



WORLD CAT – HINTS AND TIPS

From the **Library Website** [http://library.edgewood.edu]
Select **Other Libraries** in the navigation bar and then click on **WorldCat**

The screenshot shows the WorldCat search interface with several callout boxes:

- Enter Search terms here**: Points to the search input field containing "educat*".
- Limit options here and below**: Points to the "Limit to:" section, including "Year", "Language", "Number of Libraries", and "Limit type to:".
- Choose "BadgerCat" to limit to Wisconsin Libraries.**: Points to the "WorldCat" dropdown menu.
- Default is Keyword. Change to Title, Author, Subject or other options to focus search.**: Points to the search type dropdown menu.
- Rank determines how records are sorted: default is by Number of Libraries – most to fewest. Date displays most current items first. Relevance shows records where your search terms occur most frequently at the top of the list with least relevant records last.**: Points to the "Rank by:" dropdown menu.

Truncation * can help find all terms that have your root word – *educat** gets education, educational, educators, educating, etc.

To find **Websites**: Limit type to **Internet Resources**
In your search statement include:

not Keyword

This excludes most e-books from your search – you would only have access to those in our catalog and not any other library's e-books.

Number of Libraries can help with Inter-Library Loan requests – we are most likely to be able to borrow items that are in more libraries than those in only 1 or a few libraries.

RESULTS SCREENS

List of Records:

Click here to edit your search

Pass worded function for Library staff

Your search terms, limiters, number of results & rank criteria

Refine search options

Click on title to see detailed record

Shows we own this title

Set up a personal account with OCLC to save searches and marked records – see help screens for policies & details

WorldCat results for: (((su: educat* and (su= "united states") and ((kw: staff and kw: development)))) not mt: juv) not mt: fic and yr: 2000-2005 and dt= "bks".
Records found: 73 Rank by: Number of Libraries

- Leadership capacity for lasting school improvement /
Author: Lambert, Linda, 1939- Publication: Alexandria, Va. : Association for Supervision and Curriculum Development, 2003
Document: English : Book
Libraries Worldwide: 452
- Planning programs for adult learners : a practical guide for educators, trainers, and staff developers
Author: Caffarella, Rosemary S. 1946- Publication: San Francisco : Jossey-Bass, 2002
Document: English : Book
Libraries Worldwide: 430
- Working with troubled youth in schools : a guide for all school staff /
Author: McAuliffe, Garrett. Publication: Westport, Conn. : Bergin & Garvey, 2002
Document: English : Book
Libraries Worldwide: 413
- Early childhood education and care in the USA /
Author: Crver, Debbv. Clifford, Richard M.

Detailed Record:

Create an Inter-Library Loan (ILL) request from here. Fill in only * lines: Name, Phone, Status (grad, undergrad, etc.)

To save selected records check here or in box by number on list view

Go to Marked Records to e-mail, export to RefWorks, print, or save your selected records

Deceptive: Table of contents is online but not the book itself

Scroll down to see subject headings and contents notes.

WorldCat Detailed Record

Leadership capacity for lasting school improvement /
Linda Lambert
2003
English
Alexandria, Va. : Association for Supervision and Curriculum Development, ; ISBN: 0871207788 (alk. paper)

GET THIS ITEM
Access: <http://www.loc.gov/catdir/toc/ecip042/2003007080.html>
Availability: Check the catalogs in your library.
• Libraries worldwide that own this: 452
• Search the catalog at Edgewood College
• Borrow this item from another library (Interlibrary Loan)

HINT: Use navigation buttons and Return to go back to List of Records, Searching, etc. rather than the browser back button.

Marked List:

E-mail detailed (default) or brief records in plain text (default) or html
Export records into RefWorks to create bibliographies in any style
Print brief records

Save Marked Record(s) – goes only to a personal account in OCLC

To Save to disc –

- Display brief or detailed records and click on Print icon
- Cancel print job on printer window
- Click on File in browser bar
- Select Save as...
- In 'Save in' window choose drive and folder
- Give it a file name that helps you keep track of your research
- Click on Save

Export Screen

Save your results in a bibliographic manager – set up a RefWorks account on campus and you can use it from anywhere

Additional information on using RefWorks and creating an account is on the Research Help page of the Library website