

# Andrews University, James White Library WorldCat (OCLC FirstSearch) Guide

## Advanced Search

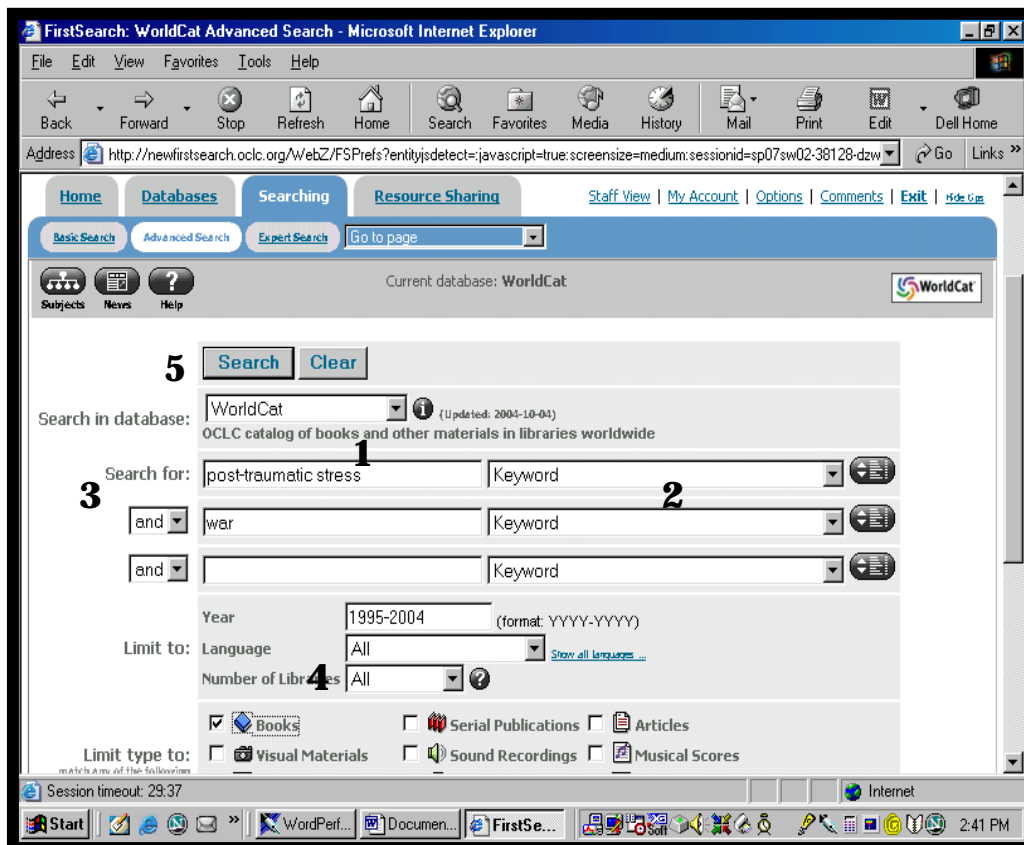
1. Enter your search terms in the boxes.
2. Choose the type of search you want.
3. Select the appropriate Boolean Operator.
4. Set limits.
5. Click **Search**.

### Why use?

Search for items  
Owned by other  
Libraries **not** available  
in MelCat. Books may  
Be borrowed through  
Interlibrary Loan.

### Access Path:

From the home page  
(<http://www.andrews.edu/library>) click on  
**Library Catalogs**,  
then **WorldCat**.



## Results List

1. Total number of results
  2. Symbol which indicates that James White Library owns the item
  3. Use arrows to move forward or backward in the list.
  4. If you want to do a new search, click on **Searching**.
  5. Click on the title of an item to view the full record
- OR**
6. Click in the boxes next to several records then click **Marked Records** to view, print, email, or save records as a group.

### Tip

Emailing or saving records is free. Printing in the library costs 10¢ per page with a print card.

The screenshot shows a Microsoft Internet Explorer browser window displaying the WorldCat search results page. The address bar shows the URL: <http://newfirstsearch.oclc.org/WebZ/FSQUERY?format=BI:next=html/records.html:bad=html/records.html:numrecs=10:sessionid=>. The page title is "FirstSearch: WorldCat List of Records - Microsoft Internet Explorer".

The page features a navigation bar with tabs for "Home", "Databases", "Searching", "Results", and "Resource Sharing". The "Searching" tab is selected. Below the navigation bar, there are buttons for "List of Records", "Detailed Record", and "Marked Records". A "Go to page" dropdown menu is also present.

The search results are displayed in a list format. The first record is "Soldier's heart : a novel of the Civil War /" by Gary Paulsen, published in 1998. The second record is "On killing : the psychological cost of learning to kill in war and society /" by Dave Grossman, published in 1995. Each record includes a checkbox, a library ownership symbol (a blue diamond with a white '5' or '6'), and a link to "See more details for locating this item".

The page also includes a "Limit results" section with dropdown menus for "Any Audience", "Any Content", and "Any Format", and a "Search" button. The bottom of the page shows the Windows taskbar with the Start button, several open applications, and the system clock showing 4:10 PM on 4/10/04.

## Full Record

1. Click **List of Records** to return to results list.
2. Click **E-mail** to send a copy of the record to your personal e-mail account.
3. Clicking **Print** reformats the record for printing. After clicking print use your browser's print commands to print.
4. If our library does not own an item, use **ILL** to request it from another library.
5. To save, click **File** and **Save As**.
6. To use a bibliographic management system, click **Export**.
7. For citation styles, click on **Cite this Item**.

### Money Saving Tip

To avoid printing unwanted pages, use **File > Print Preview** to determine which pages you need before printing.

7

External Resources:

- [Borrow this item from another libr:](#)
- [Cite This Item](#)

