Learn how to sort, view, and move through search results in the simplified cataloging role in Record Manager.

**Enhanced Search Results screen**

**Bibliographic records - Enhanced Search Results screen**

1. **Tabs**
   The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.
   - Click on a **Search** to return the search results.
   - To remove a search or record, click the X (❌). All searches and records are saved until you remove them, click **Close All Tabs**, or sign out of WorldShare.
   - To close all searches, click **Close All Tabs**.

2. **Facets**
   Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language.
   - To filter your results, select the **check box** next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.
   - To remove a selected facet, click the X (❌) next to the value at the top of the list, under Selected Facets, or deselect the **check box** next to the value.
   - Click **Hide Facets** to remove the facets from view.

3. **Search results display**
   Click **View Condensed Search Results** to switch to the condensed search results screen.

4. **Results**
   The number of results you receive and your place in the results list appears at the top and bottom of the results list.
5. Sort by

Use the options in the Sort by drop-down list to determine how your search results are sorted.

- Select how to sort your search results from the Sort by list.
  - **Author (Ascending)** - Lists records by author's last name in alphabetical order.
  - **Author (Descending)** - Lists records by author's last name in reverse alphabetical order.
  - **Date (Newest First)** - Lists records by the most recent publication date.
  - **Date (Oldest First)** - Lists records by the oldest publication date.
  - **Library Count (Highest First)** - Lists records by the highest number of WorldCat holdings by libraries for the item.
  - **Library Count (Lowest First)** - Lists records by the lowest number of WorldCat holdings by libraries for the item.
  - **Relevance** (default) - Relevance is the result of a ranking scheme that is based on the following:
    - How recently the item was created
    - Whether the search terms appear anywhere in the WorldCat bibliographic record
      Note: Search terms appearing in the title or author field are ranked highest
    - Whether the record is held by your library
  - **Title (Ascending)** - Lists records by title in alphabetical order.
  - **Title (Descending)** - Lists records by title in reverse alphabetical order.

6. Search results

The first column in the results list displays brief bibliographic information about each record, including: Title, Author, Format, Publishing information, ISBN, Series, Cover art, Original cataloging agency, Transcribing agency, Authentication code, Language of cataloging, Encoding level, and OCLC Number.

- Hover over the information icon (ℹ️) to see additional information about a record, including:
  - Physical description

7. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a number from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the navigation buttons to move between pages.

8. (Not) Held by my library

This column indicates whether your library has added holdings to the record. If your library has added holdings, this means your library owns or has access to one or more items represented by the record. The column also displays how many libraries in WorldCat have added their holdings to the record.
• Click the Other Libraries link to open the WorldCat Holdings screen for the item.

Condensed Search Results screen

1. Tabs
The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

    • To remove a search or record, click the X ( ). All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.

    • To close all searches, click Close All Tabs.

2. Facets
Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language. By default, facets are hidden from the Condensed Search Results screen.

    • Click Show Facets to display available facets.

    • To filter your results, select the check box next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.

    • To remove a selected facet, click the X ( ) next to the value at the top of the list, under Selected Facets, or deselect the check box next to the value.

    • Click Hide Facets to remove the facets from view.

3. Sort by Relevance and View Enhanced Search Results

Sort by Relevance
By default, the results on the Condensed Search Results screen are sorted by relevance. If you sort any of the search results columns, click this button to restore the default sort.

Relevance is the result of a ranking scheme that is based on the following:

    • How recently the item was created
• Whether the search terms appear anywhere in the WorldCat bibliographic record
  Note: Search terms appearing in the title or author field are ranked highest

• Whether the record is held by your library

**View Enhanced Search Results**

Click **View Enhanced Search Results** to switch to the enhanced search results screen.

**4. Results**

The number of results you receive and your place in the results list appears at the top and bottom of the results list

• To refresh the results list, click the **Refresh button (🔄)**.

**5. Search results**

The Condensed Search Results screen provides a columnar view of bibliographic information about each record in the results list.

**6. Display preferences and Rows**

**Display preferences**

You can select which columns appear on the Condensed Search Results screen and the order in which they appear for the duration of your session. To permanently change which columns appear on the Condensed Search Results screen, see **Set preferences for bibliographic records**.

1. Click the **gray gear button (🛠️)** to open the Table Column Display Preferences dialog.
2. Select which columns appear on the Condensed Search Results screen. You must enable at least one column. By default, all columns are displayed.
   ◦ To remove a column, deselect it in the Display column.
3. Determine the order in which the columns appear in the condensed search results list table.
   ◦ Click the **up arrow** to move a column up and the **down arrow** to move a column down in the list.
4. (Optional) Click **Reset Form** to restore default settings.
5. Click **Save**.

**Rows**

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

• Select a **number** from the Rows list to change the number of rows you see per page.
• If there is more than one page of results, use the **navigation buttons** to move between pages.