



FirstSearch: Using Institution Records

Institution Records were added to WorldCat this year as part of the merger of the Research Library Group (RLG) with OCLC. It provides a similar experience to the RLIN21 services' use of cluster records, which grouped individual libraries' cataloged records for the same item together. In RLIN21 one of these local cataloged records was used as the Primary Record, to be displayed first for a cluster, with a list of additional records also provided. In a similar fashion, OCLC is using the WorldCat record as the Primary Record, and providing a link to additional institution records.

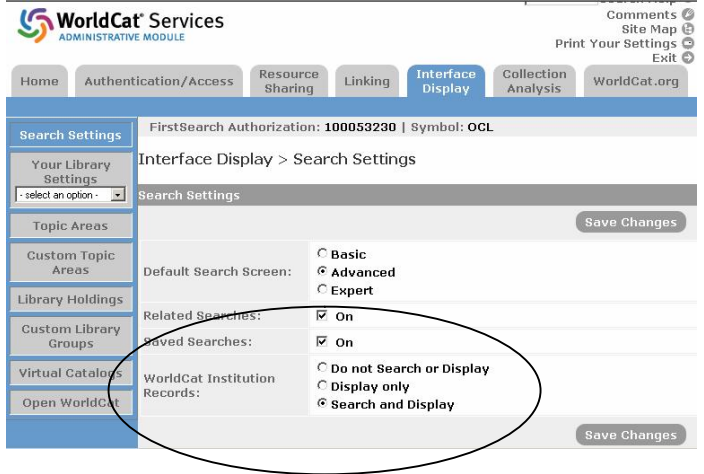
The Institution Records function provides the bibliographic records of specific libraries as they entered the records, including local library notes and location information. This information can be valuable to researchers, especially in when dealing with rare items.

What are the choices?

There are three choices available with differing levels of access to Institution Records. The different levels are set for each authorization's access in the FirstSearch administrative module and affect all Institution Records in WorldCat and WorldCat-like databases, such as any group catalog, Ebooks, or WorldCat Dissertations. The choices are:

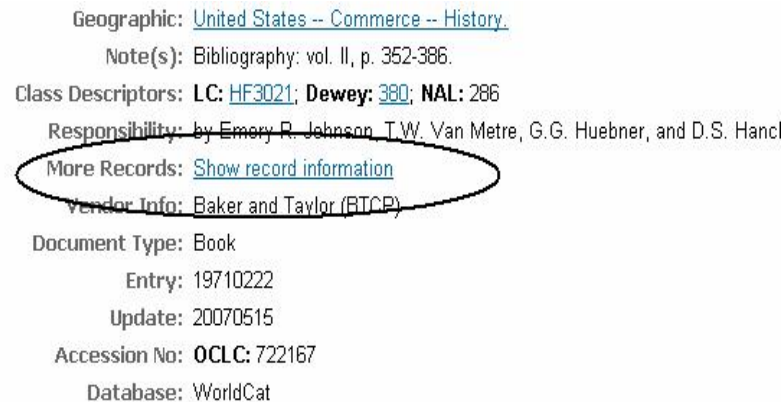
- **Do not Search or Display.** The default setting.
- **Display only.** Allows a link of More Records to appear when institution records are available for a regular bibliographic record. Clicking the links will show what institution records are available for display.
- **Search and Display.** This option not only displays records, but the search results include the same indexed fields within the **Institution Records**. A record may appear in the results without the search term appearing in the regular bibliographic record display if the indexed word is found within at least one of the **Institution Records** attached.

To set access to Institution Records, go to the FirstSearch administrative module. Under the **Interface Display** tab, click **Search Settings**. (See illustration, next column.)

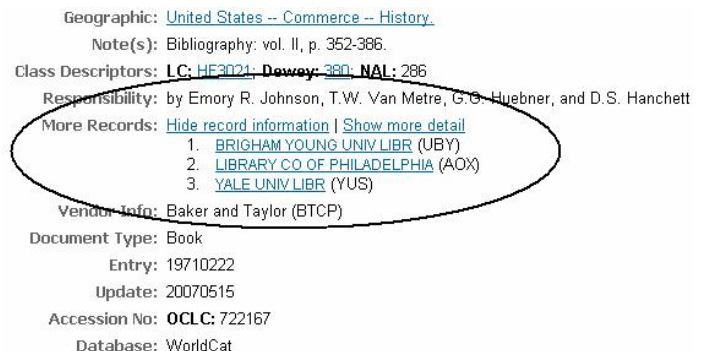


What do Institution Records look like?

Searching in FirstSearch will always retrieve only Primary Records. In a Primary Record there is a link to Institution Records found near the bottom of the Primary Record with the label **More Records: Show record information**.



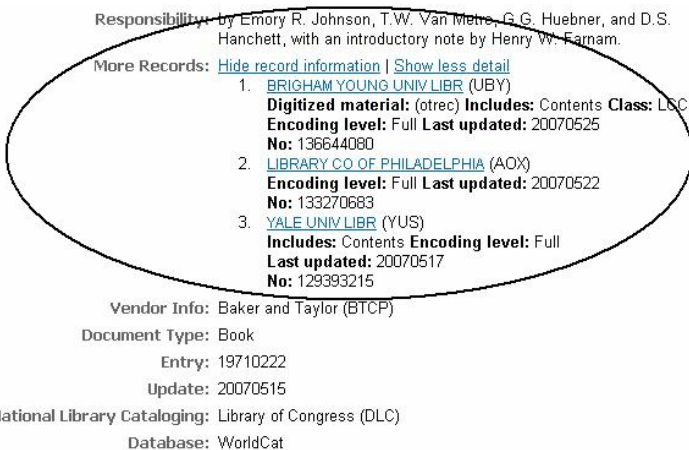
Clicking on the **Show record information** link allows the user to see the institutions that have additional local records (see below).



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If **Show more detail** is selected (see above), additional information about the records will be shown, such as which records represent digitized material, and which records includes tables of contents, summary information, or websites.

The staff view of [Show more detail](#) will provide additional information on the type of classification the record uses and the catalog encoding level.



Responsibility: by Emory R. Johnson, T.W. Van Metre, G.G. Huebner, and D.S. Hanchett, with an introductory note by Henry W. Farnam.

More Records: [Hide record information](#) | [Show less detail](#)

1. [BRIGHAM YOUNG UNIV LIBR \(UBY\)](#)
Digitized material: (otrec) **Includes:** Contents **Class:** LSC
Encoding level: Full **Last updated:** 20070525
No: 136644080
2. [LIBRARY CO OF PHILADELPHIA \(AOX\)](#)
Encoding level: Full **Last updated:** 20070522
No: 133270683
3. [YALE UNIV LIBR \(YUS\)](#)
Includes: Contents **Encoding level:** Full
Last updated: 20070517
No: 129393215

Vendor Info: Baker and Taylor (BTCP)

Document Type: Book

Entry: 19710222

Update: 20070515

National Library Cataloging: Library of Congress (DLC)

Database: WorldCat

The online Help provides information on this display feature when a particular authorization number enables the feature.

How do Institution Records change search results?

When searching includes Institution Records, all the indexes include the institution's local data and record information in the search. So a search for a subject term will include the Primary Record's subject fields and all its associated Institution Records subject fields.

The resulting records from a search will always display only the Primary Records of that database. But Institution Records can be accessed from the Primary Records. This

is true even if the only data that matched the search came from an Institution Record. In fact, with Institution Record searching turned ON, your searches may retrieve records that when first seen appear to have none of the search terms. In those situations, looking at the Institution Records will reveal the search terms that resulted in retrieving the record.

There is one index that will only include data from the Institution Records: the Institution Records General Call Number index (NU: or NU=). Use of this index label in any search box will make this index available for searching. A search that includes this index will work correctly only if Institution Records is set to Search and Display (in the admin module) for that authorization. If the authorization doesn't have Institution Record searching turned on in the admin module, this index will always return zero results.

If an authorization number has Institution Record searching enabled, the online Help provides information on this additional searching feature.

What databases can have Institution Records?

WorldCat is the source of the Institution Records information. It is also available for all the group catalogs. Further, the databases built from WorldCat will also be affected by searches involving Institution Records. They include OCLC Electronic Books and WorldCat Dissertations. The setting that your library makes in the FirstSearch administrative module determines which access level these databases have to Institution Records.

Additional information on Institution Records

For additional information on Institution Records, including how RLG Union Catalog records were integrated into WorldCat please go [here](#).



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