**WorldCat**

If you are unable to find the book you desire in either Pounce or MNCAT, you can look in WorldCat, a catalog of thousands of libraries from around the world. WorldCat also has access to dissertations, microform, journals and multimedia items, all of which can be requested through Interlibrary Loan (ILL).

To access the catalog, simply click on the WorldCat tab on the library homepage.

**Search Tips**

After clicking the button, you will be taken to the Advanced Search screen.

Search for multiple fields at once, including keyword, title, and author. Can limit search to specific year, language, and material type.
You can use Boolean operators to limit your search either in the Advanced Search tab using the drop down choices or by creating a search string in the Expert Search field.

| Quotation marks “ “ | Searches for words between the quote marks exactly as they appear.  
|---------------------|---------------------------------------------------------------------|
| Example: “information literacy”  
| “higher education”  |

| AND | Searches for items where all of the terms appear. More inclusive with fewer results.  
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<tr>
<td>Example: university AND achievement</td>
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| OR | Searches for all the search terms listed. The more terms listed the more results you get.  
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<tr>
<td>Example: information OR literacy OR media</td>
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| 'NOT | Removes certain words from the search. Allows you to limit result you might not want.  
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<td>Example: “information literacy” NOT K-12</td>
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| Nesting () | Groups similar terms together for better search results.  
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<tr>
<td>Example: “information literacy” AND (college OR university)</td>
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If nesting is not used, WorldCat will process AND, OR or NOT in left to right order.

Wildcards allow you to search for multiple terms at one time. There is a variety offered by WorldCat.

- The plus sign (+) allows you to search for a word and its plural.
- The asterisk (*) represents any number of characters including no characters at all at the end of a word. For example, searching environ* will return results containing environment and environmental.
- The pound sign (#) represents any single character.
- The question mark (?) represents from zero to nine additional characters. You can include a specific number after the question mark to indicate the maximum number of characters to replace.

Take care when using wildcards as you may not want to use one with all searches.
Search Results
Once you have run your search, you will be taken to a list of results.

If Briggs Library has access to the item, in either print or electronic versions, you will see a green highlighted indicator.

To see the full record, click on the title link for the item. From the full record, you will be able to request the item through ILL by clicking on the link Borrow this item from another library (Interlibrary Loan).

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A form will appear. Make sure to enter information into every field. Note the format for the date field is year, month, date.

Click **Submit** at the bottom of the page. You will be returned to the detailed search result page with a comment at the top of the page indicating your request was submitted.

**IMPORTANT NOTE:** The standard delivery time for ILL materials is 7-10 working days. Items may come in more quickly or more slowly depending on how easily accessible the item is. It is crucial when preparing to write a research paper that you allow yourself sufficient time to request and receive materials through ILL.