Searching for Bibliographic Records in OCLC

Login: Connect Disconnect
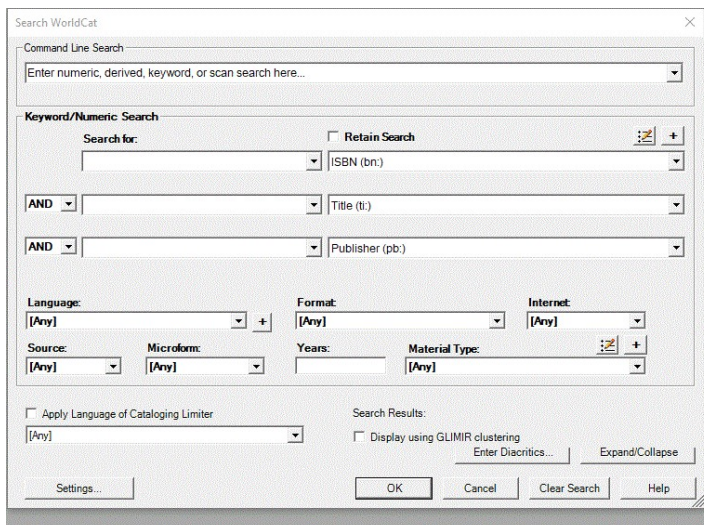
Menu	File>Logon
Command	Ctrl F1
Icon	

Searching

Menu	Cataloging>Search>WorldCat
Command	F2
Icon	

Searching Strategies and Tips

1. Fill out form

Searching for Bibliographic Records in OCLC

1) Searching Strategies
   a. OCLC Number
       i. Use Command Line Search
       ii. Put OCLC number in the dropdown box preceded with a "#"
   b. IBSN
       i. Use a Keyword/Numeric Search box
   c. Author/Title Search
       i. Use a Keyword/Numeric Search box
       ii. Use the least common words.
       iii. Do not use a, an, the, etc.
       iv.
2) Identify the correct record(s) – The following fields should match the item in hand.
   a. Author (100)
   b. Title (245)
   c. Publisher (260 $b or 264 $b)
   d. Format (Book, DVD, Online, etc.)
   e. Year (260 $b or 264 $b or fixed field)
3) Identify the LC records (DLC in 040 field)
4) Identify the most complete and error-free record – does it have
   a. LC Subject headings (650 _0)
   b. LC Call number (050 or 090)
   c. Control numbers
       i. ISBN (020)
       ii. Publisher number (028)
   d. Table of Contents (505)
   e. Summary (520)
5) Identify the record with the most holdings (to facilitate Interlibrary loan)

Exporting

Menu	Action>Export
Command	F5
Icon	

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