

Gordon-Conwell Theological Seminary Library Tutorials

Quick Guide: Using WorldCat

Location: <http://www.worldcat.org/>

WorldCat is the world's largest network of library-based content and services. WorldCat is a "master" catalog of library materials. It's a way for you to locate a book, video or other item of interest and discover which libraries near you own the item.

Learn How To:

Perform basic and advanced searches, search for libraries, view results, create a WorldCat account, and generate citations.

Basic Search:

1. Enter one or more basic **keywords** in the search box.
2. Click **Search**.
3. Your search results display.

Advanced Search:

Advanced search allows you to construct more complex searches by entering keywords for multiple categories and limiting your results by format (such as "only books"), or date of publication, subject content, audience, and/or language.

1. Click the **Advanced Search** link. The Advanced Search screen appears.
2. Type one or more search terms in at least one field in the upper half of the screen.
3. Optional. Limit your search results by selecting values for one or more Limit results by fields.
4. Click **Search**. Your results appear, sorted by relevance.

Limited results display:

- Year: Items published in a certain date range (whole years only)
- Audience: Items for the audience
- Content: Items with the content
- Format: Items in the format
- Language: Items in a certain language

Search for Libraries:

1. Access here: <http://www.worldcat.org/libraries>
2. Type **keywords** in the search box. You can search by:
 - A library name, or part of a name
 - Zip/postal code
 - State or province
3. Click **Search**. Libraries are displayed whose name or location match your search.

4. Optional. You can narrow your search results by library type from the Format or Refine Your Search lists on the left-hand side of the screen.
5. Select a library to see the library's profile page.

Results:

Search results are displayed for the items that match your search criteria. To see more information about a specific item, click its title.

This screen also provides utilities that allow you to:

- Change the sort order of your results
- Access edition and format information
- Refine your search
- Select items from a currently-displayed page and add them to a list
- Perform an advanced search

Refining:

You can narrow your search results by using the **Format** and **Refine Your Search** boxes that appears on the left-hand side of the screen.

Narrow By: Format, Author, Year, Language, Content (content type, such as Fiction, Biography), Audience (Juvenile, Non-Juvenile), Topic (subject matter, such as Music, Philosophy & Religion, Chemistry)

Saving: If you have created a user account, you can save your search, or save items from your result set to an existing list or to a new list that you create at that time.

Note: You must sign in before you can save. If you are not signed in, the **Sign In** screen is displayed when you click Save.

1. Click **Save Search** after performing a search. The **Save this search** dialog box appears. Note: Dependent on your library's subscription, not all results can be saved.
2. Type a name and description in the fields provided.
3. Select a privacy setting for your search.
4. Click **Save Search**. The dialog box closes, and a confirmation message appears.

Create a WorldCat account

1. To create an account, click **create a free account** in the upper right corner of the screen.
2. Enter a unique user name, a password and your e-mail address. [Required fields are marked with an asterisk (*). Note: User names must be fewer than 35 characters, letters or numbers only with no special characters or spaces.
3. Once you have established your account, your user name cannot be changed. If you want another user name, you must create another account with a different e-mail address.
4. Read the **Terms of Service** then check the age certification check box.

5. Enter the word(s) shown in the image directly below the check box. Select the **I agree** button. The **Thank you for registering!** Screen appears, followed shortly by a confirmation e-mail to the address you specified.

Citations

A WorldCat record includes the ability to generate bibliographic citations for the displayed work. The following **citation styles** are available: APA, Chicago, Harvard, MLA, and Turabian.

1. To copy or export a citation, click **Cite/Export** within the WorldCat item details. A pop-up window provides citations for the most common citation styles. (Make sure you disable or override any pop-up blocking toolbars or software when clicking the link.)
2. Highlight and copy the citation you need and paste it into a word-processor document or e-mail. Make sure that none of the citation's text formatting has been lost in the process.