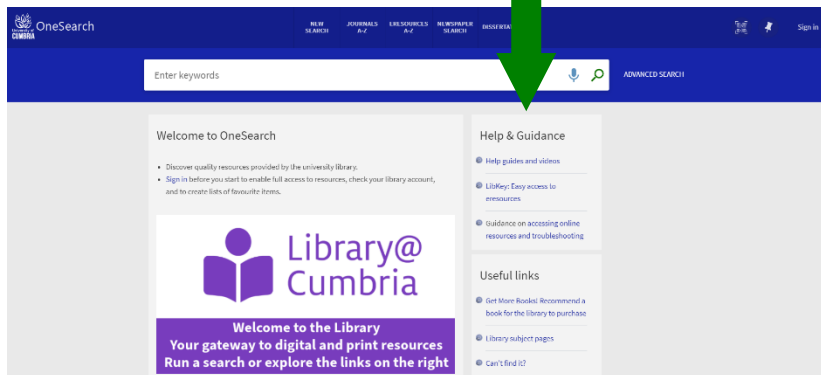


Quick guide to basic searching in OneSearch

OneSearch is the University of Cumbria Library search engine. It searches for books, ebooks, journals, articles, conference papers and videos all in one place.

This guide will get you started with OneSearch, helping you to find the evidence for your studies and assignments.

Further resources can be found under **Help and Guidance** in OneSearch.



The screenshot shows the OneSearch library website. At the top, there is a navigation menu with links for 'HOME', 'JOURNALS', 'EBOOKS', 'NEWSPAPER', and 'BODILY'. Below the navigation menu is a search bar with the text 'Enter keywords' and a magnifying glass icon. A large green arrow points to the search bar. Below the search bar, there are sections for 'Welcome to OneSearch', 'Help & Guidance', and 'Useful links'.

Welcome to OneSearch

- Discover quality resources provided by the university library.
- Sign in before you start to enable full access to resources, check your library account, and to create lists of favourite items.

Library@Cumbria

Welcome to the Library
Your gateway to digital and print resources
Run a search or explore the links on the right

Help & Guidance

- Help guides and videos
- LibKey: Easy access to resources
- Guidance on accessing online resources and troubleshooting

Useful links

- Get More Reads: Recommend a book for the library to purchase
- Library subject pages
- Can't find it?



OneSearch is linked from the student hub or scan this QR code or click for the link.



Sign in.

Make sure you sign in (top right) to save your results and request books.

Sign in

Menu ▾

Tip – Your username is your student email address e.g. s1234567@uni.cumbria.ac.uk, and the password you created as part of registration.

A. Basic Search for books and ebooks

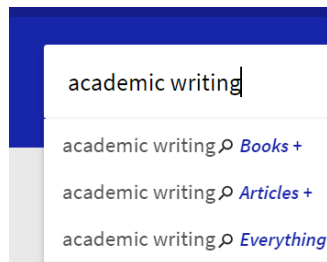
1. OneSearch defaults to a basic search box.

Enter, either an author's surname and a keyword from the title if you are searching for a specific book, or choose keywords for a topic search.

TIP - Keep it simple, use one or two keywords that are unique to your topic, not the whole title.

2. As you start typing OneSearch will display the options of **Books+**, **Articles+** or **Everything**.

Select **Books+** or click on the magnifying glass.



3. Use the filters on the right to '**Tweak your results**'. Here you can limit by date, resource type or a specific campus library if you want to see what is available on the shelf where you are based.

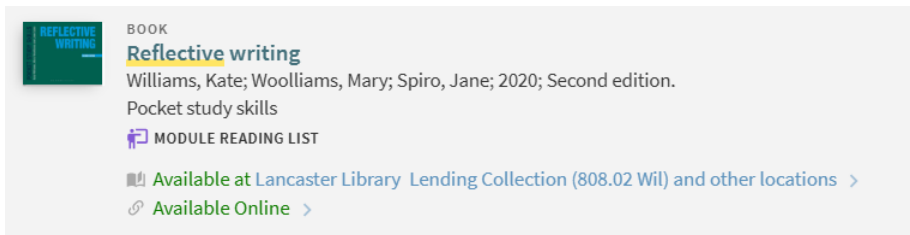
4. To **limit to ebooks** click the '**Available online**' option under **Availability**.

[Guide to using ebooks.](#)

Availability ^

Available online

5. You may find several editions “nested” together. Click on the title to see all the versions. When you have found a relevant book, click on the title to access the full item record.





BOOK


Reflective writing

Williams, Kate; Woolliams, Mary; Spiro, Jane; 2020; Second edition.

Pocket study skills

 MODULE READING LIST

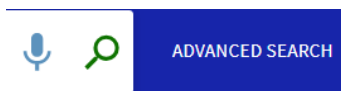
 Available at [Lancaster Library Lending Collection \(808.02 Wil\) and other locations](#) >

 Available Online >

6. To locate a print book go to **Available at** to find the shelfmark for the book. A shelfmark is a series of numbers and letters that show where the book is located in the library. (In the example above this is 808.02 Wil)
7. If all the copies of a print book are out, or only available at another campus Library, click on '**Request**' to reserve a copy. You must be signed in. Choose your campus for collection.
8. Or select '**Available online**' to access the ebook.

B. Advanced search for articles

You can use the same basic search as before, but we recommend the **Advanced search** option as you can 'build' a more detailed search.



(to the right of the main search box).

Think about your search terms - are there alternative spellings, synonyms or key phrases? Take a look at our [Search tips guide](#).

1. Select **Articles +** above the search box, and enter your terms, 1 concept per row, this allows you to manipulate individual parts of the search. Click on the magnifying glass to search.

- If you have too many results try changing the '**any field**' to '**title**' for your key term; this will reduce the number of results.
- The '**Contains**' dropdown will give wider results but you can change to '**contains exact phrase**' to narrow your search.

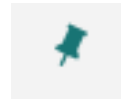
Search for: Books+ Articles+ Everything

Search filters

Any field ▼ contains exact phrase ▼ health benefits

AND ▼ Title ▼ contains ▼ chocolate

- Use the '**Tweak your results**' option to add any relevant filters to your search - such as date or subject.
- OneSearch displays by relevance, so you should find something relevant in the first couple of pages. If not, broaden your search terms.
- Open the **pdf** to read the article or **Pin** it to your Favourites to save for later.



Finding information	https://my.cumbria.ac.uk/findinginfo
Videos + on finding books, ebooks, articles and search tips	https://my.cumbria.ac.uk/Student-Life/Learning/Resources/OneSearch/
Search tips guide	https://my.cumbria.ac.uk/media/MyCumbria/Documents/Searching-tips.pdf
Ebook guide	https://my.cumbria.ac.uk/media/MyCumbria/Documents/EbooksGuide.pdf