

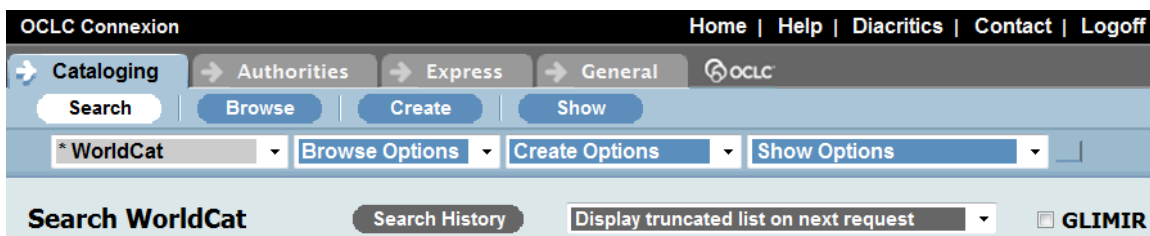
Key Takeaways and Reminders



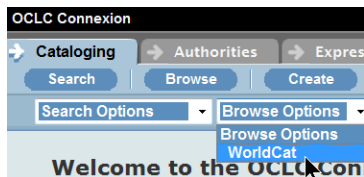
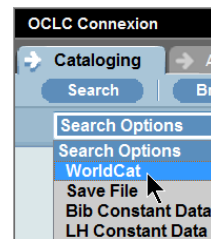
Advanced Bibliographic Searching

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*

Commonly Used Keyword Indexes

au:	Name (author)	se:	Series
cn:	Corporate/ Conference name	su:	Subject
nt:	Notes	ti:	Title
pn:	Personal name	ut:	Uniform title

Indexes usually best combined with other indexes

li:	Holding library	pb:	Publisher
la:	Language	pl:	Publisher location

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*

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

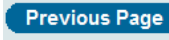
(**au=, auw=, pn=, pnw=**)

- 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**)

Browse Guidelines

- **Cataloging > Browse > WorldCat**
- Browse only phrase indexes (index label ends with =)
- Browse results:

o To display next set of 25 entries: Click 

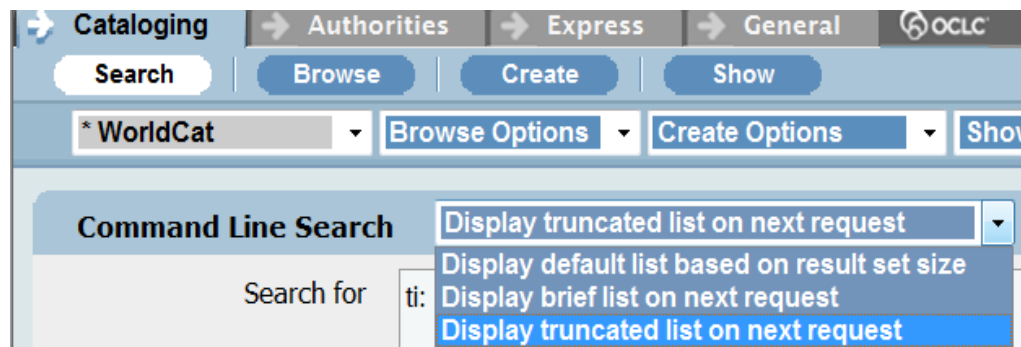
o To display previous set of 25 entries: Click 

Display of search results lists in Connexion Browser

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

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:

