

OCLC SEARCHING

When receiving/cataloging firm orders or approval materials, you may need to search OCLC for:

- title/series verification
- type of bibliographic treatment, i.e. is it a new mono set, serial, or traced series

OCLC SEARCH COMMANDS

This is an abbreviated list of ways to search in OCLC that meets the needs of receiving/cataloging.

For COMMAND LINE searching:

- Title search - **sca ti= + title**
Hint : Leave off initial articles & many times, LESS IS MORE!
- Author search - **au: + author's last, first name**
- ISBN - **bn:0195094622**
- LC# - **ln:97-36562**
- ISSN - **in:1045-6798**
- OCLC# - **#1234567**

NOTE: You may also enter these searches in the **KEYWORD/NUMERIC Search** section. Enter the title, author, or the number *only* in the "search for:" box & select your search command in the box opposite the search query.