

# Information skills: Searching WorldCat Discovery – October 2023 Search activity & cite, share, and save records

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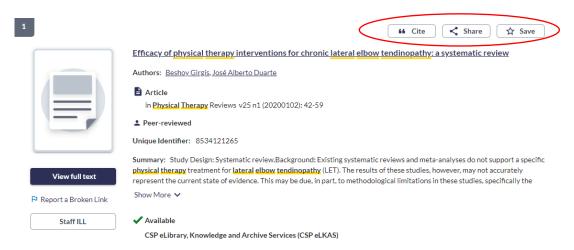
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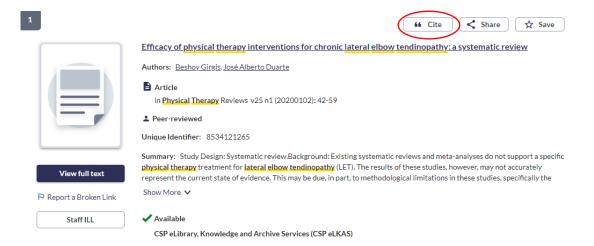
Re-run, delete and share search queries

When you search WorldCat Discovery, items in your search results will include icons to **cite**, **share**, and **save** a record or a list of records. The icons are available from the brief results and on the detailed record.

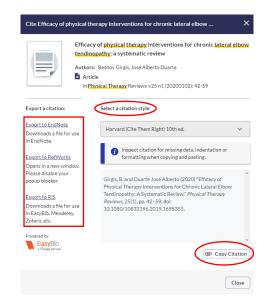


### **Create Citations**

From the search result screen or the detail description screen, click the 'Cite' button to create a bibliography of resources:

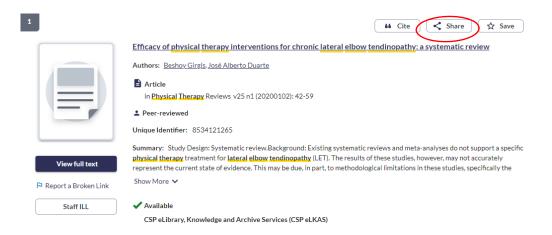


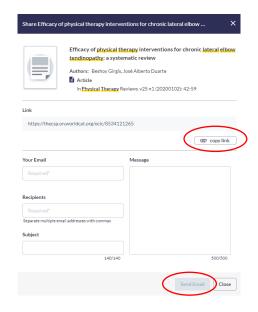
- Export a citation: Cite the record using EndNote, RefWorks or RIS.
- **Copy a citation:** Generate a citation by selecting a citation style e.g. Harvard, and click 'Copy Citation':



**Please note:** The citation may include missing data that you must manually add to the citation. Missing information is indicated in capital letters.

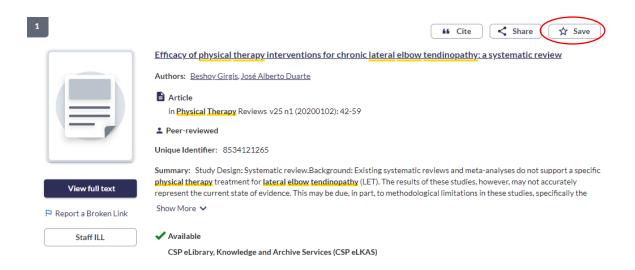
## **Share records**



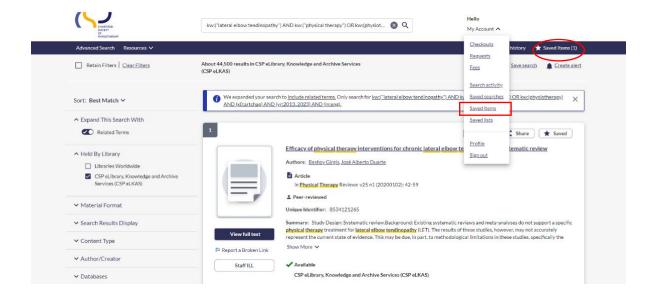


- Copy the permalink displayed to share the link.
- Send Email: You can share a single record via email by providing up to five email addresses in the 'Recipients' field. Provide 'Your Email' as the sender and include a 'Subject' (up to 140 characters) and a 'Message' (up to 500 characters).

### Save records



When you click 'Save', the record will be added to your 'Saved Items'.



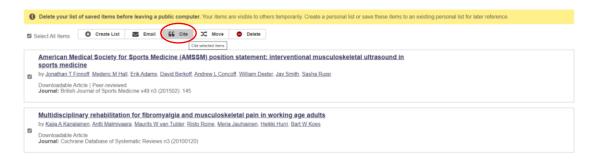
By clicking 'Saved Items', you can 'Email' the list to yourself or others:



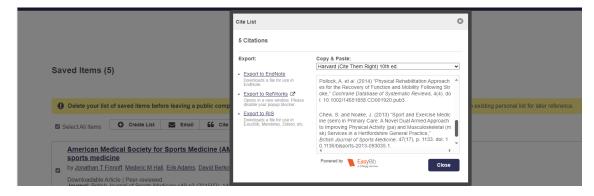
- You can save up to 100 records. When you reach the limit, the interface
  displays text as a warning message: 'Your list is full. Please remove records
  from your list or clear your list to add more records.'
  You can close the message and continue to search; however, you will not be
  able to add another record to the list until one or more records are removed.
  You can remove one record at a time by using the icon beside each record.
- You can delete all records in the list by clicking 'Select All', then clicking the 'Delete' icon.
- You can Create Lists of your saved items and Move items from one list to another.

#### **Citation list**

You can create a citation list from saved item by clicking 'Cite':



And you can copy & paste or export your citation list:

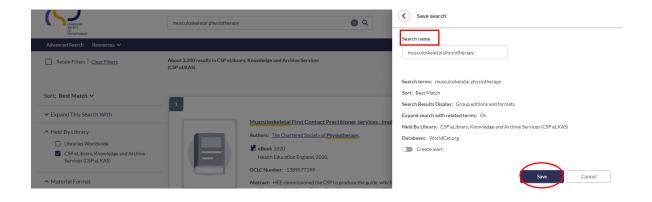


### Save a search and create an alert

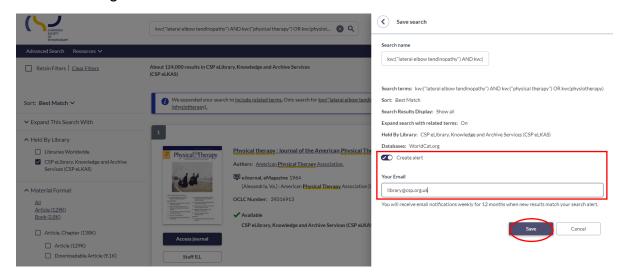
When you run a search in WorldCat Discovery, you can save it by clicking 'Save search':



In the Save search screen, enter a custom 'Search name' and click 'Save':



You can create a search alert by choosing 'Create alert' and adding your email before clicking 'Save':

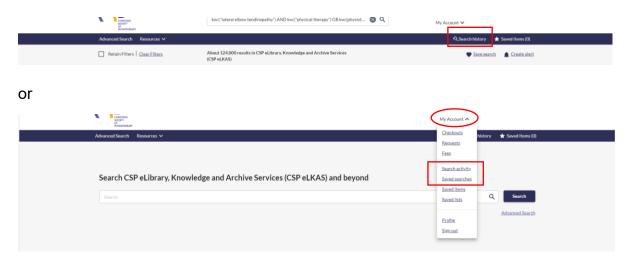


You will receive email notifications weekly for 12 months when new results match your search alert.

Your saved search also appears in the 'Saved searches' tab in the 'My account' menu.

## **Search history**

Navigate to your search history view by clicking 'Search history' in the navigation bar or footer. Or select 'Search activity' from the 'My Account' menu when logged in:



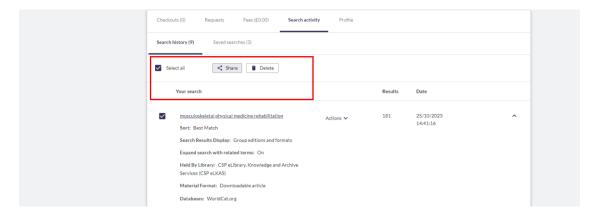
### Here you can:

- View recent searches
- Re-run a search query
- Delete search queries
- Share search queries
- Promote a search history to a permanently saved search.

'My Account' will store the most recent 100 searches to a user's account.

## Re-run, delete and share search queries

- To re-run a search query, click on the hyperlinked term under the Your search column.
- To delete a search query, select individual queries or use the 'Select all' option to include all previous search queries, and click the 'Delete' button.
- To share search queries, select individual queries or use the 'Select all' option to include all previous search queries, then click the 'Share' button.



When you click 'Share', from the Share your search screen, you can:

- Use the 'Copy link' button to copy the link to your clipboard.
- Or you can send an email with the link to any desired recipients. When
  finished entering the recipient's and your email address and an optional
  Subject and Message, select 'Send email'. The email will be sent to the
  recipient by an automated email address.

