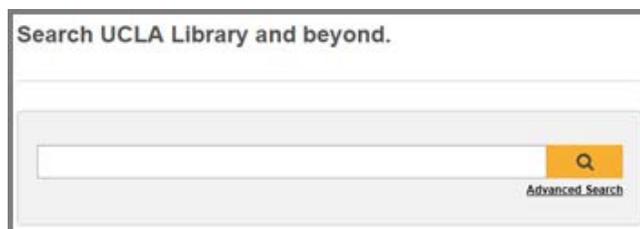# Quick Reference: Melvyl / WorldCat Discovery

This guide focuses on the campus-specific Melvyl® versions.

Searching & Displaying

The Melvyl search box (or a link to the search box) is located on your campus library's website.

After entering your search terms and clicking the 🔍 icon, your search results display.

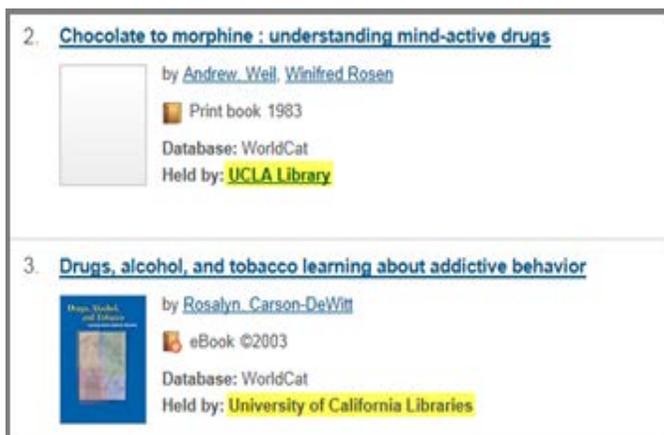**Search UCLA Library and beyond.**

🔍

Advanced Search

Scoping Your Search

Search results can be limited to certain library levels by scoping the search results. On the search results screen you can narrow your search to the *University of California Libraries* or to the libraries on your campus by checking the appropriate box. The default selection is to *Libraries Worldwide*.

Library ▼

☐ Libraries Worldwide
☐ University of California Libraries
☑ UCLA Library
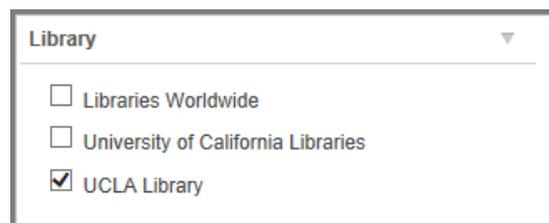
Ranking of Search Results

Melvyl provides a customized search at multiple levels—campus results, systemwide results, and global results—all at the same time. It's a way to find what you are looking for through your library (even if materials aren't available locally). Below is an example of a results display for campus and systemwide records.

2. **Chocolate to morphine : understanding mind-active drugs**
by Andrew. Weil, Winifred Rosen
📕 Print book 1983
Database: WorldCat
Held by: UCLA Library

3. **Drugs, alcohol, and tobacco learning about addictive behavior**
by Rosalyn. Carson-DeWitt
📙 eBook ©2003
Database: WorldCat
Held by: University of California Libraries

First Level (Campus) results: When you search Melvyl, results from your campus library are elevated to the top of the search results.

Second Level (UC Systemwide) results: After the first level results are displayed, Melvyl will display a second level of results from the UC libraries that own an item relevant to your search results.

Third Level (Libraries Worldwide) results: Search results will be displayed for libraries throughout your state, country and around the world in order of relevance after all campus and systemwide results have displayed.

Sorting by Relevance

The default search results are sorted by Relevance Only (which retrieves the most relevant items for the search criteria). Users interested in items available at their campus should select **Library and Relevance** from the *Sort by:* menu. Selecting "Library and Relevance" displays campus records before 'University of California Libraries' or 'WorldCat Libraries' records.

Relevancy ranking of search results is based on the following:
- Whether the search terms appear anywhere in the bibliographic record
  Note: Search terms appearing in the title, subject or author fields are ranked highest.
- Proximity of the search terms to each other
- How widely held the item is
- How recently the item was published

Refine Your Search

The search results can be refined via the facets in the left sidebar. To do this, choose an option under one of the facets, such as **Author**, **Format**, **Year**, etc. Click **See All >** to see more options under each facet.
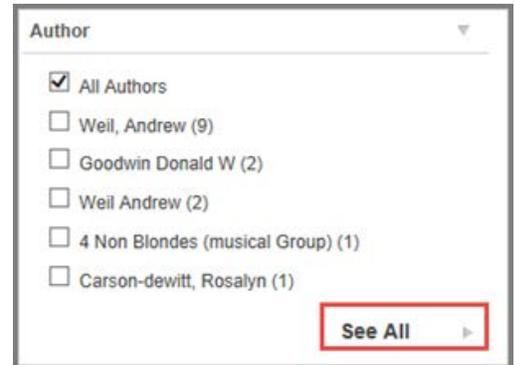
Advanced Search

The Advanced Search option is available from:
1. The search box on your library's website.

2. The Advanced Search option is available at the top of the search results page.

After clicking the **Advanced Search** link, the Advanced Search screen displays. On the Advanced Search screen, you can limit your search to specific databases to improve the accuracy of your search results.

Note: In WorldCat Discovery Advanced Search, if all the databases are on by default you can unselect them all by clicking the **Select All in Group** button under *All Databases* at the bottom of the screen. (It usually takes a few seconds for the deselections to process.)
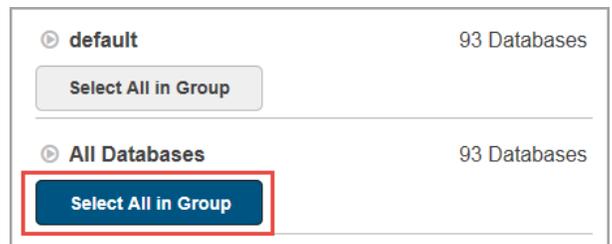
*Note: When limiting to specific databases, leave your libraries set to **Libraries Worldwide** as many of the databases cannot limit to specific groups of libraries.*

Advanced Search

Keyword

AND | Title

○ Add row

Clear | Search

Limit your search

☐ 🔒 Only return peer-reviewed articles

Format | All Formats

Year | | to | |
e.g.,2010 | Optional

Location | Libraries Worldwide

Which databases you select to search will depend on your area of research.

Click the ❓ next to a title to see a brief description of the database. The titles of most of these databases make clear which subjects they cover. Consult a librarian if you're unsure which of these databases to search.

The indexes (fields) available for searching (keyword, title, subject, etc.) and the optional limits (e.g., format, year) will change based on the databases selected. If you do not select specific databases, your search will include content (if appropriate for your search parameters) from all the databases listed on the Advanced Search screen.

Make a List and Export It

When you're looking for multiple items, add them to a temporary list that you can then print or email to yourself once you've finished. You can also send the list to RefWorks, EndNote or Zotero citation management tools.

List Icons

After you perform a search in WorldCat Discovery, items in your search results will include icons to quickly add records to a list, email a record or a list of records, copy a record link, or export a citation. The icons are available from the brief results, the action panel, and on the detailed record (mobile view).

The 'sharing' icon includes:

Email record
Choose **Email record** to email a single record. Note that you also have the option to add a record to a list and email the list at the end of your session.

Cite record
Includes export options: Export to Endnote, Refworks. Also, formatted citations are available for cut and paste in the APA, MLA, and Chicago (author-date) styles.

Record link (permalink)
Record link takes you to a page with a permalink displayed. Copy the link and use it as you choose.

✉ Email record
❝❝ Cite record
🔗 Record link
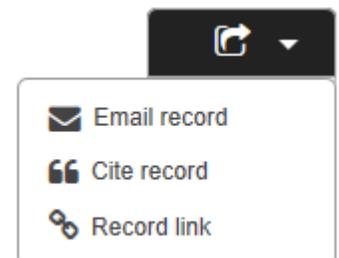
'Add to my list' icon

This allows you to add record information to **My List**. Email a list to yourself or share it with others. Records added to a list are stored temporarily for the session until the session times out.

Using "My List"

Lists are limited 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 remove one record at a time by using the icon beside each record. You can delete all records on the list by clicking **Remove all**.

*Privacy notice: If you are using a public computer and you leave the terminal, your list will be visible to others until the session times out. For your privacy, consider using **Remove all** to delete all items from your list.*

What is included when you email a record or a list of records? Each email record will contain the following information, if available:

Author	Item "held by" information	Publication date
Database name	OCLC number	Source
Format	Peer-reviewed indicator	Title

Expert Searches and Query Syntax

Although the default search from the search box automatically applies the **keyword** index, it is easy to construct a more nuanced search using indexes and Boolean operators. An "index" is defined as two characters followed by a colon or by an equal sign (for example "ti:"). Use a **colon** to search for the words anywhere in the specified index and an **equal sign** to perform a phrase search.

In WorldCat Discovery, searches that contain index labels and Boolean operators can be entered **in any search box** including those on the Advanced Search screen. *Please note that if you use an index for one search term in the box, you **must** use index labels for all search terms.*

Wildcards

Wildcards are special characters used to represent additional characters in a search term. They are useful when you are unsure of spelling or when you only know part of a term.

- A pound sign (#), also called a number sign or hash mark, represents a single character. For example, **wom#n** retrieves results for the words *woman* and *women.*
- A question mark (?) represents from zero to nine characters within a single term, including no additional characters.

Truncation

Truncation allows you to search for a term and its variations by entering a minimum of the first three characters of the term followed by an asterisk (*). The asterisk returns records with zero or more characters in place of the asterisk.   Example: **securit*** returns items with records that contain one of these words: *security*, *securities*, or *securitization.*

Boolean operators

Boolean operators are supported as follows:

Operator	Notes	Example	Guidelines
AND	Finds all terms anywhere in a record. Can omit for simple searches when just one index label is used or where no other boolean operator is used.	**su:wom?n and ti:history and gc:new york and yr:1970**	- Boolean operators must be capitalized (AND, OR, NOT). - Boolean searches are processed in left to right order. - Type operators between search terms to combine them. - Do not use for browsing (scanning indexes). - Do not truncate a music publisher number or Government document number in a combined search; type the complete number. - Boolean searches can be nested using parentheses — **ut: (civil war) and (battlefield command*)**. - For Word searches, if you do not want the system to use these words as operators, enclose the word in quotation marks. For example, to search for the title *Neighbors Near and Far* which includes **near** and **and**, normally treated as operators, type **ti:neighbors "near" "and" far**.
OR	Finds any single term or all terms.	**pn=woolf, virginia or pn=woolf, leonard and yr:1900-50**	
NOT	Excludes the term that follows not.	**ti=civil war not su:battle not gc=united states**	

Item Availability: Local (Campus), Systemwide (UC) & Worldwide

Melvyl operates with your campus catalog in order to provide users real-time item availability information.

To check availability, click on the linked title for any item.
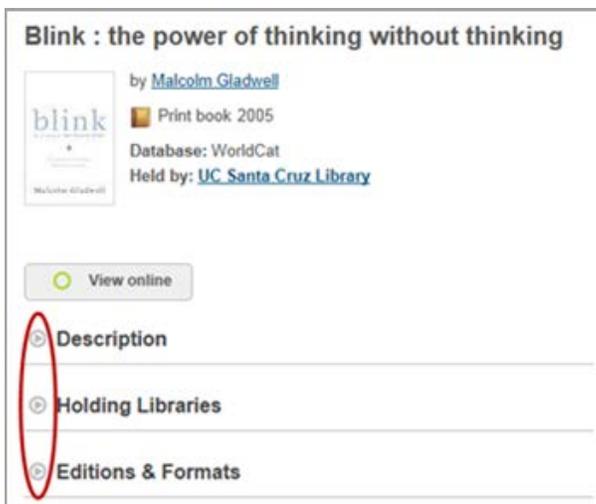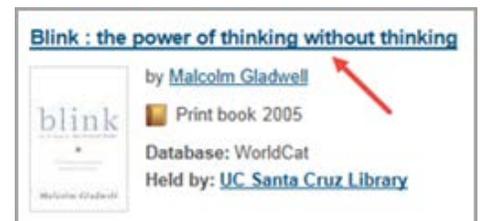
On the Item Details screen, click the arrows to display more information, like the Description and Editions & Formats, for the item.

Under the **Availability** section, you'll find everything you need to know – all in one place.

If the full text is available online, you'll see a link to access it. See below.

If the print item is available at your campus, you'll see the library location, call number and availability.

If the item is not available at your campus but is available at other UC campuses, you'll see that too. If another campus that holds the item is nearby, you can **Check Availability** to see if the item is available there. Or, click the **Request Item** button to request the item through Interlibrary Loan (ILL) services.

Finally, if the item isn't available anywhere in the UC system, you can see the *Libraries Worldwide* that hold the item. The 'Libraries Worldwide' that hold the item are listed on the **Holding Libraries** tab at the top of the record.

After you've clicked the arrow to open the tab, the holding libraries will display in order of nearest to your campus to the farthest away. So, if one of the

holding libraries is nearby, you might want to stop by.

If the holding libraries are too far, drop back to the bottom of the record and click the **Request Item** button under the Libraries Worldwide section. You can then request the item via Interlibrary Loan (ILL) services.

Article Availability

Melvyl works with UC-eLinks to provide access to electronic content including articles, journals, and more.

From an article record (Item Details), click the **Check eResources** button to display a UC-eLinks menu to link to the article. Or, you can click the **View online** button to display a UC-eLinks menu to link to the journal in which the article is published.

Additionally, links to the journal's online content display under *Availability/Access Full Text Online*; the journal's print holdings display beneath this under *Availability/UC Campus Library*. In this case, the message to 'see online holdings' and the empty Call Number/Availability section indicate that print holdings for this journal are not available on campus.

Journal Availability

From a journal record (Item Details), click the **View online** button to display a UC-eLinks menu to link to the online content of the journal.

Links to the journal's online content also display under *Availability/Access Full Text Online*; the journal's print holdings display beneath this under *Availability/UC Campus Library*.

Finally, if the journal's content is not available online and your campus does not hold a print subscription, you can check the journal's holdings at other UC campuses under

UC San Diego Library

Holding Summary

1966-1989,335-374 (1966-2009)

| ○ Journals, BLB Floor2 | 0 of 1 available |

Call Number	Availability
W1 LA535	⊘ 1966-1989,335-374 (1966-2009)
Note: SEE "LANCET (NORTH AMERICAN ED.)" FOR LATEST RECEIPTS	

the *University of California Libraries* section or at any library anywhere under the *Libraries Worldwide/Holding Libraries* section. Both these sections include the Request button to request the item through Interlibrary Loan (ILL) services.

Requesting an Item

In your search results, Melvyl lists relevant items that your library owns first. Actual item availability is listed on the Item Details screen. The item's availability status is listed, along with other information such as location and due date.

George Washington   ⊗ Close Item Detail

by James MacGregor, Burns, Susan Dunn

▢ Print book 2004

Database: WorldCat

Held by: UC Santa Cruz Library

Availability

| ○ UC Santa Cruz Library | 1 available |

| ○ McH Stacks | 1 of 1 available |

Call Number	Availability
E312 .B983 2004	○ NOT CHECKD OUT

Place Hold

For items that are not available, some campus Melvyl versions display a **Place Hold** button to request the item.

Clicking on the **Place Hold** button links you to your campus catalog where you can complete the 'Place Hold' request.

Requesting an item through Interlibrary Loan

If an item is not available at your campus, you can request it via the **Request** (Interlibrary Loan/Document Delivery) service.

Request
Interlibrary Loan and Document Delivery

About Request

citation source: berkeley.worldcat.org:worldcat

Home Campus: UC Berkeley Change campus

Patron Information

Library Card/Account Number *
more

Deliver my request to *   Select pickup location

Email address
needed for web delivery

Need by date
I will no longer need the item(s) after   No time limit
more

Note
for example campus address, this edition only, recharge number

Continue   Cancel

Once you click the **Request** button, you are taken to the Request Interlibrary Loan page. Fill in the online form and continue following the prompts until your request has been submitted.

Asking for Help

Library staff members would love to help you find what you need. At the top of the screen, clicking the **Chat with a librarian** button opens the *Library Research Help* pop-up window where you can ask for assistance.

Chat with a librarian

Library Research Help

?
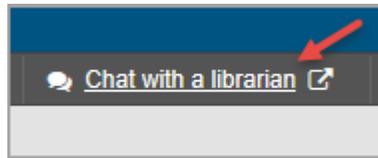
E-mail address

Your Question/Message

Please enter your email address before we begin.

Send