Using WorldCat
This tutorial will:

• Explain what WorldCat is and does
• How to use WorldCat to find resources at libraries
WorldCat is a catalog that searches libraries across the world. Use it:

• To find what libraries have the book, journal title, or audiovisual resource that you are looking for
• To see if a book, journal title, or audiovisual resource exists in a library somewhere
Use Bethel’s catalog when:

• You want to get a resource at Bethel
To access World Cat:

Click here. No Login is required.
Basic WorldCat Search Screen

Search Bethel College - Bowen Library and beyond

Languages: Deutsch | English | Español | Français | Nederlands | 中文
You: Sign In | Register | My WorldCat | My Lists | My Watchlist | My Reviews | My Tags | My Saved Searches
WorldCat: Home | About | Help | Get E-mail Updates | Feedback | Search | WorldCat Blog
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WorldCat is the world's largest library catalog, helping you find library materials online.
By using the pull-down menu, you can limit search to Bethel’s library.

Default search is to search libraries worldwide.
Bethel’s resources appear first, followed by resources from other libraries.

Limit Results by:
- Author
- Resource Format
- Year Published
- Content
- Language
- Subject
Clicking on the title allows you to get more information about an item.

If we have the item, the general area and call number will display.

Detailed information about item.

Subject information is here.
The general area tells you where, in the library building, the item is located.

- The library has the following areas:
  
  - **Main**: This is the main collection of books.
  - **Reference**: Upstairs—near the study seating.
  - **Audiovisual**: Videos, CDs, cassettes are located downstairs, on the moving shelves.
  - **Periodicals**: This year’s periodicals are upstairs near the study seating. Older years are downstairs on the moving shelves.
  - **Education Resource Center (ERC)**: This is located in B201.
Once you locate the general area that the item is located, then you use the item’s call number to find it on the shelf.

- To read call numbers, first read the top line alphabetically, then the second line numerically, and the third line is read first alphabetically then decimally.

First, find the PS section in alphabetical order.
Then, find the 1316 books in numerical order.
Finally, look for the A1 books first As then 1.
If we do not have the item, the screen will look like this:

To see what libraries have this item, click here.
You may be asked for location information

- Enter your zip code

**Worldwide libraries own this item**

**Sorry, we don't know your location.** Please enter or re-enter your location below.

**Accepted entries for location include:**

- **Postal code:** e.g. 43017 or S7K-5X2
- **City and/or state:** e.g. Cincinnati, Ohio or Ohio or OH
- **Province:** e.g. Ontario or ON
- **Country:** e.g. United States or United Kingdom
- **Latitude Longitude:** e.g. 40.266000,-83.219250

**Enter your location:** 46545  **Find libraries**
You will then see a list of libraries that have the item, and the distances to those libraries.
To get the item you have two choices:

- Go to the library and retrieve the item
- Order the item through Interlibrary Loan (ILL)

Click on the library’s name to search that library’s catalog.

**Note:** Each catalog searches differently.
WorldCat’s screen looks like this

The following fields are required:
- First name
- Last name
- Address
- Telephone
- Email

Click submit to send the request

For info on ILL, see the ILL tutorial
Another feature in the Detailed screen is the Cite/Export feature

- This allows you to see the citation in APA, Chicago, MLA, or Turabian format
- You may also send this information to RefWorks
Click on one of the plus signs to see the citation.
• To export to RefWorks, just click Export to RefWorks

• See the RefWorks tutorial for more information on how to use RefWorks
The Permalink feature allows you to create a URL that will take you back to this page.

- Copy the URL and save it wherever you want.
WorldCat does offer advanced searching

- To access Advanced Search:
Advanced search allows you to:

- Search in specific fields (author, title, subject, etc.)
- Limit results by certain criteria

Choose which field you want to search here

These options allow you to limit your search to certain criteria
You may search these fields in advanced search
This sample search is for newer editions of Mark Twain’s *Prince and the Pauper* in English and in book format.
Here are the results of the search:

1. *The prince and the pauper*
   by Mark Twain
   - Book: Fiction
   - Language: English
   - Libraries that own this item: Bethel College – Bowen Library
   - View all editions and formats

2. *The prince and the pauper*
   by Raymond James; S D Schindler; Mark Twain
   - Book: Fiction; Juvenile audience
   - Language: English
   - Libraries that own this item: Bethel College – Bowen Library
   - View all editions and formats

3. *The prince and the pauper*
   by Kathleen Olmstead; Jamel Akib; Mark Twain
   - Book: Elementary and junior high school; Fiction
   - Language: English
   - Libraries that own this item: WorldCat Libraries
   - View all editions and formats

4. *The prince and the pooh*
   by Caroline Leavitt; Rick Duffield; Mark Twain
   - Book: Elementary and junior high school; Fiction
   - Language: English
WorldCat Other Features

• WorldCat does have other features which include:
  – Saving items to folders
  – Creating accounts that allow you to:
    • Save searches
    • Create tags, reviews, lists
• For more information about features see:
• If you run into any problems or have any questions, feel free to contact one of the Reference Librarians located at the Information Desk.

• You may also contact a Reference Librarian at:
  – Phone: 574.257.3283
  – E-mail: http://www.bethelcollege.edu/academics/library/forms/askalibrarian.php