What is WorldCat?

Online Computer Library Center Inc. (OCLC) is a global library initiative with its product WorldCat - the world’s largest online library catalogue providing access of up 3 billion electronic, digital and physical resources. You can, not only, search for items held in Trinity Theological College Library (TTC) but many other libraries in a single search.

What is WorldCat Discovery?

TTC Library uses WorldCat Discovery which allows users to access all library resources seamlessly, including our licensed content (electronic journals databases, e-books) on a login basis if you are accessing remotely (at home, at work, in transit).

How do I find resources on WorldCat Discovery?

Basic Searching

- Go to TTC WorldCat Discovery site/url: https://ttc.on.worldcat.org/discovery

- Type keywords into the search box, eg. title of book, journal, author or subject.

- Hit Enter or click on the Search button.

- The system will take a moment to search both the catalogue and databases. By default, results appear according to Best Match, always listing TTC’s holdings only. You can change Search Tools options (top left) > Library > Libraries Worldwide if you want a wider range of results. If you want to locate all editions (including e-books) of the item, you need to untick the Group Related Edition on the first item on Search Tools list (Fig.2).

- In order to obtain more relevant results, you may need to adjust the options on Search Tools list, eg. put a tick by print book, choose the language, author, print book etc.

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1 Instead of accessing the library catalogue from a google search, you can also start searching directly in the search box on the TTC library page on the website. Another point of entry is from the TTC website under Current Students>Library Catalogue. You can also access TTC Library Catalogue from your Moodle account (currently enrolled students).
Search terms entered: **unquenchable flames reeves**, results are displayed above.

- You will immediately see if **TTC Library** owns the item, and in what format (e.g. print book and e-book). The first item is the print book and its location and the second item shows the e-book and you can immediately access it by clicking the **View eBook** button. Clicking on the title link shows how many print copies we have (Fig. 3).

Here you can also see there is a copy on **TTC Library Course Reserves** which is normally on the shelf for use (Fig. 3).

And there is a second copy in **TTC Library Main Collection**, you may wish to loan out and in the meantime, you may wish to reserve it, click on the **Reserve Title** button to secure your copy. You need to sign in with your library card number and password.2 You can put in the dates that you will not need the book anymore and the reservation will expire (Fig. 4). When the book is available, you will be informed by an email.

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2 After signing into your account with your library card number, click on your name in the top right corner, and you will be able to manage your borrowed materials, including renewal (once only) and reserve books and note your library fine, if any and check if your personal details are correct.
• From here (Fig. 5), you can also cite, link, email, save the item to My items button (near the top right). Here you can keep a list of books you have read or not read as the case may be.

Advanced Searching

• To find similar items, click on the Subjects links found in the Description of the item (Fig. 6).

• There are other filters to limit search results (Fig. 7). The default result lists TTC Library holdings first and Best Match. You can change how the results are sorted (by author,
recency, library etc.). You can also **refine** your search by choosing different options on the left-hand side column: Author, Year and Language...

**Advanced Search** option (Figs. 7 and 8) allows searching by Ascension number, Author, ISBN, ISSN, Journal Source, Keyword, Subject and Title (up to 25 different options). You can limit your search by library, year or format (click on Limit your search to expand this content). You can also add or remove databases, include all the ones TTC subscribes to.

**Wildcards** search: use # to represent a single character eg. wom#n retrieves words with woman or women.

**Wildcards** search: use ? to represent any number of additional characters, include a number if you know the number of characters the wildcard will replace eg. fine?2 will result in words containing finer or finest.

**Truncation** using ? or * retrieves a minimum of the first three characters of the term followed by its variations eg. securit? or securit* retrieves security, securities, securitization etc.

**Boolean operators:**
- + plus sign will return results with all the words entered
- OR will return any of the terms entered in the search box
- Minus sign will result in words eg. Israel – Gentiles will have results for Israel and not Gentiles
  “God is love” quotation marks will result in all the words located directly next to each other
  ( ) parentheses will result in more precise searches eg. dog (walking OR feeding OR grooming) - results will be dog walking OR dog feeding OR dog grooming

- Phrase searching
  Use of quotation marks results in an exact match eg Near East and not the words near and east

Electronic Resources

You can access electronic journals (e-journals) by typing in the journal name and clicking on Access Journal button beneath the item (Fig. 9).

![Fig. 9](image)

You can access journal articles after keying in your search, by clicking View Full Text button. (Fig. 10).

- Full-text journal articles can be read online, e-mailed, or printed once you have logged in when accessing outside of TTC. Articles come from different publishers, therefore platforms vary from one database or publisher to the next.

![Fig. 10](image)
For e-books:

- Login with your Library Card number and password if you are on remote access otherwise you can read it straight away at TTC after you have found an e-book title you want to read.

- One of the two e-book platforms is ProQuest Ebook Central, when viewing their e-books, click View e-Book button (Fig. 11). You can read online or download the e-book. To download e-Books, you must have Adobe Digital Editions installed on your computer.

- The second e-book platform is EBSCOhost, you also click View e-Book button, you can Download (pdf Full Text) and sometimes the e-Book comes in an ePub format (Fig. 12), you can still download or read by section, contents, chapter by chapter.

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3 There are Open Access e-books which may or may not be accessible as links may be broken or incorrect, inform library staff so that it can be rectified. The main eBooks vendors subscribed to are ProQuest and EBSCO.
Referencing¹

How do I export bibliographic data from WorldCat Discovery?

For Zotero

- First, install Zotero on your computer: [http://www.zotero.org/download/](http://www.zotero.org/download/) (see Moodle)
- After finding the item on WorldCat Discovery, go into the detailed record.
- You should see a Zotero icon, click on it, and you will be asked which item you want to save. Select the ones and then click OK.

![Select which items you'd like to add to your library:]( storia:select-which-items-you-dlike-to-add-to-your-library.png)

- The data will then be saved and you need to login to Zotero to access the info.

![Zotero]( storia:zotero.png)

This is used for acknowledging the author(s) of the materials you have read and attributed in your own assignment/essay, so as not to commit plagiarism. There are two programs (Zotero and EndNote) introduced here which will enable you to use the bibliographic information within your word processing program.
For EndNote

- First, install *EndNote* on your computer (see Moodle for instructions).
- After finding the item on *WorldCat Discovery*, go into the detailed record.
- Click on Cite button.

![Image of WorldCat Discovery](image1)

**Fig. 15**

- Select your preferred citation format.

![Image of Cite a Record](image2)

**Fig. 16**

- Choose a citation style and then click on Export to EndNote. The data will then be dropped into *EndNote*.

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