WorldCat
If you are unable to find the book you desire in either SUMMON or MNCAT, you can also look in WorldCat, a catalog of thousands of libraries from around the world.

Search for multiple fields at once, including keyword, author and title.

Can limit search to specific year, language or material.

Can view search parameters in a variety of languages. Results appear in the cataloging language.

Search Tips
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.

- **AND:** all terms in the search appear in the results
- **OR:** at least one term in the search appears in the results
- **NOT:** excludes terms from the search
- **():** groups words and phrases to show a relationship and the order in which you would like the search to be performed
- **W# (with):** searches for terms in the order listed in an article with no more than the number searched between them
- **N# (near):** searches for terms in any order listed in an article with no more than the number searched between them

Phrase searching is useful when searching for an exact phrase. If you are looking for articles about modern, you can put “modern art” in quotation marks to ensure the phrase is searched and not just the combination of the terms in any location in the article.
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. This is often referred to as truncation. There must be at least three letters preceding the asterisk.
  
  \[ \text{ex. environment* matches:} \]
  
  - environment
  - environments
  - environmental

- The pound sign (#) represents any single character.
  
  \[ \text{ex. wom#n matches:} \]
  
  - woman
  - women

- 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.
  
  \[ \text{ex. colo?r matches:} \]
  
  - color
  - colour
  - colonizer
  
  \[ \text{while colo?1r matches:} \]
  
  - color
  - colour

Take care when using wildcards as you may not want to use one with all searches.

If nesting is not used, WorldCat will process AND, OR or NOT in left to right order.

**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).”

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.

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 materials through ILL. If you are interested in calculating how long a project will take you, check out the assignment calculator on the library’s student services page (http://www.morris.umn.edu/library/studentservices.php).