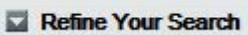# WorldCat Local : Tips & Tricks

WorldCat Local is a great way to find all kinds of books, videos, dissertations, and more -- whether owned by your library or by any of thousands of libraries around the world! Here are some tips for searching WorldCat Local more efficiently.

Searching by keyword or by subject term

- A keyword search will find more items than a subject search, because a keyword search finds items with your search term anywhere in the item record (author, title, subject, notes, etc.). Many of these items may not be relevant to your search.

- A subject search (change "Keyword" to "Subject" using the dropdown menu) finds items classified by specific subject terms (determined by librarians), yielding fewer but more relevant results – but you have to know the precise subject term.

- *tip:* start with a keyword search, click on the title of an item that meets your needs, then scroll down and click on the subject term(s) listed for that item to find more items on that specific topic. This can be a great way of discovering materials not necessarily listed in your initial search!

- *or* start with a keyword search, then click on the Refine search   or Formats to narrow the results for your search – you can select one or more and redo your search more precisely.

Searching by title vs. title phrase

- Searching by "Title" will find items containing the words you specified, appearing in any order and possibly including other words – basically a "keywords in title" search.

- Searching by "Title Phrase" will find the exact words you specify in the exact order – like searching in quotation marks in Google. *tip*: only use title phrase searching if you are positive of the title! The slightest error will give you zero results.

Finding translations or specific editions

- For translations of a work, do a search by title (in the original language or the translated version) and use the Limit: Language box to specify works in English (or whatever language you want).

- For different editions of a work, once you find the item you want, click on More Like This: "Search for versions with same title and author"

Narrowing your results by limiting

- You can save a lot of time by limiting by publication type: for example, to find a video or DVD do a title search and then check the box for "Visual Materials"

- Eliminate unwanted items by limiting by "Audience" – for instance, selecting "Not Juvenile" will rule out children's books on your topic

- Use the "Limit availability to:" feature to limit your search to your library-owned items, or you can specify another library (handy if you are back home on break, or studying abroad) using the special letter code for the library.

Sorting your results

- Use "Rank by" to sort your search results by "number of libraries" (most widely-owned), "date" (year of publication), or "relevance" (most closely matching your search terms).

Finding dissertations

- Look for the "Subtype Limits" and select "thesis/dissertation" in the "Any Format" menu.

- Some dissertations can be borrowed. Check the "Libraries Worldwide that Own this Item" link to see if a lendable copy is available.

- Can't be borrowed? You can request a key portion (such as the bibliography) through Interlibrary Loan (ILL) – check the item record for the page numbers of the bibliography and submit it as an article request.

- Alternatively, you can search Dissertation Abstracts database and request through ILL.

Using WorldCat to borrow items from other libraries

- If you see Eskom next to an item, we own it! Click on "Libraries Worldwide that Own this Item," then select the link to Eskom to get the call number.   Libraries that own this item: **Eskom**

- We don't own it? Click on the title of the item you want, then look for "External Resources" Select "ILL (Interlibrary Loan)" to request the item. ***Note:*** you'll need to register for ILL the first time.

Saving & exporting records

- Check the box next to the records you wish to save. Click on the "marked records" tab to view the list of records you have created.

- You can choose to email the list by clicking the Email icon   , to print out your list by clicking the Print icon , or to export the list of records into EndNote, Refworks by clicking the Cite/Export icon