Basic search

Last updated: Tue, 26 May 2020 21:02:45 GMT

Discover how to perform a basic search for bibliographic, authority, local bibliographic data (LBD), local holdings (LHR), and unresolved records in WorldShare Record Manager. You can find records quickly using a basic search. For example, a basic search can be useful when you have an ISBN or are trying to locate a record that was saved in-progress without adding or replacing the WorldCat record. Basic search allows you to search for authority, bibliographic, local bibliographic data, and local holdings records.

Search for an authority record

For a list of available authority files and indexes, see Record Manager: Authorities Guide.

1. From the Data Type drop-down list, select Authority Records.
2. From the Scope drop-down list, select an authority file.
3. From the Index drop-down list, select an index.
4. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed.
5. Click Search. The Search results page appears with the matching authorities results listed in a table with this information:
   - **Name** - The name of the authority and its associated See (4xx) and See Also (5xx) references. Note: See and See Also references are displayed as links if they lead to an authority record. Click the link to open the authority record in the MARC editor.
   - **Field** - The field in which the authority appears.
   - **Description** - Lists information about personal, corporate/conference, or geographic names.
6. Click the name of the matching item to view the authority file record.
Search for a bibliographic record

1. From the Data Type drop-down list, select Bibliographic Records.
2. From the Scope drop-down list, select a search scope.
   - Select My Library Holdings if you already have at least one copy of the item.
   - Select All WorldCat if you do not own any copies of the item.
3. From the Index drop-down list, select an index.
4. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed. All indexes support wildcard searching with an asterisk (e.g., cat*).
5. Click Search.
6. Click the title of an item to open the WorldCat record.

Bibliographic record scopes and indexes - Table

<table>
<thead>
<tr>
<th>SCOPE</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>All WorldCat</td>
<td>Keyword</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Author</td>
</tr>
<tr>
<td></td>
<td>ISBN</td>
</tr>
<tr>
<td></td>
<td>ISSN</td>
</tr>
<tr>
<td></td>
<td>OCLC Number - You can submit up to 250 OCLC numbers in a search. The OCLC numbers are automatically linked by Boolean OR.</td>
</tr>
<tr>
<td>My Group Holdings</td>
<td>Keyword</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Author</td>
</tr>
<tr>
<td></td>
<td>ISBN</td>
</tr>
<tr>
<td></td>
<td>ISSN</td>
</tr>
<tr>
<td></td>
<td>OCLC Number - You can submit up to 250 OCLC numbers in a search. The OCLC numbers are automatically linked by Boolean OR.</td>
</tr>
</tbody>
</table>

Note: This scope is only available to WorldShare Management Services libraries with Group aware.
Search for a local bibliographic data record

1. From the Data Type drop-down list, select Local Bibliographic Data Records.
2. From the Index drop-down list, select an index.
3. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed.
4. Click Search. From the results list, you can:
   - Click the Control Number in the Local Bibliographic Data Information column to open a read-only view of the LBD record.
   - Click the title of an item in the Bibliographic Record Information column to view the bibliographic record in the MARC editor and edit your associated LBDs.

Local bibliographic data record scopes and indexes - Table

<table>
<thead>
<tr>
<th>SCOPE</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Library Holdings</td>
<td>Keyword*</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Author</td>
</tr>
<tr>
<td></td>
<td>ISBN</td>
</tr>
<tr>
<td></td>
<td>ISSN</td>
</tr>
<tr>
<td></td>
<td>OCLC Number* - You can submit up to 250 OCLC numbers in a search. The OCLC numbers are automatically linked by Boolean OR.</td>
</tr>
</tbody>
</table>

Local bibliographic data record scopes and indexes - Table

<table>
<thead>
<tr>
<th>SCOPE</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keyword*</td>
</tr>
<tr>
<td></td>
<td>LBD Control Number</td>
</tr>
<tr>
<td></td>
<td>Local System Number</td>
</tr>
<tr>
<td></td>
<td>Name*</td>
</tr>
<tr>
<td></td>
<td>Note*</td>
</tr>
<tr>
<td></td>
<td>OCLC Number* - You can submit up to 250 OCLC numbers in a search. The OCLC numbers are automatically linked by Boolean OR.</td>
</tr>
<tr>
<td></td>
<td>Subject*</td>
</tr>
</tbody>
</table>
*This index supports wildcard searching with an asterisk.

**Search for a local holdings record**

1. From the Data Type drop-down list, select **Local Holdings Records**.
2. From the Index drop-down list, select an **index**.
3. In the Term(s) text field, enter your **search terms**. The text field will expand to fit your search terms, if needed.
   Or
   From the sub-selection drop-down list(s), select the relevant options.
   Note: Some indexes provide sub-selection drop-down lists rather than a Term(s) text field.

**Local holdings record indexes and sub-selections - Table**

<table>
<thead>
<tr>
<th>INDEX</th>
<th>INDEX LABEL</th>
<th>FIELD/SUBFIELD(S) INDEXED</th>
<th>AVAILABLE SUB-SELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Note</td>
<td>p8</td>
<td>583 a c h i 2 3 5</td>
<td></td>
</tr>
<tr>
<td>Barcode</td>
<td>bq</td>
<td></td>
<td>852 p 863 p 864 p 865 p 876 p</td>
</tr>
<tr>
<td>Bibliographic Control Number</td>
<td>p6</td>
<td>014 when ind1=1, a</td>
<td></td>
</tr>
<tr>
<td>Branch/Shelving Location</td>
<td>b8</td>
<td>852 a b c</td>
<td></td>
</tr>
</tbody>
</table>

**SUB-SELECTION OPTIONS**

Select a branch location from the drop-down list.
Or
Enter the name of
<table>
<thead>
<tr>
<th>INDEX</th>
<th>INDEX LABEL</th>
<th>FIELD/SUBFIELD(S) INDEXED</th>
<th>AVAILABLE SUB-SELECTIONS</th>
</tr>
</thead>
</table>

**SUB-SELECTION OPTIONS**

- a branch location in the text field. As you type, the system automatically suggests names of potential matches. If the branch name entered does not appear in the drop-down list, press `<Enter>` to add it to the list.

- **Select a shelving location** from the drop-down list.

- **Shelving Location**

  - Or

  - Enter the name of a shelving location in the
<table>
<thead>
<tr>
<th>INDEX</th>
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<th>AVAILABLE SUB-SELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Call Number**  
| l5    | 852 h i j k l m |                           |                          |

**Holdings Record Number**  
| p5    | 014 when ind1=0, a |                           |                          |

**Lending Policy**  
| p3    | 008/20            |                           |                          |

**SUB-SELECTION OPTIONS**  
| Options | Limited lending policy  
<p>| Will lend |</p>
<table>
<thead>
<tr>
<th>INDEX</th>
<th>INDEX LABEL</th>
<th>FIELD/SUBFIELD(S) INDEXED</th>
<th>AVAILABLE SUB-SELECTIONS</th>
</tr>
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<td></td>
<td>SUB-SELECTION OPTIONS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Will lend hard copy only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Will not lend</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>LHR Control Number</td>
<td>dt</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>MARC Organization Code</td>
<td>p7</td>
<td>014 b</td>
<td>You can submit up to 250 OCLC numbers in a search. The OCLC numbers are automatically linked by Boolean OR.</td>
</tr>
<tr>
<td>OCLC Number</td>
<td>bn</td>
<td>004</td>
<td></td>
</tr>
<tr>
<td>Private Note</td>
<td>p1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Note</td>
<td>nt</td>
<td></td>
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<td></td>
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<td>506 a f</td>
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<td></td>
<td>583 z</td>
</tr>
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<td></td>
<td></td>
<td>852 z</td>
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<td>856 x</td>
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<td>866 x</td>
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<td>867 x</td>
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<td>868 x</td>
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<td>876 x</td>
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<td>878 x</td>
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<td>583 z</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>852 z</td>
</tr>
<tr>
<td>INDEX LABEL</td>
<td>FIELD/SUBFIELD(S) INDEXED</td>
<td>AVAILABLE SUB-SELECTIONS</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>Reproduction Policy</td>
<td>p4</td>
<td><strong>008/21</strong></td>
<td></td>
</tr>
<tr>
<td>Temporary Shelving Location</td>
<td>p2</td>
<td><strong>876 l</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Reproduction Policy**

**Options**
- Will not reproduce
- Will reproduce
- Unknown

**Temporary Shelving Location**

**Branch**
- Select a branch location from the drop-down list.
- Or
- Enter the name of a branch location in the
<table>
<thead>
<tr>
<th>INDEX</th>
<th>INDEX LABEL</th>
<th>FIELD/SUBFIELD(S) INDEXED</th>
<th>AVAILABLE SUB-SELECTION OPTIONS</th>
</tr>
</thead>
</table>

As you type, the system automatically suggests names of potential matches. If the branch name entered does not appear in the drop-down list, press <Enter> to add it to the list.

Select a **shelving location** from the drop-down list.

Or

Enter the name of a shelving location in the text field. As you type, the...
Click Search. The Search results page appears with the matching local holdings records listed in a table.

- Results are sorted numerically by OCLC number.
- To change the sort order, click any of the following column headings: Barcode(s), Branch, Lending Policy (if enabled), Bibliographic Record Information.

**LHR search results table columns - Table**

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Number</td>
<td>Displays call number subfield data from the shelving designation and copy number subfields of the 852 field of your local holdings records (LHRs). Subfield display is dependent upon the content of data in your LHR and can include:</td>
</tr>
<tr>
<td></td>
<td>$k - Call number prefix (R)</td>
</tr>
<tr>
<td></td>
<td>$h - Classification part (NR)</td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|                               | ◦ $i - Item part (R)  
◦ $j - Shelving control number (NR)  
◦ $l - Shelving form of title (NR)  
◦ $m - Call number suffix (R)  
◦ $t - Copy number (NR)  
Note: Subfield data is displayed without subfields (e.g., $hPN1997 .2$i.W47 2010 displays as PN1997 .2 .W47 2010). |
| Barcode(s)                    | Displays the barcode data from the piece designation subfields of the 876 field of your LHRs. Click a barcode to open the LHR editor.            |
| Shared Print                  | Displays whether the item to which the LHR is associated is part of a shared print project.                                                |
| Branch                        | Displays the branch name for the item to which the LHR is associated.                                                                         |
| Shelving Location             | Displays the shelving location for the item to which the LHR is associated.                                                                     |
| Lending Policy                | Displays the lending policy for the item to which the LHR is associated.                                                                           |
| LHR Details                   | Displays the ILL status, holding library, and shelving location for the item to which the LHR is associated.                                        |
| Bibliographic Record Information | Displays the basic bibliographic information for the item to which the LHR is associated. Click the title of the item to view the bibliographic record in the MARC editor. |

5. Click the **call number** to open the LHR editor.
Search for an unresolved record

You can search for records that do not match a record in WorldCat after going through data sync processing in Collection Manager. Use the OCLC number(s) provided in the Unresolved Cross Reference file to search for the unresolved record(s). Find more information about unresolved records here.

1. From the Data Type drop-down list, select Bibliographic Records.
2. From the Index drop-down list, select OCLC Number.
3. Enter the OCLC number for the unresolved record in the Term(s) text field.
4. Click Search.
5. Click the title of an item to open the WorldCat record.

Watch a video

Searching WorldCat: Basic searching (8:27)

This video shows how to perform a basic search in WorldShare Record Manager.

Media, iframe, embed and object tags are not supported inside of a PDF.