



*University of Connecticut School of Law Library*



## WORLDCAT SEARCH TIPS, WEB LINKS, AND ILL

### What is WorldCat?

WorldCat is the world's largest online catalog, including the collections of thousands of libraries throughout the world. There are approximately 138 million records in the continuously growing database representing more than 1 billion individual items in the collections of participating members of the Online Computer Library Center (OCLC), the world's largest library consortium. Records in WorldCat cover every possible format including print books and ebooks, periodicals, and ejournals, digital collections, videos, CDs, microforms, computer files, maps, music scores, audio recordings, photographs and archival materials. Coverage dates back over 1,000 years to the present in over 470 languages. The law library's WorldCat account is linked to the OCLC ILLiad interlibrary loan system.

### WorldCat Options at the Law Library:

WorldCat is an excellent resource for identifying and locating library materials and for verifying bibliographic information. To access the law school's WorldCat account, you must logon through the law library website. WorldCat is listed alphabetically on the law library's Research Databases page. A link is also provided on the law library's Interlibrary Loan Services page. The law library's WorldCat account defaults to **Advanced Search** by **Keyword**. Basic and Expert search buttons are also available as selections. Advanced search options (including Subject, Author, Title, ISBN, and OCLC Accession Number) can be selected from drop-down menus. The default Boolean operator is AND, with OR and NOT available as drop-down selections. Truncation (\*), Plural (+), Wildcard (# or ?) and Proximity operators (W or N) can also be used.

### Search Tips & Strategy:

When searching for materials on a particular subject, begin with a **Keyword** search. To broaden results try alternate terminology and word variations. Use limiting options (year, language, material type) to narrow search results. Build new searches on the results of a successful search. Once you identify a relevant record, click on links in that record (subjects, authors, etc.) to find additional materials. Use terms or names found in a relevant record to construct a new search in a different (**Subject, Author**) index. Searching by **OCLC Accession Number** or **ISBN** (if known) is the most precise method for retrieving a specific record.

When searching for a known title select either the **Title Phrase** or **Title** search option from the drop-down menu. A **Title Phrase** search requires that all of the words in a title be entered in exact order from the beginning to the very end of the main title or subtitle. A **Title** search will search for selected

words in a title in any order. Search by **Title Phrase** if you are sure of the exact, complete title. Search by **Title** if you are only sure of certain specific unique words in the title.

### **Full Text Links & Notes:**

Although WorldCat is not a full text database, some records do include links to full text documents available in PDF and other formats on the Web. When links are not present in the WorldCat record, check for detailed notes and other descriptive elements outlining the content, length and subject matter of the material. If the publication date is recent, the number of pages is limited, and the publisher is an official organization or foundation, a Web search with Google (or another search engine) can help locate the full text on a public website.

A WorldCat record may link to one specific document on the Web or to an electronic collection that includes that document. Check for notes or links in a WorldCat (Serial) record indicating whether a title is available as an ejournal or as part of a specific digital collection such as JSTOR or Hein Online. You may need to try more than one link in a record to gain access through a database available at the law library. If the WorldCat record does not include a working link, exit back to the law library's Web page and search **E-Journal Locator** to find links to UConn subscription databases that cover the title.

Notes and other descriptive elements in a WorldCat record can help identify a book or collection that includes a particular essay, chapter, topic, or contributor. Notes can reveal useful details about the nature, content, and availability of materials published in multiple formats. A book record in WorldCat, for example, may include a note describing the title as an article originally published in a law review or an essay appearing in a volume of collected writings. Such alternate versions may be available in the law library collection. The WorldCat record also includes a direct link to the law library catalog where you can check the availability of individual volumes and search for additional titles in our collection.

### **To request a book on ILL via WorldCat:**

To submit interlibrary loan requests through WorldCat, you must first register with ILLiad through the law library's **Interlibrary Loan Services** page by clicking on "**First-Time Users Register Here.**" Once registered, access WorldCat from the law library's **Research Databases** page (Not Storrs) to utilize our ILL service. The law library's subscription to WorldCat links to your ILLiad account and will allow you to request a book on loan directly from another library without staff mediation.

Limit your search (check box) to **Books**. WorldCat's ILL function can only be used to borrow books that are allowed to circulate (Not reserve, reference, rare, etc) and are not available in the law library's collection. A specific volume or chapter from a book cannot be requested by this method. Any **Notes** you add to the request form are not visible on the automated request sent out to lending libraries.

Some WorldCat records display an icon indicating the title is located at UConn Law Library. If you click on the link to search our catalog it will bring you directly to the record in the law library catalog. ILL requests submitted for such items are blocked and diverted to staff review. You may add a note for staff if our copy is missing. WorldCat does not always indicate when a title is held at the law library. You must perform a separate search in our catalog to fully verify whether we have a title.

When selecting a WorldCat record for ILL, pay special attention to the link indicating the number of libraries that own the book. If your search retrieves multiple records for the same exact title and edition, the record with the largest number of libraries holding the book is the best selection for a

successful ILL. If you click on the live links to specific libraries listed in a holdings display, you can view the circulation status of the item in individual library catalogs. This can help you to determine whether a book is available for check-out or restricted to in-library use and unlikely to be sent on ILL.

To send an ILL via WorldCat, display the book you want and click on the ILLiad button in the record to logon to your account. The title and edition from WorldCat will then be transferred to an ILLiad request form for you to review and submit directly to the libraries that hold it. ILLiad will notify you through law school email when an ILL book is ready for pick-up at the circulation desk.

Another method you can use to submit an ILL request with WorldCat information is to logon to your ILLiad account on the law library's Interlibrary Loan Services page ("**Registered users, logon here**"), select the Book/Loan request form, and manually type in the bibliographic information. If you enter either an OCLC Accession Number or an ISBN in the designated boxes, WorldCat will automatically send out a loan request to libraries that hold the title without staff involvement.

If you would prefer library staff to review your request before it goes out, you must either delete these numbers or cut and paste them from the OCLC or ISBN boxes into the **Notes** box. You may use this method to direct a request for a specific book chapter or volume to library staff for processing. You can also alert ILL staff to avoid sending a request to a library where you know the copy is missing or checked out. Please be aware, however, that if a number is left in either of the assigned boxes, the automated ILL system will create a request for that specific record without staff review of your notes.

#### **To submit an ILL photocopy request via WorldCat:**

To request a copy of an article through WorldCat you must select a (Document Type) **Serial** record. When searching for a journal title, limit the material type to **Serial Publications** by checking just that box on the WorldCat Advanced Search screen. When you click on the ILLiad button in a WorldCat **Serial** record, the basic journal title information will be transferred to an ILLiad Photocopy/Journal Article request form. You must then enter more specific information (article author, title, volume, issue, month, year, pages) in the appropriate boxes and click on submit to complete the request.

All ILL requests for content from **Serial Publications** are routed to library staff for review and are not automatically ordered by the system. A primary benefit of submitting ILL requests for articles through WorldCat is to match your request with an official record linked to the libraries that hold the title. Serial records also include detailed holdings information (specific volumes and date ranges) for many libraries that can be useful in verifying the accuracy of your citation.

If you need to request a specific portion of a non-circulating reference book or content from a multi-volume set that is not a Serial Document Type in WorldCat, you can access the Photocopy/Journal Article request form through your ILLiad account menu and manually enter all of the pertinent information, including the identifying record numbers (OCLC, ISBN) from WorldCat.

Periodicals generally do not circulate and reproduction is restricted by copyright so you cannot obtain a loan or a photocopy of an entire journal issue through interlibrary loan.