**Key Takeaways and Reminders**

**Advanced Bibliographic Searching**

**Menu Commands in Connexion Browser:**

On the Menu Bar

- **Bibliographic Search**
  - Cataloging > Search Options > WorldCat

- **Bibliographic Browse**
  - Cataloging > Browse Options > WorldCat

**Documentation**

*Searching WorldCat Indexes* is the definitive information source for searching WorldCat. Look up which fields/subfields are searched by which index, both by index order and tag order. Access this document at:

http://www.oclc.org/support/services/worldcat/documentation/searching/searchworldcatindexes.en.html
OCLC Connexion: Searching WorldCat Quick Reference is an 8-page guide you may want to print. Access this document at:

http://www.oclc.org/content/dam/support/worldcat/documentation/searching/refcard/searchworldcatquickreference.pdf

Guidelines for Word Searches in Connexion Browser

For command line searches, enter an index label. Find a list of available indexes and their labels either in the dropdown menus in the Keyword/Numeric search box, or in the documentation.

Use these qualifiers and indexes with command line searches:

Slash qualifier (/): Format, Year(s) of publication, microform, & source
- Must be at end of search string
- No more than four slash qualifiers

Material Type Qualifier (mt:): Material type, Internet (mt: url)
- Use anywhere in search string
- See Searching WorldCat Quick Reference for list of material type abbreviations

Language qualifier (la:): Language
- Use anywhere in search string
- See list of language names and codes on the Library of Congress Web site at http://www.loc.gov/marc/languages/. Look under Name Sequence

<table>
<thead>
<tr>
<th>au:</th>
<th>Name (author)</th>
<th>se:</th>
<th>Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>cn:</td>
<td>Corporate/ Conference name</td>
<td>su:</td>
<td>Subject</td>
</tr>
<tr>
<td>nt:</td>
<td>Notes</td>
<td>ti:</td>
<td>Title</td>
</tr>
<tr>
<td>pn:</td>
<td>Personal name</td>
<td>ut:</td>
<td>Uniform title</td>
</tr>
</tbody>
</table>

Indexes usually best combined with other indexes

<table>
<thead>
<tr>
<th>li:</th>
<th>Holding library</th>
<th>pb:</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>la:</td>
<td>Language</td>
<td>pl:</td>
<td>Publisher location</td>
</tr>
</tbody>
</table>
**Truncation and Wildcards**

**Truncation:** Type * after entering at least three characters

Example: `connect*` retrieves `connect, connection, connectivity,` etc.

**Wildcards:** Type # in place of one character

Example: `wom#n` retrieves `woman` and `women`

Type ? in place of an unknown number of characters

Example: `encyclop?dia` retrieves `encyclopedia` and `encyclopaedia`

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**Phrase Searching Guidelines**

**Phrase Searches:** Index ends with =

- Enter multiple words in order from beginning of first subfield
- Enter all data from subfield or truncate using *

**Whole Phrase Searches:** Index ends with w=

- Enter multiple words in order from beginning of first subfield of an indexed field, including subsequent subfields
- Enter all data from field or truncate using *

**Phrase or whole phrase searches for titles**

- Omit initial articles (a, an, the and equivalents in other languages)

**Phrase or whole phrase searches for personal names**

`(au=, auw=, pn=, pnw=)`

- Enter last name first
- Include comma between last name and first name (example: `pn=crutcher, chris`)
- If entering birth/death dates, omit comma preceding date (example: `auw=smith, joe 1902-1937`)

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**Browse Guidelines**

- Cataloging > Browse > WorldCat
- Browse only phrase indexes (index label ends with =)
- Browse results:
  - To display next set of 25 entries: Click **Next Page**
  - To display previous set of 25 entries: Click **Previous Page**
Display of search results lists in Connexion Browser

<table>
<thead>
<tr>
<th>Number of records</th>
<th>Default display</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full record</td>
</tr>
<tr>
<td>2-5</td>
<td>Brief list: 2-5 lines of information for each record. Sort order depends on index searched.</td>
</tr>
<tr>
<td>6-100</td>
<td>Truncated list: 1-line entry for each record. Sort order: Ascending by main entry (1XX field), then title (245 field), then publication date (Date1).</td>
</tr>
<tr>
<td>101-1500</td>
<td>Group list: Records grouped by material type and publication date.</td>
</tr>
</tbody>
</table>

If you prefer that all search results (regardless of result set size) be presented as a brief list or a truncated list, you can choose your preferred list type for all search results. You can select a list type before viewing search results; you can also change the type while viewing results. Your selected list type remains in effect until you change it.

**Select list type before searching** (applies to both Command Line Search and Keyword/Numeric Search):

Select list type for current results:

![Select list type for current results](image_url)