



Phrase searching

“(quotation marks). E.g. **“ancient near east”** .

Wildcard searching

(pound sign) for one character. E.g. **wom#n**: retrieves woman and women both (wom#n? or wom#n* would get woman’s and women’s as well).

? (question mark) for one or more characters. E.g.

encyclo?dia (no maximum specified): retrieves encyclopaedia, encyclopædia, and encyclopedia. **bu?2er** (maximum specified): retrieves burner, butler, butter, etc.

fem? (no maximum specified, as with *, below): retrieves female(s), feminal, femineity, feminine, femininely, feminineness, feminism, feminist, femininity, feminization, feminize, femino-, femme, etc., along with some undesirables (e.g. femoral, femur, etc.). **fem?3** (maximum specified): retrieves female but not females.

Truncation

* (asterisk) or ? (question mark, no maximum specified)

Boolean operators

AND (all caps) / +: assumed, and therefore unnecessary.

OR (all caps) / |. E.g. **Paris OR fashion, Paris | fashion**.

NOT: use – (minus sign) instead. E.g. **Paris - fashion**.

Clustering/grouping and even nesting: (). E.g. **su:bible su:(genesis OR revelation)**

su:(commentaries OR criticism). But the field codes, too, seem to function in this way by themselves, to a certain extent. Try, for example, **su:Austen ti:wom#n* OR fem* OR gender** (where **ti**: clusters everything after it). For a simple example of nesting, try **su:"rap music" (ti:(cultur* OR identi* OR soci*) OR su:(cultur* OR identi* OR soci*))**.

Field codes. E.g.,

Field code	Definition	Example
kw:	Keyword	kw:Harry Potter
ti:	Title	ti:Harry Potter
au:	Author	au:J K Rowling
su:	Subject	su:Harry Potter
isbn:	ISBN number	isbn:9780545010221
issn:	ISSN number (serials)	issn:0093-7673
no:	OCLC number	no:155131850
se:	Serial	se:archaeology

For more Field codes, go here:

http://www.oclc.org/support/documentation/worldcat/searching/searchworldcatindexes/default.htm#search_worldcat_indexchecklist_fm .

For more information generally, go to <http://www.oclc.org/support/help/navpatron/ApplicationHelp.htm> (under Searching) or here <http://www.oclc.org/support/documentation/worldcatlocal/WCLrefcard.pdf>.