OneSearch: Search for books and ebooks

Transcript for video located here: https://hml.cumbria.ac.uk/Play/5593

This short video demonstrates how to find print and electronic books using OneSearch.

Firstly, make sure that you are signed in to OneSearch.

Click on ‘Sign in’ at the top right of the screen.

Choose ‘Students & Staff’ and sign in with your University network username and password.

If you are looking a specific book, then type keywords from the book title and the author’s last name into the search box. E.g. “Skills handbook Cottrell” – this will help you find Stella Cottrell’s book called “The Study Skills Handbook”.

If you want to see what books are available on a particular topic, type keywords that describe your topic into the search box, e.g. ‘climate change’

When you enter your keywords, you will be given a choice between Books+, Articles+ and Everything.

In this video, we are looking for books so choose the Books+ option.

Books+ contains all the print and electronic books that the library provides. It also contains other sources such as videos and maps.

Once you have clicked ‘search’ you will see the number of results at the top of the results list.

Before you start looking down the list of results, you should have a look at the options on the right of the screen that allow you to filter or ‘tweak’ your results.

The first option you have is to choose what order you would like your results in – e.g. whether by relevance or by newest or oldest.

The next option gives you the chance to choose between books in electronic and print format.

To see the list of ebooks click on ‘available online’. Ebooks are great for University study because they can be accessed on and off campus, they are available 24/7 and you can search within the text of an e-book. The library will try to buy ebooks for all the essential titles that appear on your reading lists.

You can choose to limit your results by publication date. If you only wanted to see which books are available that have been published in the last five years,
you can use the publication date filter. Change the year parameters and click on ‘refine’.

When you have finished ‘tweaking’ your results, you can browse the books in the list. If you want to read one of the books click on its title (Climate Change and Human Development by Hannah Reid). Click on the link in the ‘View Online’ section. Sometimes the library has purchased more than one copy of an ebook as in this example. You can choose either link.

You now have the choice whether to read online or to download the book. Unless you are not going to be online, it is usually better to choose the ‘read online’ option.

Use the ‘Table of Contents’ icon and you can click to go straight to any chapter within the book.

You can create a note on any page within the book and save it.

To see the notes that you have made, next time you view the book online, simply click on the ‘annotations’ icon.

To search within the book use the ‘search within book’ icon (example=animals). This will show you which pages your word appears on, and will provide a short context for how the word is being used.

To use OneSearch to find books in print format, enter keywords (“social media”) in the search box and choose Books+ as before.

To limit to print format books, click on Print/Physical Items limiter.

You might choose to limit your results to books available at a particular campus library. However, you can request that books be reserved for you from any campus library.

Click on the book title (example=Social media for educators by Tanya Joosten).

This page will tell you at which campus the book is located; it will also give you a shelf mark.

You will need the shelf mark to find the book on the library shelves. The shelf mark of this book is 371.334467 Joo. All print books are organised on the library shelves in numerical order, so you will need to go to the section that starts with 371 to find this book.

You can see that there is a print copy of this book at the Lancaster campus library and at the Carlisle Fusehill St. campus library. To see if the book is available for you to borrow immediately, click on the location. You will see that at Carlisle there are 3 copies and they are currently all available to borrow.
If all the books are out on loan to other borrowers, you can request that the book be reserved for you when it is returned, or if it is available at a different campus.

To request a reservation, make sure that you are signed-in to OneSearch, and then click on the 'Request' link.

Choose which campus you want to collect the book from and click ‘send request’.

When the book is available for you to collect, you will receive an email to your student email account.

If there are books that you think you will want to return to, you can use the 'keep this item' icon. Simply click on the pin and the book will be sent to your favourites. As long as you are signed in the book will then stay in your favourites until you decide to unpin it. Next time you sign-in to OneSearch you can click on the pin icon at the top of the screen and go to your favourites.

If there is a book you think would be useful for your course but the library does not have a copy, or does not have enough copies, you can let us know by clicking on the ‘Can’t find it’ link. Choose the ‘Recommend a book for purchase’ option, this will take you to the ‘Get More Books’ scheme page. Simply complete the short form to tell us which book you are recommending and we will do our best to buy a copy for the library collection.

Further help and support for your use of OneSearch – see the “Get more help” section at the following link:

https://my.cumbria.ac.uk/Student-Life/Learning/OneSearch/