

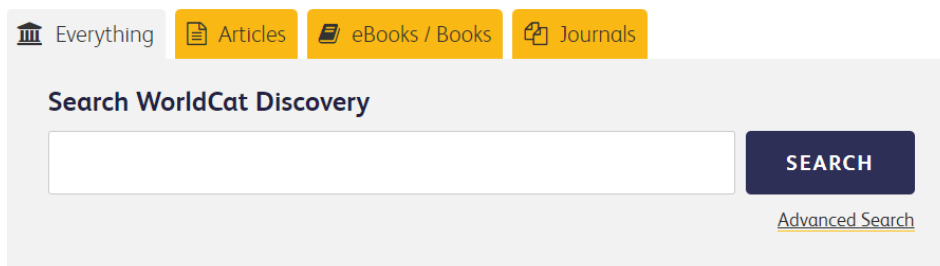
## Information skills: Searching WorldCat Discovery – Basic Search

### CONTENT

1. [View full text](#)
2. [Report a broken link](#)
3. [Filters/Search limits](#)
4. [Request a copy](#)
5. [Boolean operators](#)
6. [Truncation](#)
7. [Wildcard](#)

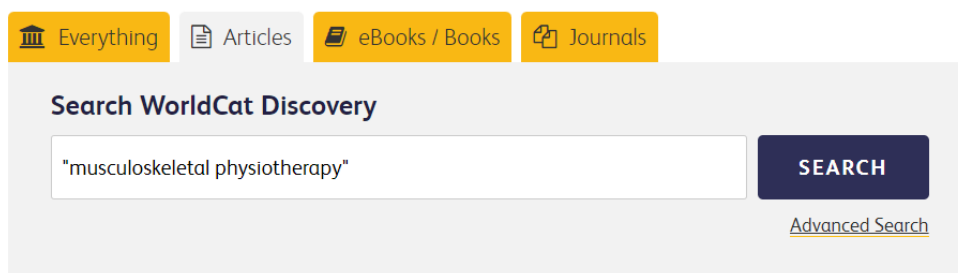
WorldCat Discovery is the library catalogue of the CSP's eLibrary, Knowledge and Archive Services (eLKAS).

[Click here to access WorldCat Discovery](#) or use the search box at [csp.org.uk/library](http://csp.org.uk/library)



The screenshot shows the top navigation bar of the WorldCat Discovery website. It features four tabs: 'Everything' (with a building icon), 'Articles' (with a document icon), 'eBooks / Books' (with a book icon), and 'Journals' (with a document icon). Below the tabs is a search box with the text 'Search WorldCat Discovery' and a dark blue 'SEARCH' button. A link for 'Advanced Search' is located below the search button.

- By default, a basic search is a keyword search.
- A keyword search uses one or more complete words that are contained in the item's record, including titles, abstracts, and subjects.
- Phrase searching - denoted by double quotation marks (" ") - tells the platform to search for your phrase as one string of text, e.g. "musculoskeletal physiotherapy" will search for the continuous text of musculoskeletal physiotherapy rather than the two separate words 'musculoskeletal' and 'physiotherapy'.
- Enter your search term in the search box and click **SEARCH**.

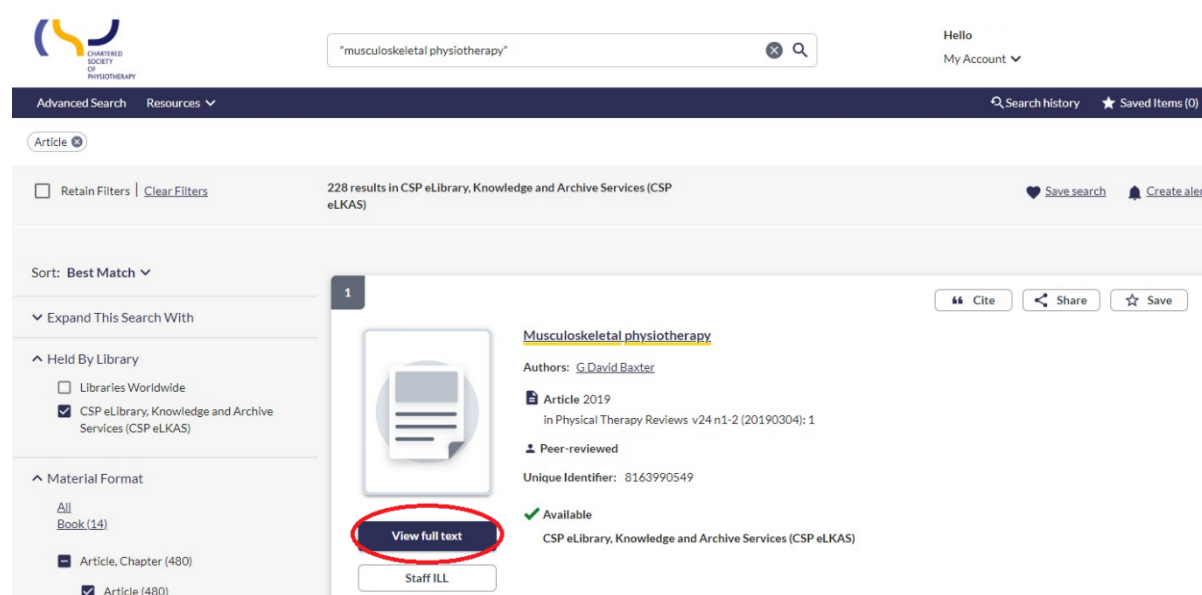


**Note:** If you haven't yet logged in to your account on the CSP website, you will be prompted to login and type your username and password before viewing the results of your search.

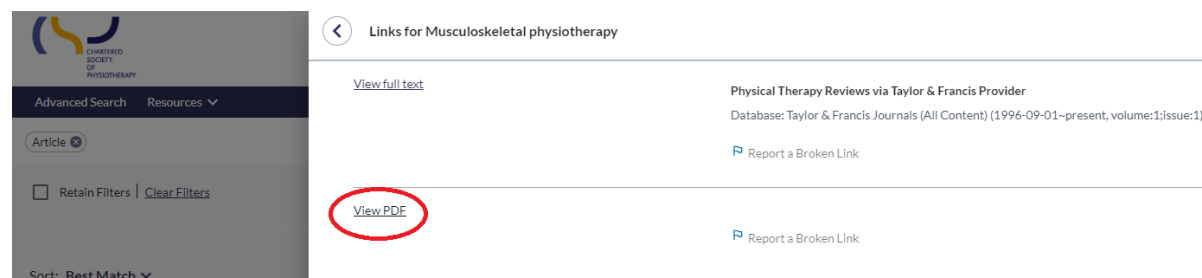
Once you have logged in, you will be redirected to the results page.

## 1. View full text

When an article is available in full text, you will see the **View full text** or **View PDF** button in the brief result records:



Click **View PDF** to see the full article:



You will either be directed straight to the PDF to view the full text article, or to the article details page on the publisher's platform, from where you can open the PDF.

**Note:** In some cases, certain publishers don't make it possible to direct users straight to the PDF. If you see a **Notes & Licence Terms** button, please click for further notes on access:

The screenshot shows a search result for the article "Progressing On-Court Rehabilitation After Injury: The Control-Chaos Continuum Adapted to Basketball". The article is from "The Journal of orthopaedic and sports physical therapy" (2023). On the right side, under "Access Options", there are buttons for "Staff ILL", "View full text", "Report a Broken Link", and "Notes & License Terms". The "Notes & License Terms" button is circled in red.

## 2. Report a broken link

If a link is not working, please report it by clicking **Report a Broken Link**

The screenshot shows a search result for the book "DeLisa's physical medicine & rehabilitation: principles and practice". The book is from "Wolters Kluwer Medical, 2020". On the left side, there are filters for "Material Format" and "Held By Library". In the main content area, there is a "Report a broken link" button circled in red.

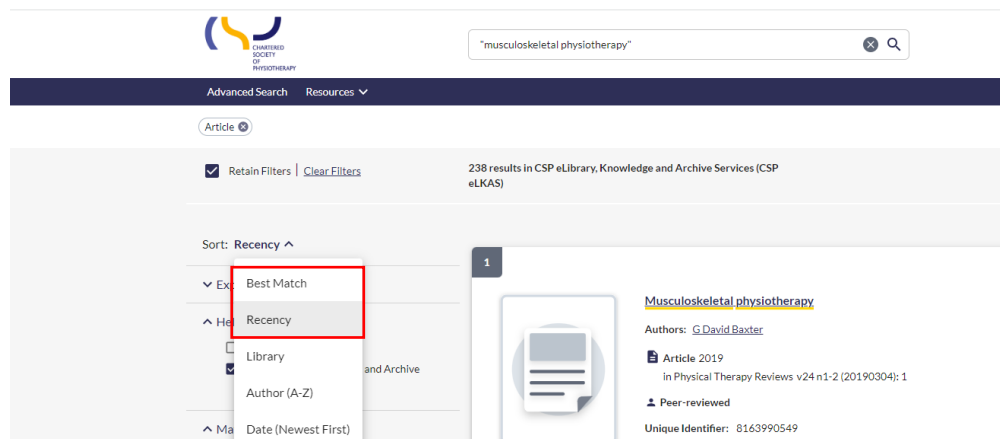
and sending us a quick message. If you request assistance, library staff will send you the correct link as soon as possible.

The screenshot shows a "Report a Broken Link" form. The form has fields for "First Name", "Last Name", and "Email", all marked as "Required". There is a "Message" text area. At the bottom, there is a checkbox labeled "Request Librarian Assistance" with the text "Librarian may assist you with the correct link to the resource." below it. The checkbox is circled in red.

### 3. Filters/Search limits

Use the filters on the left-hand side of the page to make your search more specific if necessary.

You can apply different sorts to results e.g. Best Match or Recency:



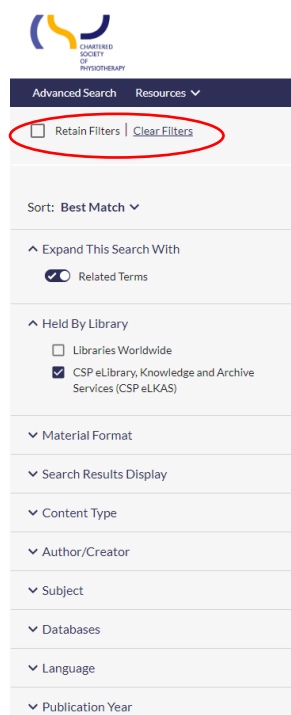
Determine whether to retain the specified filters for subsequent searches by selecting **Retain Filters**.

This option displays when filters have been selected to narrow your search.

If this setting is not enabled, search filters will be cleared when a new search is performed. This feature will be disabled by default.

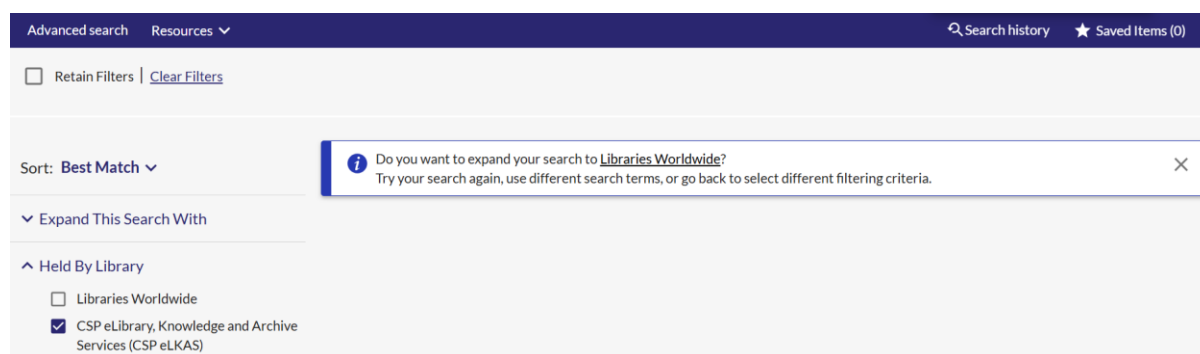
Select **Clear Filters** to remove the filters currently applied to the search results.

You can filter results by Material Format, Language, Publication Year etc.

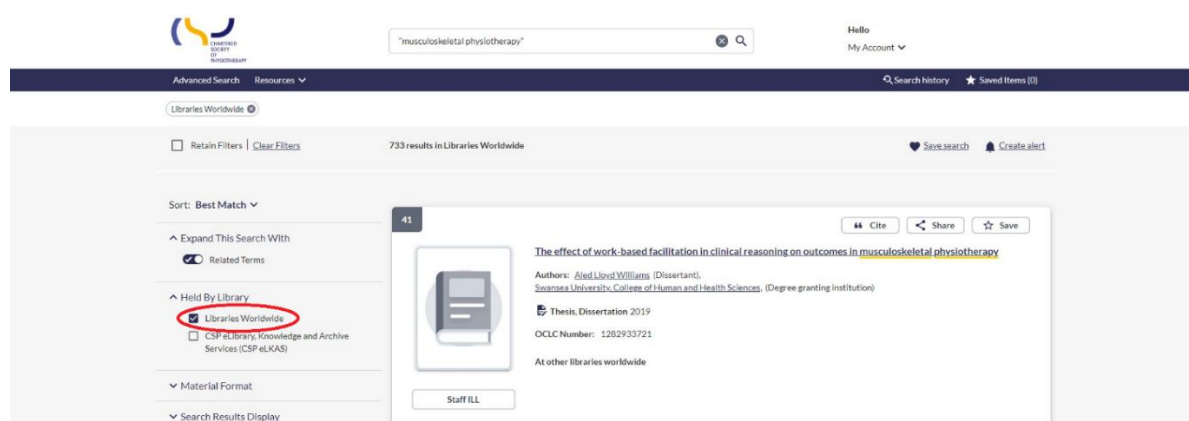


**By default, the search results shown are held by CSP eLKAS.**

If the article you are looking for is not available freely or via the CSP eLKAS's subscription, you will see this message:



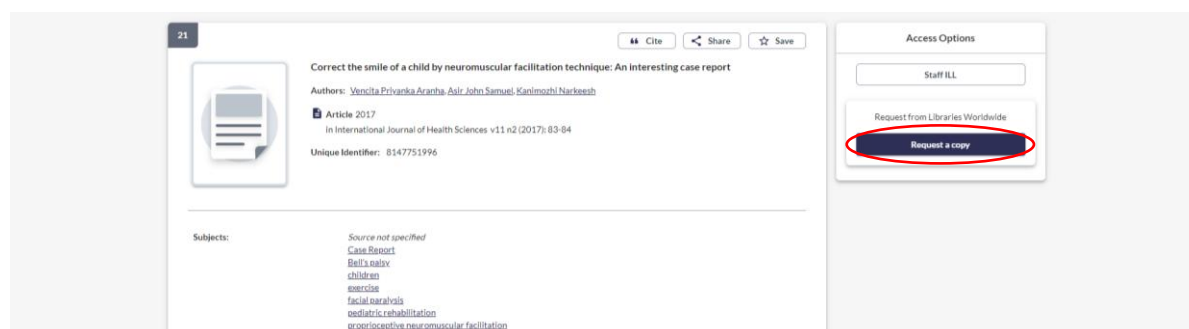
You can see the results from our partner libraries by clicking the box next to **Libraries Worldwide**:



#### 4. Request a copy

If there is no **View full text** button in the brief result records, that means that the article is not available freely or via the CSP eLKAS's subscription.

You can request the full text of these articles by **clicking the title** (hyperlinked) of **the record**. This will take you to a page where more details can be viewed about the record. On the right-hand side, you will see the **Request a copy** button:



Once you click **Request a copy**, you will be directed to the request form.

Most of the article details will already be added, but please double-check that they are correct. Fields with \* are necessary to complete.

You will need to add the following details:

- the date you need the article by,
- your first and last name,
- your CSP membership number,
- your email address.

You will also need to acknowledge the copyright declaration before you hit the **Submit request** button.

About my request

Needed before: \*  0/500

Comments:  0/500

---

My address and contact information

First Name: \*  0/100

Last Name: \*  0/100

CSP membership number: \*  0/100

E-mail Address: \*  0/100

Mobile Phone:  0/100

---

Copyright declaration - I declare that:

1) I have not previously been supplied with a copy of the same material by you or any other librarian

2) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and

3) To the best of my knowledge, no other person with whom I work or study, has made, or intends to make, at, or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

Copyright Acknowledged \*

---

Request confirmation

Thank you for your request. Please allow 5 working days for us to get back to you.

## 5. Boolean operators

- An expert search may include Boolean operators (AND, OR and NOT).

A **search query** consists of all the **keywords** you identified during the **topic analysis**, e.g.

"lateral elbow tendinopathy" AND ("physical therapy" OR physiotherapy)

- When using Boolean operators in a search, **these must be capitalised**. Search terms with Boolean operators are processed in left-to-right order.
- Matching terms are **underlined** in **yellow** in the search results.
- Expert searches may be executed as Basic Search or on the Advanced Search screen.

Search terms entered in the Basic Search box can be transferred to the Advanced Search screen by clicking the **Advanced Search** link in the top banner:

Additional search parameters, indexes, and limits can be added to this query.

## 6. Truncation

- Add an asterisk (\*) to the end of the word to retrieve variant endings.
- Enter the first three characters of the term (at a minimum) and follow with \*  
E.g. **therap\*** retrieves results for **therapy**, **therapies**, and **therapist**

## 7. Wildcard

- Enter the first three characters of the term (at a minimum) and follow with a question mark (?).
- Use ? to match missing (zero) and up to nine characters, including no additional characters  
E.g. **encylop?dia** retrieves results for **encyclopedia** and **encyclopaedia**