## **Searching WorldCat**

WorldCat is the world's largest network of library content and services. The WorldCat database (on OCLC's FirstSearch platform) lists over 41 million books and other materials (DVDs, CDs, etc.) in libraries worldwide. Use WorldCat to request items from other libraries via interlibrary loan.

To Access WorldCat:

1. Click on *Library* on the Seminary's homepage and then click on the *Electronic Databases* link:
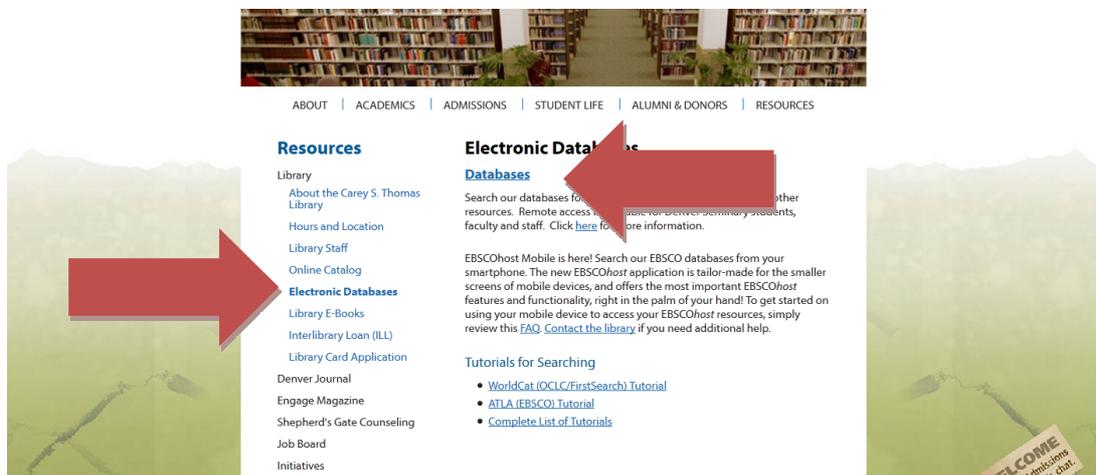
2. Click on the **WorldCat Link**
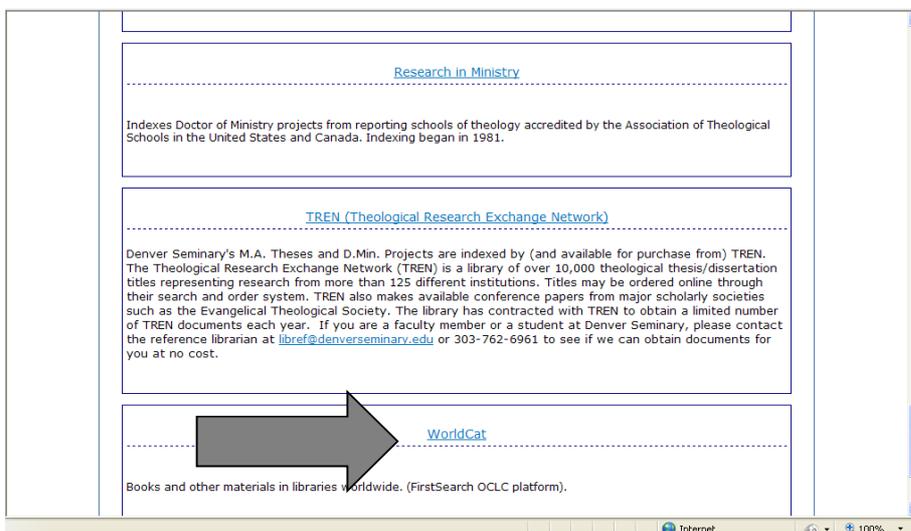
When searching from off campus, after clicking on the database from the Database page, you will be presented with the following screen to authenticate your access to the content:

Students must enter their student ID in the username field. Faculty and staff will enter their Windows login name in the username field. Students will enter the password associated with their my.densem account in the password field. Faculty & staff will enter the password associated with the Windows login in the password field.

After clicking the login button, you will be at the screen of the chosen electronic resource (if the authentication information is correct.)

3. The following search screen appears. (Note that it defaults to Advanced Search.):
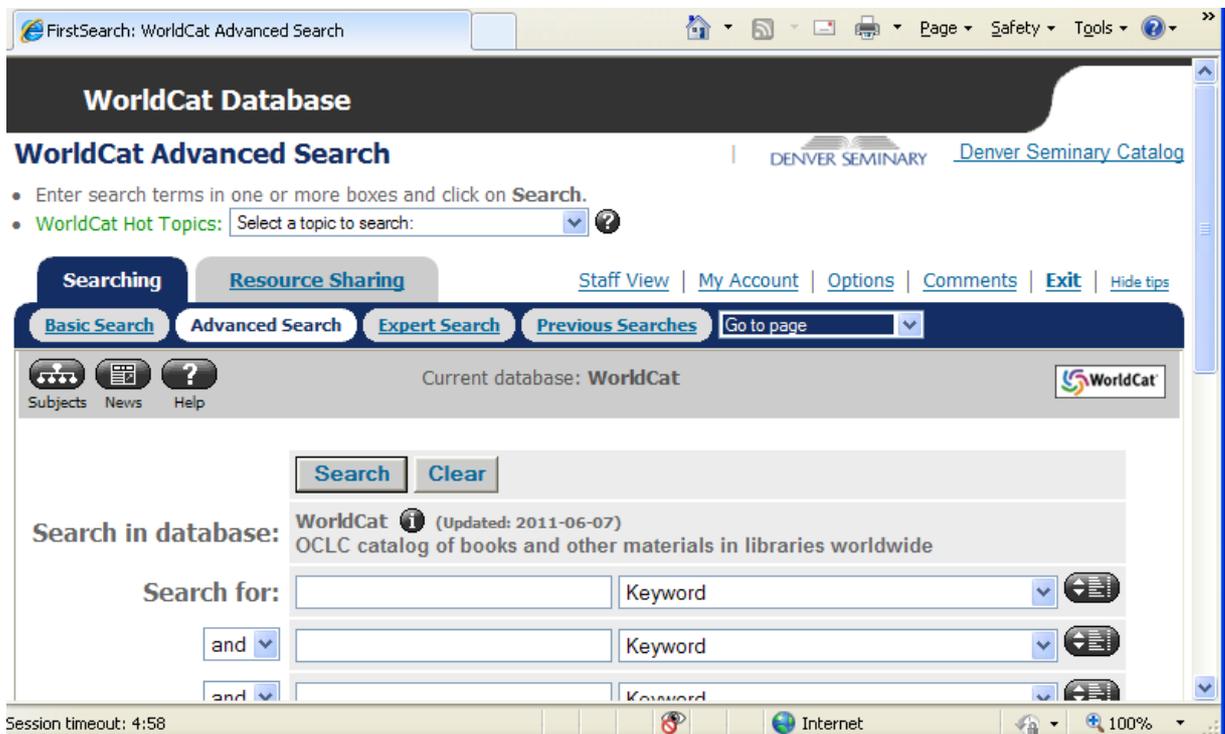
This screen allows the following search options to be used:

    a. Up to three different individual criteria to be used at the same time

    b. The search results can be limited to reduce the number of items found in the search results

    c. The results can be ranked according to date, number of libraries or relevance.

## To Conduct a WorldCat Search

WorldCat can be used to search for

    a. Individual criteria, such as searching for a specific author or title

    b. Multiple criteria, such as searching for an author <u>and</u> title

This example will focus on a subject search.

1. Enter the subject in the first search criteria box and select subject from the drop down box.

3. Click on the search button at the top or bottom of the screen.
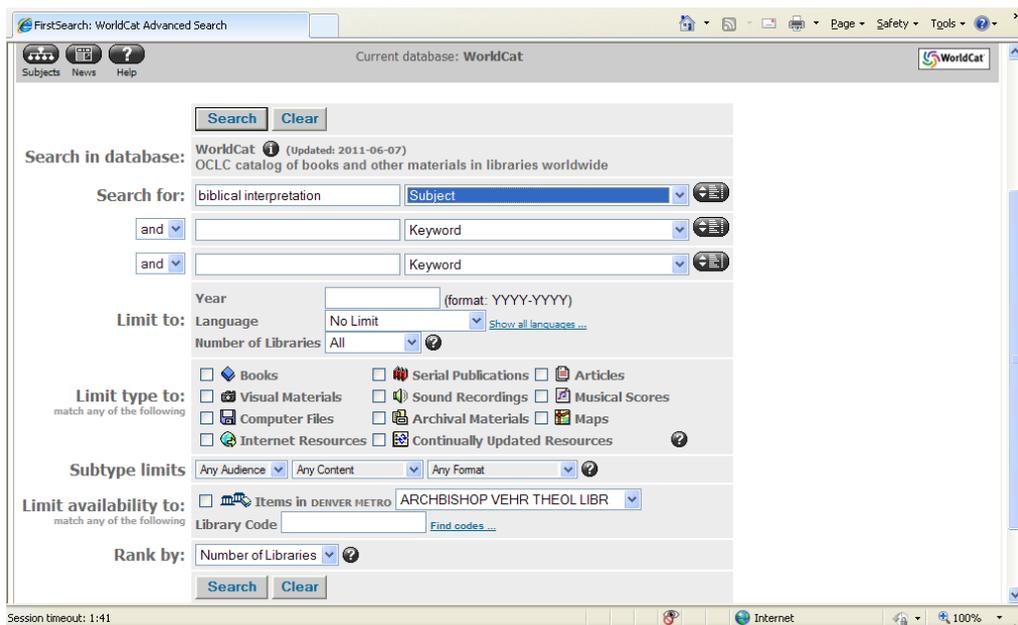
4. The search results will display:
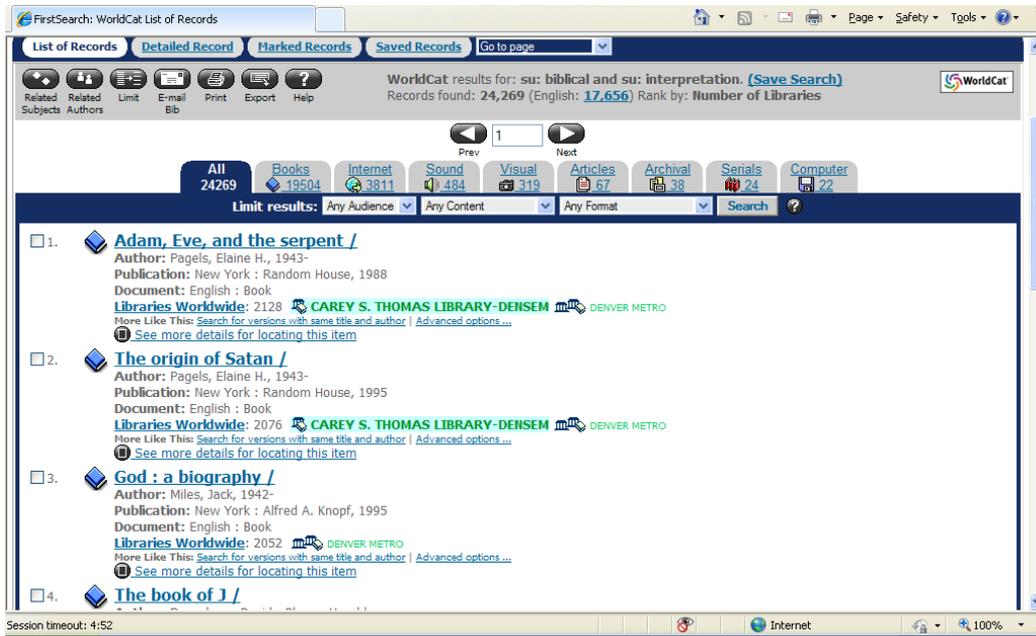
This list of items displays the following information:
a. The title and author
b. The source of the item
c. The type of item
d. A link to other libraries that might have it
e. An option to find out more information about the resource

Using WorldCat Search Results

WorldCat search results can be emailed and/or printed out.

Emailing search results

Results can be emailed by:

4.   Clicking in the check box next to each desired result:

2.   Once the desired results have been selected, click on the email icon at the top or bottom of the page to email the bibliographic information.

3.   The following screen appears – fill in the requested information and click send. (Choose Marked Records if you want just the records you checked.) Only the email address is required – no other personal information is needed.

Printing Search Results

Search results can be printed out as a hard copy. However, they can only be printed out one screen at a time (one screen = ten records). To print out the desired results:

1.   Select the desired results page:
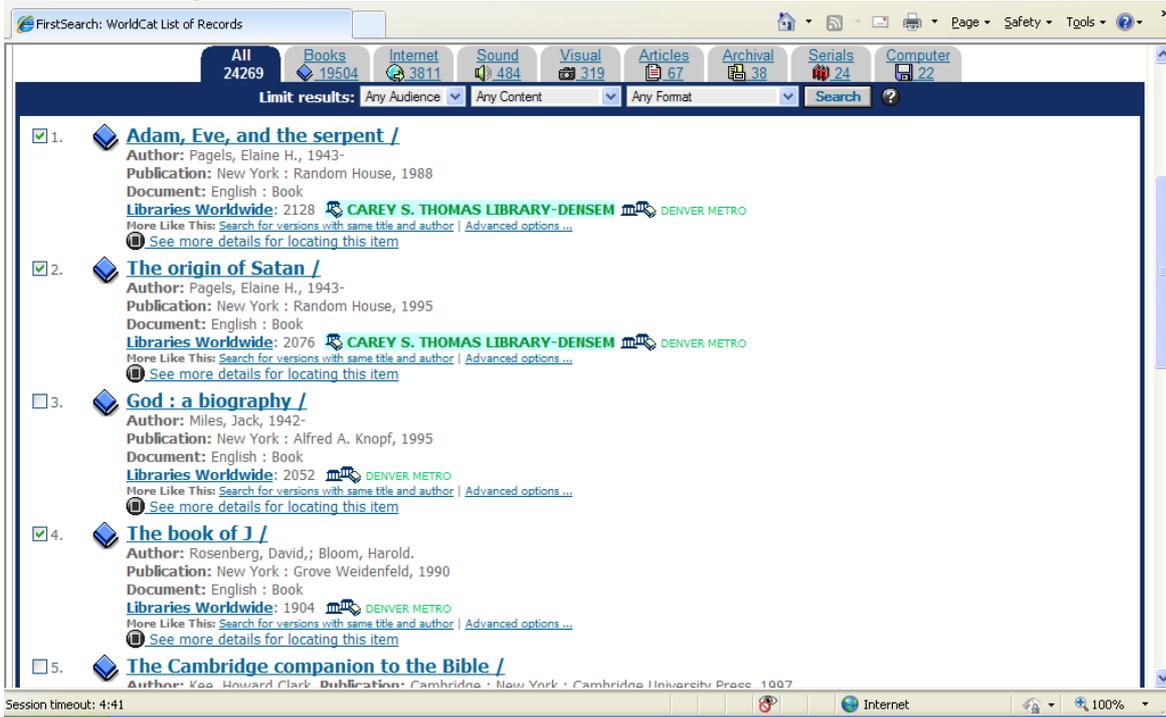
2. Click on the print option at the top or bottom of the screen: This will print the entire page of results. Repeat as necessary for each page of results.

Limiting Searches

From the search results screen, it becomes apparent that WorldCat can return thousands of items for any given search (ours returned over 14,000). Being able to limit the search to specific types of documents would be very helpful.

WorldCat provides a number of ways to limit a search. These include limiting a search by:

- Language
- Media type
- Subtype
- Rank

(Note: several limiters can be included in the same search)

To limit the search by language:

Click on the dropdown arrow for language in the Limit to section: and select a language from the list. Then click on Search at the top or bottom of the screen to run the limited search.
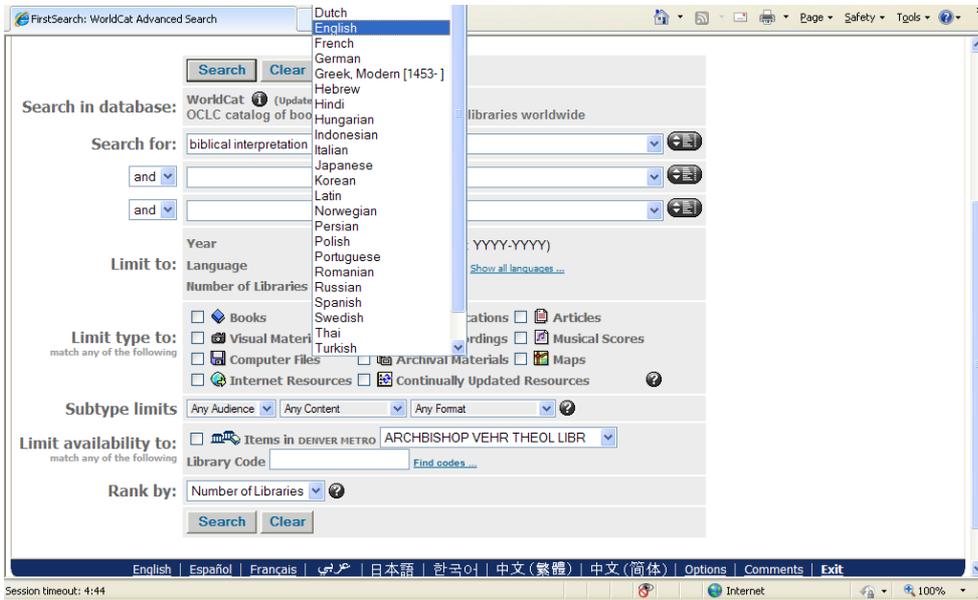

Limiting by Media Type

WorldCat provides many types of media to choose from: Books, visual materials, articles, and several others. Click the desired media type(s) and click search.
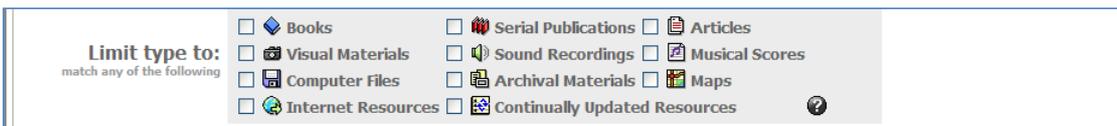
Limiting by Subtypes

WorldCat also allows a search to be limited to subtypes. The search can be limited by audience, content, and format. Choose subtype(s), if desired.
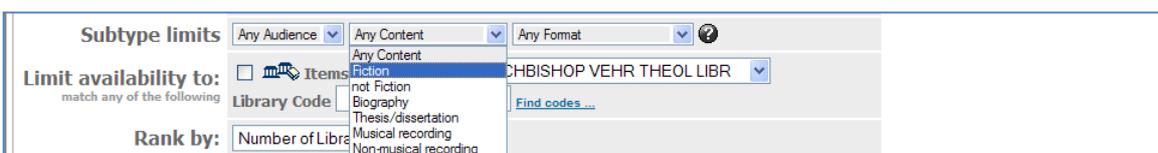
Ranking Search Results

WorldCat allows the search results to be ranked in four different ways. The following will focus on ranking the results by relevance.

1. Click on the dropdown for the Rank By list box:
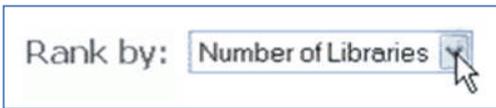
5.   Select Relevance from the dropdown list:
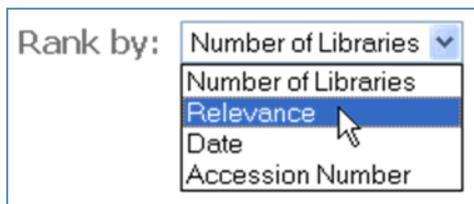
Requesting Interlibrary Loans through WorldCat

Interlibrary Loan Requests (ILL) for local patrons affiliated with Denver Seminary (current students, faculty and staff) may be placed through WorldCat. On the search results page, materials held by Denver Seminary are clearly indicated.   Materials not held in our library may be requetsed through ILL.
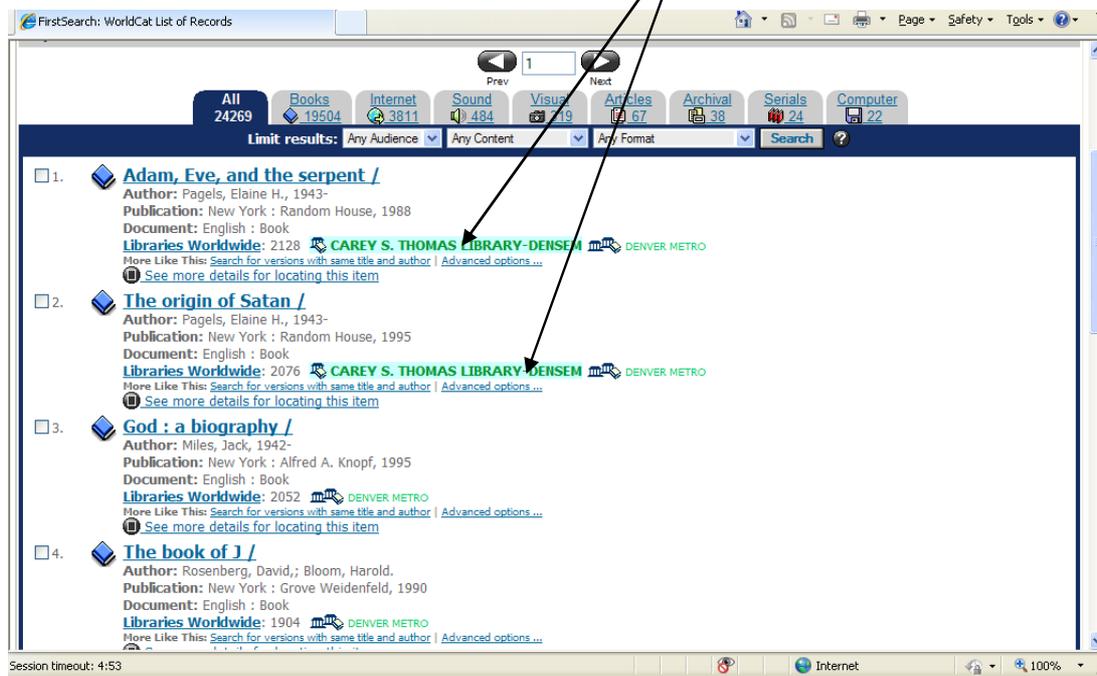
To request an Interlibrary Loan, click on the title of an item not held in our collection, to bring up the detailed record. There are two ways to initiate the ILL request:
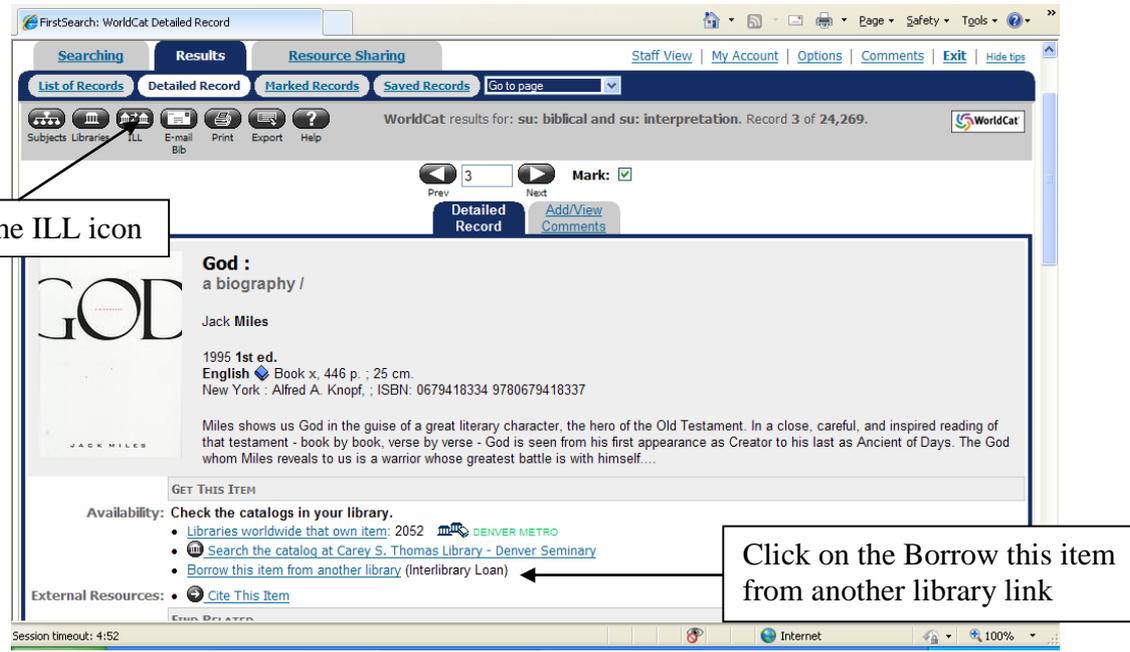
The Interlibrary loan request form will appear. Fill out the form (only the * fields are required) and hit the submit button. This will send your request. There will be NO confirmation at this time but you will receive an email from the library when the material requested is ready to be picked up.