

## TIPS AND TRICKS: OCLC SEARCHING

1. Use both OCLC PASSPORT and WORLDCAT

### PASSPORT

try all types of searches

3,2,2,1 title

4,4 author title

4,3,1 author

=4,3,1 Corporate author

Scan ti

Sudocs number

LC card number

ISBN or ISSN numbers

### WORLDCAT

use Keyword searches in both author and title

2. Be sure you look for a title page and use that info if it varies from the cover or spine
3. Search cover and spine info
4. Try the running title if there is one
5. Search the LC card #, available in many of the old Monthly catalog records
6. See the 1909 Checklist for notes and clues (access by SuDocs number)
7. See Android's Guide to U. S. Government Publications for notes and clues
8. See 770, 772, 773, 775, 780, 785, 787 MARC fields for other OCLC records that might give you a clue. These fields also sometimes contain the LC card #.
9. Have several people search and search several different times.
10. Try limiting by date, format, etc.
11. Scour OCLC searching guides for hints
12. Watch out for stop words
13. Look for CIP in the document
14. Try everything!

EPC 11/1/00