



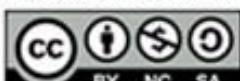
Libraries and Learning Resources

Library OneSearch: user guide

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EXCELLENCE

The Government Standard

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Overview: Library OneSearch

Accessing Library OneSearch

Library OneSearch (<http://los.ntu.ac.uk>) can be accessed via the Library and Learning Resources (LLR) homepage, via NOW and via the student portal.

Why use Library OneSearch?

Library OneSearch is a 'one-stop search solution', allowing most of NTU's resources to be searched via a single interface. This is done via an 'All' search, as well as having specific searches for books & audio-visual and research collections. Accessible on and off campus, Library OneSearch lists Libraries and Learning Resources databases and e-journal holdings, as well as giving you access to your library account information. You can also use Library OneSearch to access Library Mobile, a specially designed version suitable for mobile devices.

Further help and support

This skills guide is a brief introduction to using Library OneSearch. If you want to know more about the software, there is a Help page within Library OneSearch itself which can provide more detailed information about searching and usage.

| [eJournal A-Z](#) | [Inter-Library Loans](#) | [New Search](#) | [Help](#) |

LLR provide the following help and support:

In person: via the Library's Information Desks

Telephone: (0115) 848 2175

Email: libinfodirect@ntu.ac.uk

Online chat: via the library website <http://www.ntu.ac.uk/llr/> (look out for the chat buttons)

Self-registration training sessions: visit

http://www.ntu.ac.uk/llr/news_events/index.cfm

Basic Searches

'All', 'Books and Audio-Visual', 'Journals (by title)' and 'Research@NTU'



Library OneSearch provides four main options:

- '**All- '**Books and Audio-Visual- '**Journals (by title)All** tab)
- '**Research@NTU******

To search any of these collections, simply enter your search terms into the box under these tabs and click 'Search'. You can change the collection which you are searching at any time, simply by selecting a different tab – your search will then be applied to this collection.

Searching for ebooks

If you only want to search NTU ebooks, click the 'Books and Audio-Visual' tab and enter your search terms. Results will be displayed; click the 'Books' link on the left-hand toolbar:



Next, on the same side of the screen, click the 'Full Text Online' link – you will now be shown only the ebooks which fitted your original search.

Accessing your results

Accessing your results

The screenshot shows a search results page with the following details:

- 22,748 Results for All resources**
- Sorted by: Relevance**
- 1-10 Next**
- Oxford English Dictionary Online access**: Database item. Includes "View Online" link, "Details", "Reviews & Tags", and a "Full text available" link.
- Blowhole jumping**: Article item. Includes "View all versions" link, "View Online", "Details", "Reviews & Tags", and "More" link.
- A current summary of strabismus in children**: Article item. Includes "Multiple versions of this item have been found" note, "View Online", "Details", "Reviews & Tags", and "More" link.
- Siphon uses atmospheric pressure**: Article item. Includes "Full text available" link, "View Online", "Details", "Reviews & Tags", and "More" link.

Results will be displayed with basic thumbnails, descriptions and the option to access the record by clicking (in most cases) the item title or image icon. This will let you access the maximum amount of information possible about a record, though clicking the initial list of options given on the results page will also provide further information. Depending on the item in question, you may be given the following options:

- 'View Online' Tab – item can be viewed online
- 'Details' Tab – item details
- 'Locations & Requests' Tab – tells you where a book, audio-visual or physical copy of a journal (etc.) can be found; you can also place requests/reserve books once signed in
- 'Reviews & Tags' Tab – lets you rate and review items
- 'More' Tab – contains holdings information and advanced options such as exporting items to RefWorks (other options depend on the item in question)

Identical items in different formats



★ [Social work and evidence-based practice \[electronic resource\]](#)
David Smith 1947 Aug. 2-; MyiLibrary.
London ; Philadelphia : Jessica Kingsley Publishers 1st American pbk. ed., 2004
Online access

[View Online](#)  [Details](#) [Locations & Requests](#) [Reviews & Tags](#) [More](#) 

Identical items held in different formats (e.g. books which are the same edition but which LLR can offer both online and in print) will be represented in a single Library OneSearch result, as shown above. This item states it is online – you either view this online (click ‘View Online’) or – by clicking ‘Locations’ – you can see where this book would be found on our shelves.

‘View versions’: different editions grouped together



★ [Economics](#)
David K. H. Begg Stanley Fischer; Rüdiger Dornbusch
Multiple versions of this item have been found

[View 10 versions](#)

Results with **View x Versions** are different editions of the same book which have been collected into a single result. In the above example, clicking ‘View 10 versions’ presents all 10 versions in descending date order, with the most recent at the top. Clicking the title of this result (i.e. ‘Economics’) will *not* access these books – they can only be accessed by clicking (in this case) ‘View 10 versions’. You can then browse the book details as usual.

Requesting and reserving a book

If you wish to request a copy of a book for reservation, you will need to sign into Library OneSearch by clicking the ‘Sign in’ option and following the on-screen instructions.

[Guest](#) ★ [e-Shelf](#) [My Account](#) [Sign in](#)

Once signed in, perform a search as usual; if you find an item you want to request, select ‘Request’ and provide details of where you want to collect the item, the date at which you want this request to expire and any comments you wish to add.

Molecular biology of the cell

Bruce Alberts

New York ; Abingdon : Garland Science 2008

On loan from Clifton Library (571.6 MOL) and other locations

Request Locations Details Reviews & Tags More 

Request Options: | |

* Pickup Location:

Select Pickup Location 

Last interest date:



Comment:

Accessing specific databases and journals

The 'Find Databases' option – why use it?

Whilst Library OneSearch searches most NTU database and online subscriptions, there will be some databases which are not directly searched, including EBSCOHost databases (e.g. Academic Search Complete, Business Source Complete, etc.) and Nexis UK. More information can be found on Library OneSearch, and you will be told about these in sessions with your Liaison Librarian. Records from databases not searched by Library OneSearch may still be accessible, however, if they are duplicated in other databases which are searched – these will then link through to any available full text. Also, searching databases directly will often allow you to perform more advanced searches than you can do using Library OneSearch. More advice will be provided by your Liaison Librarian as appropriate.



The 'Find Databases' option allows you to select (by searching via an A-Z list or from a list of subject categories) and access specific databases. This will bring up a screen with the below options:

Database Title	Action
A Sociological Tour through Cyberspace	Show Info
ABELL (Annual Bibliography of English Language and Literature)	Show Info
Academic Info:	Show Info
Academic Search Elite	Show Info
Acts of the UK Parliament	Show Info
ADAM	Show Info
AEC Info	Show Info
aecportico	Show Info

Entering a database into the 'Name' field and clicking 'Find databases' will search databases by name. You can also search the A-Z list for databases you want to access (click on the title of your database to access it) or you can search according to subject category – select the 'Category' and 'Sub-category' as appropriate and then click 'Find databases' to view the main databases in that subject area.

Building a customised list of searchable databases

You can use the 'Find Databases' option to select up to 8 databases (as long as they allow this function) which can then be cross-searched, i.e. searched simultaneously. To do this, you must select the 'Sign in' option from the main Library OneSearch page – once on this page, sign in with your NTU username and password (follow the onscreen instructions).



Once signed in, select 'Find Databases' and choose which databases you want to include in your search (search via the A-Z option or by subject category). Any database you tick is added to your list. Click 'Selection Completed' to close this page with your database choices stored. Because you have signed in to create this list, you will be able to access it again next time you sign in, as long as you do not create a new one to overwrite it – only one selection list can be stored at any one time.

NB: Whilst the EBSCOHost databases (Academic Search Complete, Business Source Complete, etc.) are not included in Library OneSearch's 'All' search by default, you can include these in your own searchable list of databases by following the above steps.

A screenshot of the 'Find Databases' interface. It features search filters for 'Name', 'Publisher', 'Keywords', 'Type', 'Category' (set to 'Psychology, Sociology'), and 'Sub-category' (set to 'Environmental Health'). A checked checkbox for 'Include restricted databases' is present. Below the filters is a 'Find databases' button. The main area shows a list of databases with checkboxes: Academic Search Elite (checked), ASSIA (Applied Social Sciences Index and Abstracts), BIOSIS Previews (Web of Science), British Standards, Business Source Complete (checked), CIS (Construction Information Service), Cochrane Library (checked), and eBrary. To the right of each database name are 'Show Info' links. At the bottom left is a 'Selection Completed' button.

Return to the initial Library OneSearch page – the 'All' search option will now give you the option of searching selected databases

The screenshot shows the Library OneSearch interface. At the top, there are four tabs: 'All', 'Books and Audio-Visual', 'Journals (by title)', and 'Research @ NTU'. Below the tabs is a search bar with a dropdown menu set to 'All resources'. A 'Search' button is to the right of the search bar. A note below the search bar states: 'All: quick-search a wide range of LLR resources. In the results of an All search - see the relevant section of the Help guide for more information'. The 'Selected Databases' option is highlighted in the dropdown menu.

You can also search your selected databases via the 'Advanced Search' option (see the Contents page for the section explaining the 'Advanced Search').

The screenshot shows the 'Advanced Search' interface. It features a search form with four search fields, each with a dropdown menu and a 'contains' operator. To the right of the search fields are three dropdown menus: 'Publication Date: Any year', 'Material Type: All items', and 'Search Scope: All resources'. The 'Search Scope' menu is highlighted with a yellow border. At the bottom left is a 'Search' button, and at the bottom right is a link to 'Simple Search'.

eJournal A-Z

To find a complete list of all NTU eJournals, select the 'eJournal A-Z' option from the main Library OneSearch screen.



Advanced Search

Using the 'Advanced Search' option

Library OneSearch has an 'Advanced Search' option which allows you to search by title, author/creator, subject or in various other ways; you can use these to search specific material types (books, journals, articles, images, audio-visual resources or databases). Other options may also be found in this search.

To access the 'Advanced Search' option, select this link from the main Library OneSearch page.

Accessing Your Account Details

Signing into your account

To sign into your account, select the 'Sign in' option from the initial Library OneSearch page. You will be asked to login with your NTU username and password – please follow the onscreen instructions.

Next to 'Sign in' (which will now say 'Sign out') is your 'My Account' option – click this to access a list of your current and past loans, any requests (reservations) you have made, any outstanding fines and fees plus messages from LLR.

Please remember to sign out once you have finished.

Current loans and renewals

Current loans can be viewed under 'List of Active Loans', with all relevant details stated. To renew any item (as long as it has not been Requested by another user), click 'Renew'.

#	Title	Author	Due Date	Due Hour	Fine	Location	Renew All
01	Techniques for coaching and mentoring /	Megginson, David, 1943-	16/03/12	23:59		Clifton Library	Renew

Checking items you have requested (reserved)

Once an item has been requested, it will be listed in the 'My Account' section under the 'My Account' tab – go to the 'Requests' section to view these, your position in the queue and to cancel this request if desired.

e-Shelf	Queries	My Account					
Loans(0)	List of Requests						
Requests (1)	#	Type	Title	Author	Status	Pickup Location	Location Actions
Fine & Fees (1)	01	Hold	Molecular biology of the cell /		In process	Clifton Library	Clifton Library Cancel

Fines, fees and messages

These can also be found in the 'My Accounts' section, with details of items, dates and amounts outstanding. Any messages relating to fines can be found under the 'Blocks & Fines' section.

Using your e-Shelf

Signing into your e-Shelf

To sign into your e-Shelf, select the 'Sign in' option from the initial Library OneSearch page. You will be asked to login with your NTU username and password – please follow the onscreen instructions



Near to 'Sign in' (which will now say 'Sign out') is your 'e-Shelf' – click this to access a list of records you have saved and saved searches ('queries').

Please remember to sign out once you have finished.

Saving records to your e-Shelf

Each time you do a search, there will be the option to add key records to your e-Shelf, which can store these, ready to access quickly whenever you sign back in. To add an item, simply click the small star which will be listed by an item – once clicked, it will be yellow, meaning that this item is now added to your e-Shelf.

A screenshot of the Library OneSearch results page. The search term 'Doing your literature review : traditional and systematic techniques' is highlighted. The results table shows one result: 'Doing your literature review : traditional and systematic techniques' by Jill Jesson, Lydia Matheson, and Fiona M Lacey, published by SAGE in 2011. The record is marked with a yellow star and labeled 'On loan from Boots Library (300.72 DOI)'. Navigation links include 'Details', 'Locations & Requests', 'Reviews & Tags', and 'More'. A sidebar on the left provides suggested new searches and lists authors like Matheson, L, Jesson, J, and Lacey, F, along with subjects like Research Dissertations, Academic.

Accessing your e-Shelf once more, you will find that your item is now in your 'Basket'.



Type	Author	Title	Added
Book	Jill Jesson; Lydia Matheson; Fiona M Lacey	Doing your literature review : traditional ...	06/01/12

You need to create a folder in which to store this record; the 'New Folder' icon can be found above the Basket label. Click the 'New Folder' icon to create a new folder (you must give it a name), and return to your 'Basket' – you need to select the record you want to put into your folder and then click (above this record) 'Copy selected records' icon.



Type	Author	Title	Added
Book	Jill Jesson; Lydia Matheson; Fiona M La...	Doing your literature review : tradit...	06/01/12

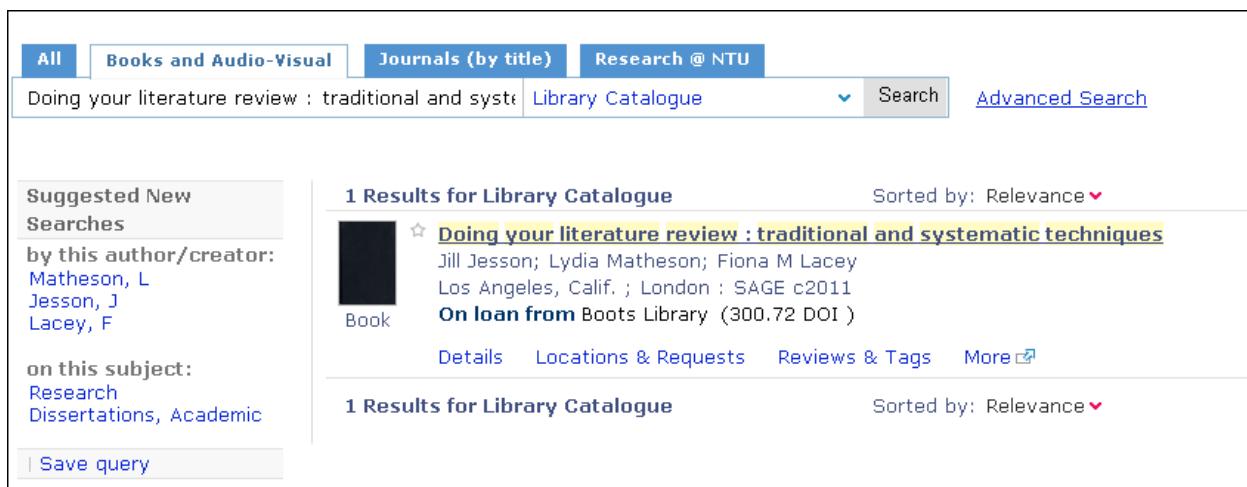
Now go back to the folder you have created, click the 'Paste selected records' icon and your record will be saved to your e-Shelf.



Type	Author	Title	Added
Book	Jill Jesson; Lydia Matheson; Fiona M ...	Doing your literature review : tradit...	06/01/12

Saving searched ('queries') to your e-Shelf

As well as saving records, you can also save searches (called 'queries') to your e-Shelf; this lets you sign in at a later date and easily perform the same searches again. To do this, perform a search as usual and then click 'Save query', which will be at the bottom of the left-hand column. (You must be signed into Library OneSearch to store searches for later retrieval.)



Save your query with an appropriate name. This can now be found in your e-Shelf, and will be stored for future usage. There is also the option to subscribe to RSS alerts for queries – consult the Library OneSearch ‘Help’ option for more information on this.

Saved queries & alerts					
#	Query name	Alert type	Update/Set alert	RSS	Delete
1	Literature Review	0	Update	 Subscribe	

Inter-Library Loans

Completing an inter-library loan form

If you are an undergraduate in the final two years of your course, postgraduate, member of staff or researcher, you may be eligible to use our inter-library loan service. Online forms can be accessed via the LLR homepage (http://www.ntu.ac.uk/lir/using_lir/library_loans/index.html), or from the option in Library OneSearch itself (top right-hand side of the screen).

Items on Library OneSearch

If you find an item on Library OneSearch which is not available either online or in stock, you can request this via Inter-Library Loan (if you are an undergraduate in the final two years of your course, postgraduate, member of staff or researcher). Click the ‘More’ link to go onto a page with information about this item.



Article

★ [Reflective practice](#)
Gallichan, M
Nursing times, 1997, Vol.93(26), p.57
No electronic full-text

[Services](#)  [Details](#) [Reviews & Tags](#) [More](#) 

You will need to find the section on inter-library loans and click the ‘Go’ button to access this form.

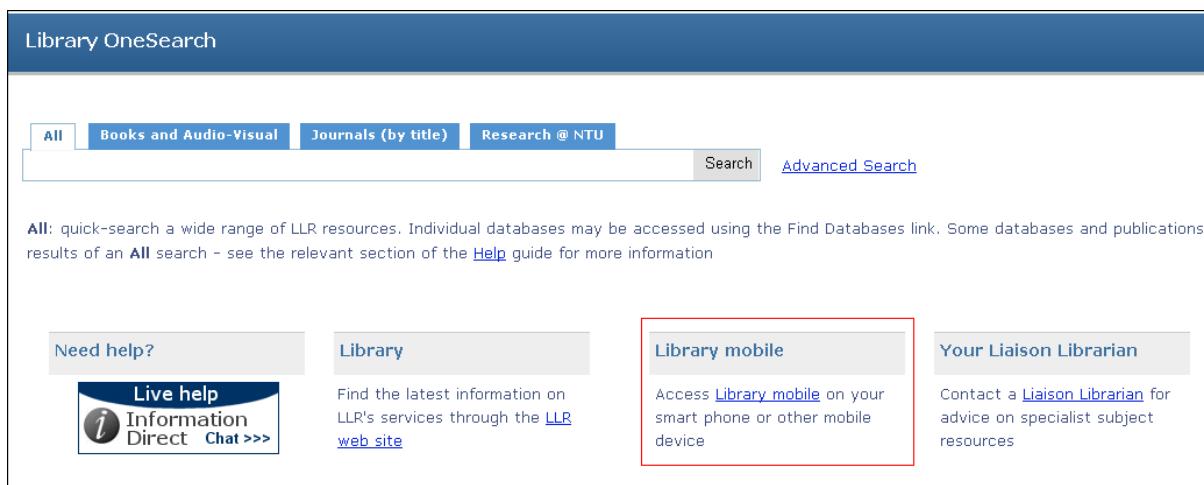
ILL

Request an **Inter-Library Loan of this item** 

Undergraduates in the final two years of their course, post-graduate students and academic staff members may be entitled to request a copy of this item through the Inter-Library Loan service. You can log on to the ILL request pages via **My Library Card** on the Library Catalogue

Library Mobile

Library Mobile is a version of Library OneSearch specially designed for mobile devices, which lets you quickly locate items held in NTU libraries and search across NTU's library and online holdings. When accessing Library OneSearch from a mobile device, select the 'Mobile library search' option from the main interface. On-screen instructions will be provided.



The screenshot shows the Library OneSearch mobile interface. At the top is a blue header bar with the text "Library OneSearch". Below it is a search bar containing the text "All" and several category tabs: "Books and Audio-Visual", "Journals (by title)", and "Research @ NTU". To the right of the search bar are "Search" and "Advanced Search" buttons. Below the search bar, a note reads: "All: quick-search a wide range of LLR resources. Individual databases may be accessed using the Find Databases link. Some databases and publications results of an All search - see the relevant section of the [Help](#) guide for more information". At the bottom of the screen are four service links: "Need help?", "Library", "Library mobile" (which is highlighted with a red border), and "Your Liaison Librarian".