek</td>
<td><code>झ</code></td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>High comma center</td>
<td>','</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>High comma off center</td>
<td>','</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Hooked o</td>
<td><code>o'</code></td>
<td>Substitute the letter o.</td>
</tr>
<tr>
<td>Hooked u</td>
<td><code>u'</code></td>
<td>Substitute the letter u.</td>
</tr>
</tbody>
</table>

https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes/Get_started/Searching_WorldCat_indexes_g...
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyphen (minus sign)</td>
<td>-</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Icelandic thorn</td>
<td>ðð</td>
<td>Substitute the letters th.</td>
</tr>
<tr>
<td>Infinity</td>
<td>∞</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Integral</td>
<td>∫</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Inverted (right) cedilla</td>
<td>Ꞑ</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Inverted exclamation point</td>
<td>Ꞑ</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Inverted question mark</td>
<td>Ꞑ</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Latin capital letter ENG</td>
<td>Ꞑ</td>
<td>Substitute the letter n.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Latin capital letter ETH</td>
<td>Ⓤ</td>
<td>Substitute the letter d.</td>
</tr>
<tr>
<td>Latin capital letter EZH</td>
<td>ʒ</td>
<td>Substitute the letter z.</td>
</tr>
<tr>
<td>Latin capital letter G with stroke</td>
<td>G</td>
<td>Substitute the letter g.</td>
</tr>
<tr>
<td>Latin capital letter H with stroke</td>
<td>H</td>
<td>Substitute the letter h.</td>
</tr>
<tr>
<td>Latin capital letter L with middle dot</td>
<td>L</td>
<td>Substitute the letter l.</td>
</tr>
<tr>
<td>Latin capital letter T with stroke</td>
<td>T</td>
<td>Substitute the letter t.</td>
</tr>
<tr>
<td>Latin script letters</td>
<td>a - z</td>
<td>Type in upper- or lowercase.</td>
</tr>
<tr>
<td>Latin small letter eng</td>
<td>η</td>
<td>Substitute the letter n.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Latin small letter ezh</td>
<td>3</td>
<td>Substitute the letter z.</td>
</tr>
<tr>
<td>Latin small letter g with stroke</td>
<td>g</td>
<td>Substitute the letter g.</td>
</tr>
<tr>
<td>Latin small letter h with stroke</td>
<td>h</td>
<td>Substitute the letter h.</td>
</tr>
<tr>
<td>Latin small letter kra</td>
<td>K</td>
<td>Substitute the letter q.</td>
</tr>
<tr>
<td>Latin small letter l with middle dot</td>
<td>l</td>
<td>Substitute the letter l.</td>
</tr>
<tr>
<td>Latin small letter long s</td>
<td>l</td>
<td>Substitute the letter s.</td>
</tr>
<tr>
<td>Latin small letter t with stroke</td>
<td>t</td>
<td>Substitute the letter t.</td>
</tr>
<tr>
<td>Left hook</td>
<td>J</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Left right arrow</td>
<td>⬛ ⬛</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Leftwards arrow</td>
<td>⬛</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Less than or equal to</td>
<td>⩽</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Less than sign</td>
<td>&lt;</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Ligature, left and right</td>
<td><code>and</code></td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Macron</td>
<td>-</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Masculine ordinal indicator</td>
<td>o</td>
<td>Substitute the letter o.</td>
</tr>
<tr>
<td>Miagkii znak</td>
<td>i</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Micro sign</td>
<td>μ</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Middle dot</td>
<td>.</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Multiplication sign</td>
<td>×</td>
<td>Type.</td>
</tr>
<tr>
<td>Not equal to</td>
<td>≠</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Not sign</td>
<td>¬</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Number sign</td>
<td>#</td>
<td>Omit and leave a space. Note: WorldShare and WorldCat Discovery automatically search #searchword as searchword (e.g., #girlboss is searched as girlboss).</td>
</tr>
<tr>
<td>Numerals</td>
<td>0-9</td>
<td>Type.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Æ or Æ</td>
<td>![ae]</td>
<td>Substitute the letters oe.</td>
</tr>
<tr>
<td>Parentheses</td>
<td>![()]</td>
<td>Omit and close up the space. Use only when nesting Boolean searches.</td>
</tr>
<tr>
<td>Patent mark/subscript patent mark</td>
<td>![®]</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Percent sign</td>
<td>![%]</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Period (decimal point)</td>
<td>![.]</td>
<td>• Omit and close up the space for derived searches.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit and leave a space in word searches except when numbers precede and follow the period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Type the first period in a class number search.</td>
</tr>
<tr>
<td>Phonogram copyright</td>
<td>![©]</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Pilcrow sign (paragraph sign)</td>
<td>![¶]</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Plus sign         | ![Plus Sign](image) | • Omit in word searches.  
                     |                                      | • Include in phrase and whole phrase searches. |
| Plus/minus sign   | ![Plus/Minus Sign](image) | Omit and leave a space. |
| Polish L          | ![Polish L](image) | Substitute the letter l (ell). |
| Pseudo question mark | ![Pseudo Question Mark](image) | Omit and close up the space. |
| Question mark     | ![Question Mark](image) | Omit and leave a space. |
| Quotation marks   | ![Quotation Marks](image) | • Omit and leave a space.  
<pre><code>                 |                                      | • Use to enclose multiple words in a word search to retrieve the exact sequence of the words. |
</code></pre>
<p>| Right hook        | <img src="image" alt="Right Hook" /> | Omit and close up the space. |
| Rightwards arrow  | <img src="image" alt="Rightwards Arrow" /> | Omit and leave a space. |</p>
<table>
<thead>
<tr>
<th>NAME</th>
<th>CHARACTER</th>
<th>HOW TO TREAT IN SEARCH AND BROWSE TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scandinavian ∅</td>
<td>∅</td>
<td>Substitute the letter o.</td>
</tr>
<tr>
<td>Script L lowercase</td>
<td>l</td>
<td>Substitute the letter l (ell).</td>
</tr>
<tr>
<td>Section sign</td>
<td>§</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Semicolon</td>
<td>;</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Slash</td>
<td>/</td>
<td>• Substitute a space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit and close up the space in number searches and in derived searches.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include as a prefix to &quot;slash&quot; qualifiers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit from Dewey class number searches; however, if Dewey class numbers contain slashes, the system indexes them both with and without data following slashes. For example, 123.45/67/89 is indexed as 123.45 and 123.4567 and 123.456789.</td>
</tr>
<tr>
<td>Space</td>
<td></td>
<td>• Close up multiple adjacent spaces to one space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Omit leading and trailing spaces.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Square root</td>
<td>√</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Subfield delimiter</td>
<td>‡</td>
<td>(See delimiter).</td>
</tr>
<tr>
<td>Subscript minus sign</td>
<td>-</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Subscript numerals</td>
<td>0 - 9</td>
<td>Substitute the numbers 0 - 9.</td>
</tr>
<tr>
<td>Subscript parentheses</td>
<td>( )</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Subscript plus sign</td>
<td>+</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Superior dot</td>
<td>•</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Superscript minus sign</td>
<td>-</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Superscript numerals</td>
<td>0 - 9</td>
<td>Substitute the numbers 0 - 9.</td>
</tr>
<tr>
<td>Superscript parentheses</td>
<td>( )</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Superscript plus sign</td>
<td>+</td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Tilde, spacing and nonspacing</td>
<td>~</td>
<td>Omit and close up the space, except include spacing tilde in URLs.</td>
</tr>
<tr>
<td>Turkish i</td>
<td>!</td>
<td>Substitute the letter i.</td>
</tr>
<tr>
<td>Tverdyi znak</td>
<td>“</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Umlaut (dieresis)</td>
<td>“</td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Underscore, spacing and nonspacing</td>
<td>—</td>
<td>Omit and close up the space, except include spacing underscore in URLs.</td>
</tr>
<tr>
<td>NAME</td>
<td>CHARACTER</td>
<td>HOW TO TREAT IN SEARCH AND BROWSE TERMS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Up down arrow</td>
<td></td>
<td>Omit and leave a space.</td>
</tr>
<tr>
<td>Upandhmaniya</td>
<td></td>
<td>Omit and close up the space.</td>
</tr>
<tr>
<td>Upwards arrow</td>
<td></td>
<td>Omit and leave a space.</td>
</tr>
</tbody>
</table>

**Stemming**

Note: This feature is not enabled in Connexion, FirstSearch, or WorldShare Collection Manager query collections.

Stemming is where each term in a query is treated as a logical OR of the various word forms of the term, so that all records that contain any form of the term are included in the result set. For example, the query `ball` would be treated as if it were actually `ball OR balls OR balled OR balling`.

Stemming works with (unanchored) phrase searching. `"blue dog"` would be equivalent to `"blue dog" OR "bluer dog" OR "blue dogs" OR "blue dogged" OR "bluer dogs" OR "bluer dogged"` etc.

Stemming works in WorldShare and WorldCat Discovery

Stop words

Stop words (also called Common word exclusions) are common words that the system ignores in some types of searches. You can omit them from search items. To use any of these words as search terms, enclose them in quotation marks.

**Stop words in WorldShare and WorldCat Discovery**

The lists of stop words in WorldShare and WorldCat Discovery are specific to the following indexes:

- Keyword (kw:)
- Series (se:)
**WorldShare and WorldCat Discovery English stop words**

<table>
<thead>
<tr>
<th>a</th>
<th>by</th>
<th>in</th>
<th>this</th>
</tr>
</thead>
<tbody>
<tr>
<td>am</td>
<td>for</td>
<td>is</td>
<td>to</td>
</tr>
<tr>
<td>an</td>
<td>from</td>
<td>it</td>
<td>un</td>
</tr>
<tr>
<td>and</td>
<td>had</td>
<td>not</td>
<td>une</td>
</tr>
<tr>
<td>are</td>
<td>have</td>
<td>of</td>
<td>was</td>
</tr>
<tr>
<td>as</td>
<td>he</td>
<td>on</td>
<td>which</td>
</tr>
<tr>
<td>at</td>
<td>her</td>
<td>or</td>
<td>with</td>
</tr>
<tr>
<td>be</td>
<td>his</td>
<td>that</td>
<td>you</td>
</tr>
<tr>
<td>but</td>
<td>how</td>
<td>the</td>
<td></td>
</tr>
</tbody>
</table>

**WorldShare and WorldCat Discovery French stop words**

<table>
<thead>
<tr>
<th>à</th>
<th>en</th>
</tr>
</thead>
<tbody>
<tr>
<td>an</td>
<td>et</td>
</tr>
<tr>
<td>as</td>
<td>la</td>
</tr>
<tr>
<td>at/ât</td>
<td>le</td>
</tr>
<tr>
<td>av</td>
<td>un</td>
</tr>
<tr>
<td>but</td>
<td>les</td>
</tr>
<tr>
<td>du</td>
<td>une</td>
</tr>
<tr>
<td>de</td>
<td>thé</td>
</tr>
<tr>
<td>des</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** These stop words include terms from other languages that will also need quotes to retain the search term within a search, including: an, ât, as, av, but, or, thé.
WorldShare and WorldCat Discovery German stop words

<table>
<thead>
<tr>
<th>als</th>
<th>dich</th>
<th>ihres</th>
<th>not</th>
</tr>
</thead>
<tbody>
<tr>
<td>am</td>
<td>dir</td>
<td>im</td>
<td>sie</td>
</tr>
<tr>
<td>an</td>
<td>du</td>
<td>in</td>
<td>that</td>
</tr>
<tr>
<td>auf</td>
<td>er</td>
<td>ist</td>
<td>was</td>
</tr>
<tr>
<td>aus</td>
<td>es</td>
<td>kein</td>
<td>wer</td>
</tr>
<tr>
<td>das</td>
<td>he</td>
<td>mein</td>
<td>wie</td>
</tr>
<tr>
<td>dass</td>
<td>her</td>
<td>mich</td>
<td>wird</td>
</tr>
<tr>
<td>der</td>
<td>ihr</td>
<td>mir</td>
<td>von</td>
</tr>
<tr>
<td>des</td>
<td>ihre</td>
<td>mit</td>
<td></td>
</tr>
</tbody>
</table>

Note: There can be terms that have been made stop words for other languages that need quotes to retain the search term within a search including the word "not".

WorldShare and WorldCat Discovery Norwegian stop words

<table>
<thead>
<tr>
<th>des</th>
<th>her</th>
</tr>
</thead>
<tbody>
<tr>
<td>det</td>
<td>is</td>
</tr>
<tr>
<td>du</td>
<td>la</td>
</tr>
<tr>
<td>en</td>
<td>le</td>
</tr>
<tr>
<td>er</td>
<td>les</td>
</tr>
<tr>
<td>et</td>
<td>og</td>
</tr>
<tr>
<td>fra</td>
<td>om</td>
</tr>
<tr>
<td>før</td>
<td>on</td>
</tr>
<tr>
<td>he</td>
<td></td>
</tr>
</tbody>
</table>

Note: These stop words include terms from other languages that will also need quotes to retain the search term within a search, including: and, are, be, by, des, is, le, les, on, to, which.
### WorldShare and WorldCat Discovery Spanish stop words

<table>
<thead>
<tr>
<th>Spanish word</th>
<th>Spanish word</th>
<th>Spanish word</th>
</tr>
</thead>
<tbody>
<tr>
<td>aquel</td>
<td>ellos</td>
<td>mas</td>
</tr>
<tr>
<td>aquellas</td>
<td>esa</td>
<td>me</td>
</tr>
<tr>
<td>aquello</td>
<td>esas</td>
<td>ni</td>
</tr>
<tr>
<td>aquellos</td>
<td>ese</td>
<td>o</td>
</tr>
<tr>
<td>esa sol</td>
<td>eso</td>
<td>para</td>
</tr>
<tr>
<td>del</td>
<td>esos</td>
<td>pero</td>
</tr>
<tr>
<td>e</td>
<td>las</td>
<td>por</td>
</tr>
<tr>
<td>el</td>
<td>lo</td>
<td>que</td>
</tr>
<tr>
<td>ellas</td>
<td>los</td>
<td>se</td>
</tr>
<tr>
<td></td>
<td></td>
<td>si</td>
</tr>
<tr>
<td></td>
<td></td>
<td>u</td>
</tr>
<tr>
<td></td>
<td></td>
<td>una</td>
</tr>
<tr>
<td></td>
<td></td>
<td>unas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>yo</td>
</tr>
</tbody>
</table>
Stop words in Connexion, FirstSearch, and WorldShare Collection Manager query collections

The list of stop words in Connexion, FirstSearch, and WorldShare Collection Manager query collections is specific to the following text-rich indexes:

Connexion, FirstSearch, and WorldShare Collection Manager query collections text-rich indexes

- Access Restrictions (rs:)
- Action Note (io:)
- Auction House (SCIPIO) (ah:)
- Canadian Subject (he:)
- Corporate/Conference Subject (nc:)
- Descriptors (de:)
- Entity Attributes (en:)
- Genre/Form (ge:)
- Geographic Coverage (gc:)
- Keyword (kw:)
- LC Children's Subject (hc:)
- LCSH (hl:)
- MeSH (hm:)
- NAL Subject (ha:)
- Notes (nt:)
- Other Subject (ho:)
- Physical Description (p3:)
- Provenance (pv:)
- Publisher (pb:)
- Publisher Location (pl:)
- Relationship (rx:)
- Report number (rn:)
- RVM Subject (hr:)
- Series (se:)
- Subject (su:)
- Title (ti:)

Connexion, FirstSearch, and WorldShare Collection Manager query collections stop words

<table>
<thead>
<tr>
<th>&amp;</th>
<th>had</th>
<th>near</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>have</td>
<td>not</td>
<td>un</td>
</tr>
<tr>
<td>am</td>
<td>has</td>
<td>of</td>
<td>une</td>
</tr>
<tr>
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