

# Mina Rees Library


library.gc.cuny.edu


## WorldCat

**WHAT IS WORLDCAT?:** WorldCat contains over 40 million records describing books, journals, newspapers, films, manuscripts, maps, musical scores, computer programs, and other items in library collections around the world. This OCLC FirstSearch database provides bibliographic information about these items and lists libraries where they can be found.



**ACCESSING WORLDCAT:** WorldCat may be accessed at [library.gc.cuny.edu](http://library.gc.cuny.edu). Home access is explained at [library.gc.cuny.edu/databases/remote.html](http://library.gc.cuny.edu/databases/remote.html).

**BASIC SEARCH:** The basic search allows you to perform keyword (**psychoanalysis**), author (**freud sigmund**), and title (**beyond the pleasure**) searches.


**ADVANCED SEARCH:** The advanced search allows you to perform Boolean (**and, or, not**) searches and to search by such fields as conference name, corporate name, language, publisher, publisher location, and subject. You may also limit a search by year, document type, or language. When searching for a book, always limit the document type to books. Perform an Advanced search when you are looking for a specific title but have incomplete information. For example, you might search for **psychological** in the title field and **smith** in the author field because you do not know the author's first name and are uncertain about the title. When you are uncertain about a search term, you may also enter the term, select the appropriate category (title, author, etc.), and click the scan index icon  to see a list of related terms.

**SUBJECT HEADINGS:** If you wish to search by Library of Congress Subject Headings and do not know what term(s) to use, click the Subjects icon , wait for the **Find Preferred Subject Headings** screen to load, and type your term(s). For example, if you enter **cinema**, you will discover that **motion pictures** is the right term, **african-americans** will lead you to **afro-americans**, **art history** to **art—history**, **american history** to **united states—history**, etc. Entering **economic theory** will lead you to **demand (economic theory)**, **distribution (economic theory)**, etc. Understanding the eccentricities of Library of Congress Subject Headings will assist you in searching library catalogs.


**MULTIPLE RECORDS:** You will often find that you retrieve more than one record when searching for a specific title. This could be because there are various editions of the item or because different libraries have slightly different records. You may need to look at all the results if you are trying to determine where the item may be found.

**LIBRARY HOLDINGS:** After retrieving a bibliographic record, you can determine what libraries hold the item by clicking on **Libraries Worldwide**. When you do this, a maximum of fifty libraries will be displayed, beginning with those in New York, then expanding to others in the Mid-Atlantic region, then the nation as a whole, then those outside the United States.  CUNY Graduate Center appears beside a record when the item is in the Mina Rees Library.  CUNY15 appears when the item is in another CUNY library.

**SORTING:** Records may be sorted by author, title, date, and number of libraries.

**INTERNET RESOURCE:** The designation  **Internet Resource** does not mean the book can be found on the Web but that a publisher-supplied description of the book, author/editor biographies, and table of contents are available.

**MARKING/SAVING/E-MAILING RECORDS:** To mark records so that you can see only the ones you want on a screen or to save them, check the boxes beside the desired records, and then click **Marked Records**. Then select **Saved Marked Record(s)**. You can save records only if you have registered in WorldCat to establish a user name and password. Doing so will allow you to retrieve saved records at any time. Saved records may also be exported to EndNote:

**library.gc.cuny.edu/database/endnote/endnote.asp**. To e-mail records to yourself or others, click the e-mail icon . You may e-mail either all the records you have retrieved in a search or marked records only.

**TIPS:** A basic search for many subjects will result in an unwieldy number of records. For example, a search for **film noir** will find over 1,000 records, including books, films, and other media, but by performing an advanced search and limiting the results to books in English, only a fifth this number will be retrieved. Author phrase and title phrase searches are sometimes more accurate than author and title searches.

For additional tips, click the Help icon .

**SEARCHING LIBRARY CATALOGS:** If you simply wish to know if Columbia University, New York University, New York Public Library, or any other library in the world has a specific title, do not use World Cat. Go to the Mina Rees Library Web site, and click **Other Libraries** to search the catalogs of specific libraries directly.

**ADDITIONAL HELP:** Contact the reference desk (212-817-7077) on the second floor of the library or use the Ask a Librarian button on the library's Web site to ask questions about using WorldCat or any other library resource.

**OTHER GUIDES:** "Creating Accurate Search Statements," "Finding Book Reviews," guides to other databases, and more may be found at <http://library.gc.cuny.edu/guides/index.html>.