



Searching for Bibliographic Records in OCLC

Login: Connect Disconnect

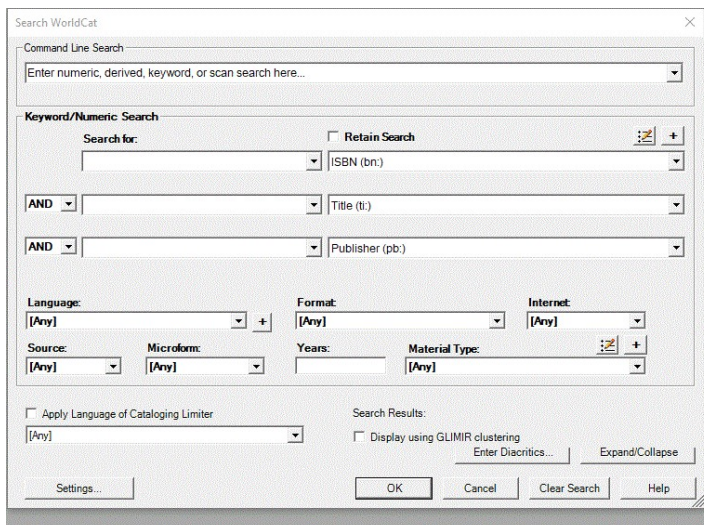
Menu	File>Logon
Command	Ctrl F1
Icon	

Searching

Menu	Cataloging>Search>WorldCat
Command	F2
Icon	

Searching Strategies and Tips

1. Fill out form



The screenshot shows the 'Search WorldCat' dialog box. It features a 'Command Line Search' section with a text input field. Below it is the 'Keyword/Numeric Search' section, which includes a 'Search for:' dropdown menu, a 'Retain Search' checkbox, and several search criteria fields: 'ISBN (bn.)', 'Title (t.)', and 'Publisher (pb.)'. There are also fields for 'Language', 'Format', 'Internet', 'Source', 'Microform', 'Years', and 'Material Type'. At the bottom, there are checkboxes for 'Apply Language of Cataloging Limiter' and 'Display using GLIMIR clustering', along with buttons for 'Settings...', 'OK', 'Cancel', 'Clear Search', and 'Help'.

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. ISBN
 - 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	