

# INTRODUCTION TO WORLDCAT<sup>1</sup>

By Marvin Hunn

The WorldCat database is a key resource. It includes metadata for millions of items in an enormous range of subjects. It provides comprehensive coverage of books and significant coverage of journal articles. Thousands of libraries catalog their collections in WorldCat. Our local version of WC is <https://dts.on.worldcat.org>. WC is improving rapidly and you may discover that problems mentioned in this introduction have already been fixed.

## The Advanced Search Screen

The screenshot shows the WorldCat Advanced Search interface. It features three search rows, each with a Search Index dropdown (Keyword, Title, Author), a Search Term input field, and an Operator dropdown (AND). Below the rows are buttons for 'Add row', 'Clear', and 'Search'. To the right, there are sections for 'Databases' and 'Searching Databases', both showing '9 Selected' items. The 'Searching Databases' section lists several databases with checkboxes, including Academic Search Complete, ArticleFirst, ERIC, Gale Virtual Reference Library, MasterFILE Complete, Oxford Handbooks Online, and Oxford Reference Online. Below the search rows, there are 'Search Tools' options: 'Only return peer-reviewed articles' (unchecked), 'Open Access' (unchecked), 'Group related editions' (checked), and 'Expand search with related terms' (unchecked). A 'Format' dropdown menu is set to 'All Formats'.

Figure 100: Advanced Search Screen

The Advanced Search Screen lets you select fields and combine terms with logical operators (AND, OR, NOT). You can also type operators manually, but they must be uppercase. Terms can be grouped with parentheses like this: << (abraham OR isaac) AND (promise OR blessing) >>.

The screenshot shows a close-up of the search term input field. The search term is '(abraham OR isaac) AND (promise OR blessing)'. The input field has a dropdown menu for Search Index set to 'Keyword'.

<sup>1</sup> This introduction assumes you are **already familiar** with “Basic Concepts for Database Searching” (<http://library.dts.edu/basic-concepts>) and with the EBSCO search engine. Sample search statements are typographically distinguished like this: << search statement here >>.

Two-letter field codes can be used before terms like this: << AU:Calvin AND TI:institutes >>.

The main field codes are AU: for author, TI: for title, SU: for subject, SE: for series. Note the colon.

WC automatically stems many words in English to compensate for plurals, grammatical inflection, etc. So << believe >> also matches believer and believing for example. But WC's impoverished version of stemming does not match word roots, so << believe >> does not match the noun belief. Use quotes to turn off stemming.

search (DTS Libraries only)	results	note
	8/3/2020	
believe	399,617	
believer	399,617	
believing	399,617	
"believ*"	402,046	approximates stemming
"believe"	190,423	use quotes to turn off stemming
belief	362,626	shows not true stemming above

As you would expect, quotation marks around multiple words search for an exact phrase. Thus << "infant baptism" >> matches the exact phrase. Be sure to use double quotes ("infant baptism"), not single quotes ('infant baptism'). In addition, WC supports left-anchored phrase searches.<sup>2</sup> The WC search engine does not provide any other proximity operators. However, proximity plays a role in relevancy ranking (explained below in the section on The Search Results Screen).

Use an asterisk (\*) for truncation. Type at least the first three letters of a term followed by an asterisk to match terms that begin with those letters.

In 2020 the list of stopwords consisted only of the English articles: a, an, the. Use quotation marks to search for them.

So searching WC would appear to be conventional and typical of many search engines. But there are problems. WC is growing and diversifying. Although US libraries were originally the only source for WorldCat metadata, WC now receives records from many other sources including international libraries, publishers, book sellers, and database vendors. It is becoming a database of databases. This complicates searching.

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<sup>2</sup> Left-anchored means the match begins with the left-most word in the field or subfield. Left-anchored phrase searches are expressed by a field code plus an equals mark, like this: << ti=infant baptism\* >>. This example (with truncation) would match any title that begins with the phrase "infant baptism." Left-anchored searches are a good way to search for a one word title or for a last name that is also a common first name, like Wesley or Craig. (Names in WC are usually in this order: Firstname Lastname.)

As WC grows, duplicate records proliferate.

As WC grows, it declines in consistency. Because there are so many different sources of records, you can't count on a single consistent controlled vocabulary.

As WC grows, it declines in metadata quality. Some sources, especially publishers and book-sellers, supply sparse metadata (author, title, source, no subject headings or abstracts). WC records are labeled with a database name under View Description. Don't be misled. These are usually abridged metadata, not the complete records used in the famous-name databases. Vendors are trying to protect sales of the unabridged databases, so they don't supply metadata to discovery systems. **Because WC records for articles often lack subject headings, you should use EBSCO, ProQuest, etc., to search specialized databases like ATLA.**

The Advanced Search Screen (Figure 100) lists databases on the right and search limiters in the lower left corner of the screen. We recommend that you accept the default selections to find items at DTS. After you have executed a search, the Search Results Screen (Figure 200) will give you opportunity to refine the result set in a variety of ways based on information about the initial search results—information you don't have before the search.

The Advanced Search Screen is the only screen from which you may select a particular database to search. However, because of the sparse metadata and even the exclusion of whole records, selection of database xxx should be thought of as meaning "search abridged metadata corresponding to some large portion of database xxx."

WC does not offer a public browse feature; searching is the only way to look up information.<sup>3</sup> However, the staff interface does support browsing, so we expect a public browse feature eventually.

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<sup>3</sup> Check "Basic Concepts" (<http://library.dts.edu/basic-concepts>) if you have forgotten the distinction between browsing and searching.

## The Search Results Screen

The search results page is divided into two columns. On the right, books, articles, etc. are listed. On the left, filters and limiters are available.

The screenshot shows the DTS Libraries search interface. At the top, the search bar contains the query "ti:"encyclopedia of ancient christianity". The search results are displayed in a two-column layout. The left column contains filters and limiters, and the right column contains the search results.

**Current Search:** ti:"encyclopedia of ancie... >> 7 results in DTS Libraries

**Refine This Search:**

- Keep selections for subsequent searches:
- Sort by: Library
- Group related editions:
- Expand search with related terms:
- Held By Library:
  - Libraries Worldwide
  - Houston TX area
  - Washington DC area
  - DTS Libraries
    - Dallas Campus
    - Houston Campus
- Show More
- Format:
  - All
  - Article (6)
  - Book (1)
  - Article, Chapter (6)
    - Article (6)
  - Book (1)
  - eBook (1)
  - Print Book (1)
- Content Type

**Search Results:**

- Encyclopedia of ancient Christianity**  
by Angelo Di Berardino  
eBook 2014 | [Explore all editions & formats](#)  
The Encyclopedia of Ancient Christianity covers eight centuries of the Christian church and comprises 3,220 entries by a team of 266 scholars from 26 countries representing a variety of Chri... [Read More](#)

Held by DTS Libraries

[View eBook](#)

[Print Book V.1 Available](#) Dallas Campus Reference  
BR66.5 .D5813 2014

[Cite](#) [Link](#) [Email](#) [Save](#)
- Encyclopedia of Ancient Christianity**  
by Peter Gemeinhardt  
Article 2016 | No other editions or formats  
**Journal:** Early Christianity v7 n2 (2016): 259

Held by DTS Libraries

[View full text](#)

[Cite](#) [Link](#) [Email](#) [Save](#)
- Encyclopedia of Ancient Christianity.**  
by Christopher McConnell  
Article 2014 | No other editions or formats

Figure 200: Search Results Screen

### Concerning the Left Column of Figure 200

Changes made in the left-hand column will apply to subsequent searches if you make that choice under Current Search at the top of the column.

By default, results in the right column of Figure 200 are ranked by the number of libraries that hold an item. You can change this under Refine This Search on the left.

Filters on the left include Held by Library, Format, Content Type, Publication Year, Author/Creator, Subject, and Language. Filter categories may display an incomplete list of options; click "Show More" to see the complete list of options within a category. Each filter has a default value. Change the filter settings as you wish, but know that some filters can give unexpected results. Choose "Keep selections for subsequent searches" under Current Search if you want.

The default Library setting is to search only the holdings of "DTS Libraries." Select "Libraries Worldwide" to get much more comprehensive search results. If you search DTS Libraries for an item DTS does not own, you may see a screen that offers to expand the search to Libraries Worldwide. Here is an example.

The screenshot shows the DTS Libraries search interface. At the top left is the DTS logo with the text 'Mother and Turpin Libraries'. The search bar contains the query 'Cruz AND "postmodern metanarratives"'. Below the search bar, a navigation bar shows 'Back', 'DTS Libraries >', and 'No records found'. A yellow banner below the search bar contains an information icon and the text: 'Do you want to expand your search to libraries worldwide? Try your search again, use different search terms, or go back to select different filtering criteria.'

The "Held by Library" filter can limit results to DTS Libraries or to a specific campus. If you limit to a specific campus like Dallas or DC, results will be limited to physical items stored at that campus location; there will be no indication of which online resources are available for use.

Under the Content Type category, the "Peer Reviewed" option will limit results to peer reviewed journal articles. Since books are not subject to peer review, selecting this option will exclude books. Content Type also provides a "Full Text" option. This is a useful way to limit results to items with clickable links, but the filter does not produce 100% complete results; it sometimes excludes some online content (for a number of complex reasons).

The Subject category on the left is not a list of Library of Congress subject headings but of topics based on the ARL Conspectus mapping of call numbers, and call numbers are assigned commonly to books but rarely to other formats. So if you pick any of the topics, you will be limiting the results to books (mostly). In the future the categories may be expanded to other content.

### Concerning the Right Column of Figure 200

The right column of Figure 200 displays brief information about items. Click the title of an item to see complete information. Three things about this brief display are potentially misleading.

The screenshot shows a library record for 'Encyclopedia of ancient Christianity'. On the left is a book cover with the title 'ENCYCLOPEDIA of ANCIENT CHRISTIANITY' and 'A-E'. To the right of the cover, the title is repeated in blue, followed by the author 'by Angelo Di Berardino', the format 'eBook 2014 | Explore all editions & formats', and a brief description: 'The Encyclopedia of Ancient Christianity covers eight centuries of the Christian church and comprises 3,220 entries by a team of 266 scholars from 26 countries representing a variety of Chri... Read More'. Below this, it says 'Held by DTS Libraries' and 'View eBook'. At the bottom, there is a green checkmark and the text 'Print Book V.1 Available Dallas Campus Reference BR66.5 .D5813 2014'.

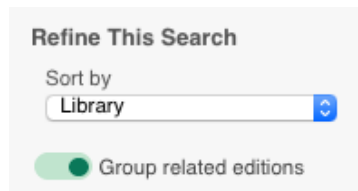
First, you may see a location and call number for an item. This is accurate but incomplete. It is just the call number for the first volume the system found. **Click the title and examine the "Check Availability" accordion to see all campuses, all shelving locations, and all volumes.** Call numbers at Dallas, Houston and Washington DC campuses are normally identical.

Second, an electronic resource will display a “View eBook” or “View full text” link. WorldCat has clickable links to most of our ebooks and to many of our online journal articles. The links usually work as you would expect, but you may encounter the following problems.

- Some links are wrong, especially links to older public domain works.
- A small but irritating percentage of links connect to the host/parent publication, not to the specific portion. For example, a link for a journal article might take you to the whole journal. It might require a few more steps to get to the specific article.
- Some records have multiple links. Why? An item may be available from multiple sources, or each volume of a multi-volume work may have a separate link. To see all of the links on a short record, click the View button. The list will display, and you may choose a View link from it. Or in the full record, find the links under Check Availability.

Third, there is the matter of record clustering. WC usually has a separate record for every variation of a work: a record for 1<sup>st</sup> edition, another record for 2<sup>nd</sup> edition, another for a translation, an ebook, a print book, an audio recording, etc. On the Search Results screen it **often shows only one record to represent the entire cluster**. OCLC attempts to pick a record for the most recent edition DTS owns. To see all the separate records, either click Explore all editions & formats on the short (or long) record or uncheck the Group related editions checkbox on the top left under Refine This Search. For more details, see

<https://www.oclc.org/content/dam/oclc/worldcat-discovery/Clustering-WorldCat-Discovery.pdf>.



A very closely related problem arises if we own two editions, with one edition on one campus and another edition on the other campus. In the brief display, only information for one of the editions will display, so it will appear only one campus owns a copy. You must click “Explore all editions & formats” to see all

the records, realize we have two editions on two campuses, etc. For this reason, some users turn off record clustering by deselecting “Group related editions” in the top left column.



Note four adjacent icons in the record. The “Cite” icon provides a way to display the bibliographic information formatted according to Chicago/Turabian citation style. **The formatting is not perfect.** The “Cite” icon also allows you to export records to your citation management software (e.g. EndNote). The “Link” icon provides a permanent link to the record, and the “Email” icon allows you to email a citation. The “Save” icon adds the record to “My Items” for subsequent emailing or exporting. Pick the “My Items” menu choice at the top right corner of the screen to email or download the list. See “Using Zotero” (<https://library.dts.edu/zotero>) for instructions on exporting WC records into Zotero.

## Detail Record Screen

Click any title on the Search Results Screen to see the Detailed Record. The Detail Record Screen hides a great deal of information in expandable accordions.

**Encyclopedia of ancient Christianity**

by [Angelo Di Berardino](#) (Editor)  
eBook 2014

Held by DTS Libraries

[View eBook](#)

- View Description
- Explore Editions and Formats
- Check Availability

Figure 300: Detail Record Screen

The Description accordion provides detail about the item. This is where you can see subject headings. The subject headings are clickable, but it is often better to copy and paste headings into the search box so you can modify the search terms before executing the next search.

**View Description**

**Publication:** Downers Grove, IL : InterVarsity Press, 2014.

**Physical:** 1 online resource

**Description:**

**More Author /** general editor, Angelo Di Berardino ; consulting editors, Thomas C. Oden,

**Title Information:** Joel C. Elowsky ; project editor, James Hoover ; principal translators, Joseph T. Papa, Erik A. Koenke, Eric E. Hewett.

**Language:** English

**Staff View:** [MARC Record](#)

**ISBN:** 9781461958215 1461958210 9780830897179 0830897178

**OCLC Number:** 870994579

**Uniform Title:** [Nuovo dizionario patristico e di antichità cristiane. English.](#)



**Subjects:** [Christian literature. Early Dictionaries.](#)  
[Church history Primitive and early church, ca. 30-600 Dictionaries.](#)  
[RELIGION Christian Church History.](#)  
[RELIGION Christianity History.](#)  
[Church history](#)

Figure 310: Description

The Explore Editions and Formats accordion lists other records clustered with the displayed record. For the example title, seven records are listed, but all seem to represent the same intellectual work. 1165 libraries used the first record, and 358 used the second. At least these two records are needed (one for print version, one for online version). But why are there seven? Some records

**Explore Editions and Formats**

Sort 7 editions and formats by **Library**

Filters	Edition	Format	Year	Language	Library
<b>Held By Library</b> <input checked="" type="checkbox"/> Libraries Worldwide <input type="checkbox"/> Houston TX area <input type="checkbox"/> Washington DC area <input type="checkbox"/> DTS Libraries <input type="checkbox"/> Dallas Campus <input type="checkbox"/> Houston Campus <a href="#">Show More</a>	 <a href="#">Encyclopedia of Ancient Christianity</a> by <a href="#">Angelo Di Berardino</a> Downers Grove, IL : InterVarsity Press, 2014.	eBook	2014	English	DTS Libraries and 1165 Libraries Worldwide
<b>Format</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> Book <input type="checkbox"/> eBook <input type="checkbox"/> Print Book	 <a href="#">Encyclopedia of Ancient Christianity</a> by <a href="#">Angelo Di Berardino</a> .	Print Book	2014	English	DTS Libraries and 358 Libraries Worldwide
<b>Publication Year</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> 2015 <input type="checkbox"/> 2014 <input type="checkbox"/> 2013					
<b>Language</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> English					

were created by booksellers, others by ebook aggregators, and still others by libraries. OCLC is working on software to detect and merge duplicates.

The Check Availability accordion contains three sub-accordions: Access Online, DTS Libraries, and Libraries Worldwide.”

**Check Availability**

**Access Online** 2 Links

	Publication	Database / Coverage	
<a href="#">View eBook</a>	Encyclopedia of Ancient Christianity	EBSCO eBook Religion Collection Worldwide	<a href="#">Report a broken link</a>
<a href="#">View eBook</a>	Encyclopedia of Ancient Christianity	Credo Complete Core	<a href="#">Report a broken link</a>

“Access Online” can include multiple links, and some links may be more reliable than others.



The DTS Libraries accordion lists each volume and call number. If a volume is checked-out, the system will indicate when the volume is due and will display a “Notify me when item is available” button. In the image at left, all volumes are “available;” nothing is checked-out. Volumes in a multi-volume set are not necessarily sorted in the correct order. This is important when you view a periodical with scores of volumes attached.

**DTS Libraries**

**Holding Summary**

v.1-v.3

**Dallas Campus Reference** ✓ Available (3)  
*Located on first floor of Turpin Library.*

Call Number	Status
BR66.5 .D5813 2014	✓ V.1 Available
BR66.5 .D5813 2014	✓ V.2 Available
BR66.5 .D5813 2014	✓ V.3 Available

**Houston Campus Reference** ✓ Available (3)

Call Number	Status
BR66.5 .D5813 2014	✓ V.1 Available
BR66.5 .D5813 2014	✓ V.2 Available

“Notify me when item is available” button. In the image at left, all volumes are “available;” nothing is checked-out. Volumes in a multi-volume set are not necessarily sorted in the correct order. This is important when you view a periodical with scores of volumes attached.

The “Libraries Worldwide” accordion is handy for distance education students. It indicates which libraries own the item and how far they are from a reference location. You can specify the

**Libraries Worldwide** 308 Libraries

**Search location:**

Institution	Libraries	Distance
⊕ DTS Libraries	Turpin Library	0 mi <a href="#">Map</a>
⊕ <a href="#">Southern Methodist University Library</a>		3.18 mi <a href="#">Map</a>
⊕ <a href="#">University of Dallas William A. Blakley Library</a>	William A. Blakley Library	10.83 mi <a href="#">Map</a>

reference location by a zip code or by an exact address. Click the “map” link to display Google maps and a route to the library. Remember from our discussion of “Figure 310: Explore Editions and Formats” that there can be multiple records for the same work. The

“Libraries Worldwide” accordion is reporting only libraries that have used one particular record. Check all the records to see all libraries represented in WC.

### Searching for Bible Passages

Bible passages present special problems. The Atla Religion database has a dedicated Scripture Reference index to deal with the problems. To retrieve material in Atla on Matthew 4:4, just search for << SR Matthew 4:4 >>. WorldCat has no comparable index. And when we search WC we must distinguish between how to match library metadata about the Bible and how to match vendor metadata about the Bible.

US library records in WC use a consistent standardized way to cite bible passages; just search like this: << SU: bible matthew >>. Searching for a specific chapter or verse can be difficult. Chapters are designated with Roman numerals, like this: Bible Matthew VI. Sometimes a heading refers to a range of chapters or verses, like this: Bible Matthew V—VII. A search for << SU: bible matthew

VI >> would not match this heading because chapter six is hidden in the reference to chapters five through seven.

Vendor records often lack subject headings and do not use a standardized way to refer to books of the Bible, so there is no reliable way to indicate the “matthew” you are searching for is the book of the Bible and not a modern author named Matthew, for example. However, a quoted search for a passage may (if you are lucky) match vendor metadata. So “matthew 4:4” can succeed. Occasionally there will be a mismatch like “James 1” referring to King James the 1st, not chapter one of the NT epistle.

Search statement	Likely result	Correct?
SU: bible matthew	mostly library records for books	correct & <b>recommended</b>
KW: kingdom AND SU: bible matthew	mostly library records for books	correct & <b>recommended</b>
SU: bible "matthew iv 4"	mostly library records for books	correct but <b>not recommended</b> because very few books are written on a single verse and because a number can be hidden in a range of numbers
KW: "matt 4:4" OR "matthew 4:4"	mostly vendor records for articles	correct but <b>not recommended</b> for searching for articles. Recommend use of Atla instead
SU: "bible matthew"	few results	<b>incorrect</b> because phrase operator does not cross subfield boundary

### Subfields and Phrase Searching

Above we noted the search << SU: "bible matthew" >> is incorrect because the quote phrase operator can't cross subfield boundaries. Confused? Fields consist of subfields. Subfields appear in all types of subjects, not just bible entries. [Bible. Matthew V-VII Criticism, interpretation, etc.](#) has three subfields: \$a Bible. \$p Matthew, V-VII \$x Criticism, interpretation, etc. Here and below we see subfield \$p used for “part of Bible”, \$x for topic, \$y for chronology, and \$v for genre.

Subfield a	Subfield p	Other subfields	Comment
\$a Bible		\$x Publication and distribution \$x History.	About the history of the publication of the Bible
\$a Bible.	\$p Old Testament	\$x Criticism, interpretation, etc. \$x History \$y 20th century.	About the history of 20th century interpretation of the Old Testament
\$a Bible.	\$p Matthew		
\$a Bible.	\$p Matthew IV, 1-11	\$x Criticism, interpretation, etc.	Note Roman numerals for chapters and Arabic numerals for verses.
\$a Bible.	\$p Matthew	\$v Commentaries.	Subject + genre (commentary). It IS a commentary ABOUT Matthew.

**At present a phrase search cannot cross a subfield boundary. We hope this limitation will be removed in the future.** A search for << SU: "bible matthew" >> should fail totally but will retrieve a few records that have been incorrectly coded. At present there is no way you can see subfield boundaries. (Staff can see them.) What you need to know is this: if a phrase search retrieves nothing or almost nothing, consider the possibility that the search is attempting to cross a subfield boundary. Eliminate the quotes or quote less. For example, if an initial attempt of << SU:"bible Matthew v–vii" >> fails, move the quotes like this: << SU:bible "Matthew v–vii" >>, or eliminate them like this: << SU:bible Matthew v–vii >>. (The dash or hyphen is converted to a space; it is not needed.)

## Searching for Theses and Dissertations

Many masters theses and doctoral dissertations are included in WorldCat. You will find a Database filter and a book Format filter on the left that limit search results to theses and dissertations. However, you will have more flexibility if you do the following. Use material type code MT:deg to limit results to theses and dissertations. Use the note field (code NT) to specify the name of the degree granting institution if you wish to limit to one institution. Use the keyword field to specify the degree (e.g., PhD). So you could search for DTS DMin dissertations like this: << KW:"d.min" AND NT:"dallas theological" AND MT:deg >>.

## Placing Holds

Library policy permits current faculty, students and staff to place holds on items that are checked-out or otherwise not available for immediate use. If you place a hold, the library will notify you by email when the item becomes available and will keep it for you up to a week. If a book is available in the stacks, then WC should not allow you to place a hold on it, and library staff will not retrieve the book for you from the stacks. (But we do retrieve books for distance education students.)

**Check Availability**

**DTS Libraries**

Notify me when item is available

**Holding Summary**

Local Holdings Available.

**Dallas Campus Book Stacks**

A-BT197 located on second floor of Turpin Library. BT198-Z located on third floor of Turpin Library.

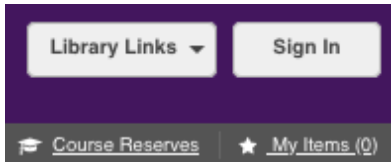
Call Number	Status
BS2775.52 .H45 2010	Checked Out, Due 8/25/20

A “Notify me when item is available” button will appear on the Check Availability accordion of the Detailed Record Screen if an item is holdable. Click the button. What happens at this point depends on whether you are signed-in, and on whether it is a multi-volume work. If you are not signed-in, the system will ask you for ID and password. The system

will then prompt you to specify one or more volumes to be held and to choose a pick-up location. When you attempt to place a hold, WC will reply by verifying the hold has been placed for you or will inform you why the hold attempt failed.

## Searching for Course Reserves

Don't confuse course reserves with holds. Course reserve is a system of sharing scarce resources.



Materials are placed on reserve at the request of an instructor when that instructor is requiring students to use those works to fulfill specific assignments in a given course. The reserve collection is not a collection of "best books," and it is not intended to provide textbooks or other materials students are required to purchase. Use of course reserves has declined dramatically as instructors upload more pdfs to Canvas, the DTS online Course Management software. But course reserves are still needed for some courses. The Course Reserves button is always visible in the upper right corner of WorldCat. Clicking the Course Reserves button will take you to Figure 400.

### Course Reserves

Search Course or Instructor:



[Back to Item Search](#)

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1 course Status:

Figure 400: Reserves Search Screen

To search for a course instructor list, type one or more of the following in the search box:

- The name of the course in whole or in part
- The first and/or last name of the professor
- The name of the department, e.g. Old Testament
- The course number, two letter department code that precedes the course number, or both, e.g., << wm >> or << 101 >> or << wm 101 >>

Four fields are available for sorting course reserves: Course Name, Department, Instructor, and Start Date. Choose the field you wish to sort on from the drop-down list.

**Logical operators and quotation marks do not work for reserve searching. The software will "AND" words together.** For example, a search for <<new testament>> will retrieve any records with "new" AND "testament."

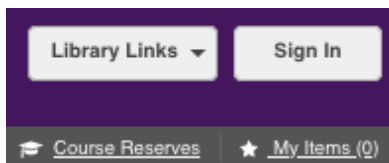
A search displays a list of courses. If a course has library reserve books or media items associated with it, it will say "x course materials." Click the title of the course to see the list of associated reserves. Click the title of a reserve item to check availability. Use the browser goback button to return to the list of reserves. A record that says, "0 course materials," means that the professor

has not requested that library books or media items be placed on reserve. However, the professor might have photocopies or personal items on reserve. They are not listed in the library catalog. Check your syllabus for them. Check Canvas for ereserves.

If you have a book title and wish to know whether that title is on reserve, look up the book in WorldCat as you would any other. Under Availability in the detailed record, it will say whether the book is in the book stacks, on reserve, or elsewhere.

## Your Account and Password

Your WorldCat account enables you to renew books, place holds, view due dates, etc. For detailed information about your WC account, see: <https://library.dts.edu/account-wc>



Click the Sign In menu in the upper right corner of any screen to access your account.

**DTS FACULTY/STUDENTS/GRADS USING ONELOGIN**

**DTS COMMUNITY USERS/OTHERS**

It will offer you two different ways to authenticate. DTS faculty and students should pick the OneLogin option. Students use OneLogin to authenticate for WorldCat and for all other databases. Community Users still use native WC

authentication for WC functions. Passwords are discussed at

<https://library.dts.edu/password-onelogin> and <https://library.dts.edu/password-wc>.

Note: The Select All option selects only items that are visible, and only those items will be renewed. Therefore if you wish to renew all items, check the Select All box above the list of check-outs. Then click Show More at the bottom of the screen to select the other books if you have more than 25 books checked out. Then click Renew Items. Look at each record to see which items were renewed. If someone placed a hold on a book you checked out, it will not be renewed.

## Non-English Language Issues

Menus and field labels can be displayed in several different languages including Spanish and Chinese. See the display interface options at the very bottom of any page. The interface choice does not affect what is retrieved by a search; it only affects language of menu choices and labels.

The language search limiter in the left column of the search results page (Figure 200) does limit results to works written in the selected language. However, the metadata for many journal articles lacks language codes. Records with no language code will be excluded if you limit results to a specific language.

The metadata for many non-English language books was created by English language libraries, so author and title are often in the original language but subject headings are often in English. Further, many non-English records have transliterated titles and author names rather than native script. When you are searching for a subject, use both English language terms and terms in the native script of the target language. When you are searching by author or title, use terms in the native script of the target language as well as transliterated equivalents.