

# Searching in WorldCat Discovery Services

## Basic and Expert Searching

- By default, a basic search is a “keyword” search. Enter a term in the search box and press “enter” on your keyboard or use the search button to execute that search.
- An expert search may include index labels and Boolean operators. This search may be executed in any search box, such as the basic search box or the Advanced Search screen.
  - With index labels, it is important to use these with all the search terms; otherwise those terms without index labels will be treated as keyword (**kw:**) searches.
- When using Boolean operators (AND, OR, NOT) in a search, these must be capitalized. Search terms with Boolean operators are processed in left to right order.
- Author names are hot linked on search results, in the Item Detail and under Editions & Formats. You may click the name to trigger an author keyword search (**au:**).

## Wildcards and Truncation

- Approximate term queries use these operators: asterisk, question mark and pound sign.
  - Truncation: Enter a minimum of the first three characters followed by an asterisk (\*).
  - Wildcards: Use the pound sign (#) to represent a single character.
    - Use the question mark (?) to represent zero to 9 characters within a term.

Truncation allows you to search for a term and its variations by entering a minimum of the first three characters of the term followed by an asterisk (\*).

Use the wildcards and/or truncation to expand or focus the search results.

*Stemming* may be used in place of these symbols; in these cases, 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 search term, **ball**, would be treated like:

**ball OR balls OR balled OR balling.**

More information about using wildcards, truncation and stemming are in *Searching WorldCat Indexes: Getting Started* Chapter: <http://www.oclc.org/support/help/SearchingWorldCatIndexes/Default.htm>

- **Searching in WorldCat Discovery and Interface Features**

This offers tips on navigating, searching, selecting databases, and sharing search results.

<http://www.oclc.org/support/services/discovery/documentation/adv-search.en.html>

## Basic and Expert Searching Examples

- Boolean operators and Wildcards:
  - AND example: **transportation AND highway#**
  - OR example: **photograph# OR painting#**
  - NOT example: **kingsolver NOT vegetable**
  - Wildcard and Truncation example: **art architectur? gre\***
- Author index: thubron AND title index: shadow silk road
  - **au:thubron AND ti:shadow silk road**
- Subject index: reading comprehension NOT subject index: literacy
  - **su:reading comprehension NOT su:literacy**
- Keyword index: archaeology AND Keyword index :north america\* OR Keyword index: united states
  - **kw:arch?ology AND kw:north america OR kw:united states**

## Search Results & Sort options

- Use filters to refine search results based on Content, Format, Databases, Author, Year (or range of years), Language and/or Topics. Selected filters apply to the specific result set only; when a new search is executed, the filter selections are reset.
- The default sort order for search results is Library & Relevance. This sort can be changed within search results, or a new default value can be selected in the Service Configuration.
- The sort options include:
  - Relevance only
  - Author (A-Z)
  - Date (highest or lowest first)
  - Most widely held
  - Title (A-Z)
- The Relevance only sort option balances these four weights in order of priority:
  - **Date** -- emphasis on displaying newer materials.
  - **Title** -- visible indicator that an item matches a query.
  - **Author** -- the name will appear high in the search results.
  - **Worldwide Holdings** -- displays foundational literature while ensuring a balance between these items with many holdings and more recent items with fewer holdings.
- Details about the relevance only sort is in August 2016 Release Notes: [http://www.oclc.org/content/dam/support/release-notes/discovery/discovery\\_release\\_2016-08-29.pdf](http://www.oclc.org/content/dam/support/release-notes/discovery/discovery_release_2016-08-29.pdf)
- The Author sorts by special characters and numbers in the first last name, then A to Z by last name.
- The Title sorts by special characters and numbers, then A to Z; the initial article “the” is ignored.
- Details about these sort options (Author and Title) are explained in December 2016 Release Notes: [http://www.oclc.org/content/dam/support/release-notes/discovery/discovery\\_release\\_2016-12-08.pdf](http://www.oclc.org/content/dam/support/release-notes/discovery/discovery_release_2016-12-08.pdf)

## Advanced Search Screen

- Select indexes from drop-down lists for guided searching
- Select Boolean operators (AND, OR, NOT)
- Select database or database group to search
- Use limits to expand or focus search results
  - “Location (Libraries Worldwide, etc)” and “Year” are always available
  - Other limits depend on databases selected for searching

## Advanced search indexes and limiters

Indexes related to all the databases being searched and the most used WorldCat indexes are available for guided searching from the drop/down lists. Phrase indexes are included and labeled as such.

Phrase indexes search for every word from left to right in order. For a title phrase, exclude the initial articles, A, AN, THE, and their equivalents in other languages. Include all other words or truncate the phrase with the asterisk (\*). With an author phrase search, enter the name in inverted order.

Search terms, indexes, and limiters do not persist when navigating back to Advanced Search.

Limiters depend on what content you are searching: a single database, multiple databases, WorldCat, and so forth. Limits for Year and Location (Libraries Worldwide, etc.) are always available.

Other limits that may appear include:

- Format = material / document type
- Language = language of the resource
- Audience = Juvenile or not-juvenile
- Content = further refines material types, (fiction/non-fiction; thesis/dissertation; biography)

## Advanced Search Examples

- Author phrase index: patchett, ann AND title phrase index: bel canto
  - **au=patchett, ann AND ti=bel canto**
- Subject index: social work NOT subject index: social services
  - **su:social work NOT su:social services**
- Keyword index: physical geography AND subject index: ocean\* OR subject index: sea levels
  - **kw:physical geography AND su:ocean\* OR su:sea levels**

## Add or remove a database to search

- WorldCat.org is the initial default database. On the Advanced Search screen, a list of databases available to search are displayed. Here it is possible to add databases that are available but not searched by default. Selected databases may be deselected to exclude them from being searched.

- The All Databases group displays all available databases. Click the arrow to expand the list:
  - Click “Select all in Group” to mark all databases in list
  - Click again to remove all marks.
  - Select specific databases to search
  - Click Save Changes to save the selected databases for the searching session.

## Searching in WorldCat Discovery (differences from FirstSearch)

This guide explains searching differences between WorldCat Discovery and FirstSearch, such as different index labels and the format for searching dates and ranges.

[http://www.oclc.org/content/dam/support/discovery/searchchanges\\_discovery.pdf](http://www.oclc.org/content/dam/support/discovery/searchchanges_discovery.pdf)

Index	Change
Format/document type (dt:)	Use x0: and x4:
ISBN (number search)	Index label (bn:) is optional Hyphen required when using index label
ISSN (number search)	Index label (in: ) is optional Hyphen required when using index label
Music publisher number (keyword or phrase) (renamed from Publisher number)	Use mn: or mn= Use (*) truncation with phrase index (mn=)
OCLC number	Index label (no: ) is required
Years or range of years	Enter on Advanced Search screen Each year must contain 4 digits Use 2 dots (..) instead of hyphen between date range

## Documentation

- **Searching WorldCat Indexes**

This contains details about query syntax and index labels for searching many OCLC services.

<http://www.oclc.org/support/services/worldcat/documentation/searching/searchworldcatindexes.en.html>

- **WorldCat Discovery Release Notes**

Describes new product features and enhancements included in each code release.

<http://www.oclc.org/support/services/discovery/release-notes.en.html>

## WorldCat Discovery Services Support and Office Hours:

<http://www.oclc.org/support/services/discovery.en.html>

## OCLC Community Center: <https://oc.lc/community>

Sign in with your OCLC Services account and your institution's OCLC symbol.

## OCLC Customer Support: <http://oc.lc/support>

Email: [support@oclc.org](mailto:support@oclc.org) Phone: 800.848.5800 (US)