

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.

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



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



The screenshot shows the OneSearch website interface. At the top, there is a navigation bar with the OneSearch logo and links for 'NEW SEARCH', 'JOURNALS A-Z', 'EBOOKS A-Z', 'NEWSPAPER SEARCH', and 'BROCHURATIONS'. A search bar is prominently displayed with the placeholder text 'Enter keywords' and a magnifying glass icon. Below the search bar, the main content area is divided into sections. On the left, there is a 'Welcome to OneSearch' section with bullet points: 'Discover quality resources provided by the university library.' and 'Sign in before you start to enable full access to resources, check your library account, and to create lists of favourite items.' Below this is a 'Library@Cumbria' logo and a purple banner that reads 'Welcome to the Library Your gateway to digital and print resources Run a search or explore the links on the right'. On the right side, there is a 'Help & Guidance' section with links for 'Help guides and videos', 'Library: Easy access to resources', and 'Guidance on accessing online resources and troubleshooting'. Below that is a 'Useful links' section with links for 'Get More Books! Recommend a book for the library to purchase', 'Library subject pages', and 'Can't find it?'. A large green arrow points from the text above down to the 'Help & Guidance' section.

Sign in.

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



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

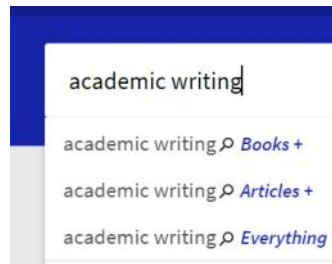
A. Basic Search for books and ebooks

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.

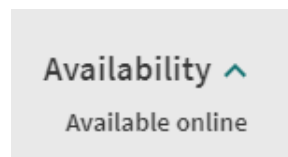


3. Use the filters on the right to **'Tweak your results'**. Here you can limit by date, resource type or a specific campus library if you want to see what is available on the shelf where you are based.

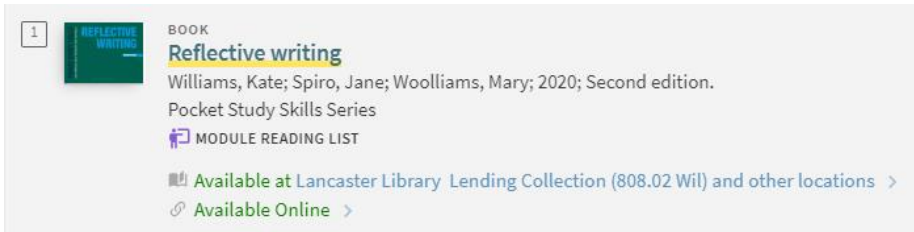
4. To **limit to ebooks** click the **'Available online'** option under **Availability**.



[Guide to using ebooks.](#)



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.



1

BOOK

Reflective writing

Williams, Kate; Spiro, Jane; Woolliams, Mary; 2020; Second edition.
Pocket Study Skills Series

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 on the shelf 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 of the copies of a print book are out, or only available at another campus Library, click on **Request** to reserve a copy.
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.

2. If you have too many results try changing the ‘**any field**’ to ‘**title**’ for your key term; this will reduce the number of results
3. 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

4. Use the ‘**Tweak your results**’ option to add any relevant filters to your search - such as date or subject.
5. OneSearch displays by relevance so you should find something relevant in the first couple of pages. If not, broaden your search terms.
6. 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/>

Ebook guide

<https://my.cumbria.ac.uk/media/MyCumbria/Documents/EbooksGuide.pdf>

Search tips guide

<https://my.cumbria.ac.uk/media/MyCumbria/Documents/Searching-tips.pdf>