What is OneSearch?

OneSearch is an information portal. It offers a quick and easy interface, which can simultaneously search for information in a variety of information resources, such as library catalogs, library databases, electronic journals, and Web resources. With OneSearch, you can search up to ten databases or catalogs at one time; you can automatically remove duplicate records from small sets; you use the same interface to search each time; you can save citations and search histories for future reference.

Quick Sets & QuickSearch

Quick Sets offer a choice between a simple Google-like search form and an advanced search option. Novice users can search resources from sets pre-defined by librarians, rather than selecting specific resources.

Search Quick Sets:

- Select a Quick Set by clicking the radio button
- Select Simple or Advanced Search
- Enter search terms. It is not necessary to use quotes around words you wish to search as a phrase. Use ? as a truncation symbol.
- Click “Go”

Quick Sets are pre-defined lists and do not reflect the true depth of the database collection. If you wish to view all available resources in an alphabetical list or by subject, please go directly to Find Database.
Find Database

It allows users to search the list of available databases.

1. By Title:

2. By Category and Sub-category:

3. By Keyword, Vendor and Type:
For example, we search a database by title:

1. Type the full or part of the title, then choose “Start with”, “Contains” or “Exact”, and then click “GO”.

![Find Database](image)

2. Results in default “Table View”

![Database List](image)

3. Results in “Brief View”

Please Note: this document assumes all users are using the Brief View to view results. To get to the brief view from the default table view, please click on the link in the gray area just above the results listing. Once a list of databases is retrieved users may:

1. click the title of the database to go directly to the native interface.
2. click for more information about the database
3. click to add the database to My Space for use in a Quick Set or as part of a MetaSearch
4. click to search the database from the OneSearch interface. If no search icon is present, the database may not be searched from the OneSearch interface. Click the title to go to the native interface.
Find e-Journal

Search for e-journals by title, category, ISSN and vendor. For example, we search e-journal by title:
MetaSearch

1. It creates customized sets and search up to 10 databases simultaneously:

1) Select Search Type: Quick Sets, Categories, or Locate.

   - If you choose to search by QuickSets, there are three options: Research QuickSet, Newspapers Quick Set, and Research Quick Set.
   - If you choose to search by Categories, select the category and subcategory; Otherwise,
   - You can choose the search type “Locate” to have more options so that you can search by Title, Database Vendor, Any Keyword, or Database Type.

2) Choose Simple or Advanced search and enter your search terms. It is not necessary to use quotes around terms you wish to search as a phrase. Use a ? as a truncation symbol.

3) Click the checkbox to include up to 10 databases in your search.

4) Click “GO”

2. Viewing your Results:

1) Results by Databases: the following intermediate screen provides a summary of the search results. Click View Results to see the full set of results.
2) MetaSearch Results

My Space

My Space allows users to save citations, database sets, e-journal titles, and MetaSearch history. **Users must be logged in to use this feature of OneSearch** (see “Why Log In?” section in this tutorial).

1. **eShelf**: If you click icon in your result set (QuickSearch and MetaSearch results), your citations will appear in the eShelf in the "Basket" folder. You may create other folders.
2. **My Databases:**

1). Click the icon in your “Find Database” result sets, those databases will appear on the clipboard in “My Databases”.

2). **Create your own QuickSets** by saving the entire clipboard or create a new set in the left pane and move selected databases. Once you have created a Quick Set of your own, it will display on the Quick Sets page every time you log into OneSearch.

Please see the Quick Set example created by a user below:
3. **My e-Journals**: Click the icon in your “Find e-Journal” result sets, those e-journals will be saved in “My e-Journals”.

4. **History**:
   1) Log in OneSearch.
   2) Go to **MetaSearch  ➔ Previous Searches**.
   3) Click to add the query into My Space.

4) Go to **My Space  ➔ History** to get previously searched queries.
5) Clicking on the Query will start a search for this query automatically; clicking on Databases will pop a window which shows what databases have been used to search for this query.

<table>
<thead>
<tr>
<th>No.</th>
<th>Query</th>
<th>Databases</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10 Databases.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>economy crisis</td>
<td>4 Databases.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>network flows theory algorithms and applications</td>
<td>4 Databases.</td>
<td></td>
</tr>
</tbody>
</table>

**SFX Service**

SFX Service is context-sensitive linking software that can take you from a database citation to the online full text of a cited article or, if full text is not available, it can pass your search to the library catalog, to interlibrary loan services and to other related resources and services. Click on in any citation to open the menu of choices.

1. Full text is available. Click the GO button to view.
2. In the absence of full text, this link allows you to search for local holdings.
Why Log In?

There are two types of Login:

1. OneSearch login

   It enables you to take advantage of OneSearch's personalized services, using My Space.

   ![OneSearch Login Interface](image)

   Before log in OneSearch, you are a Guest, which appears on the top-right corner. After clicking the Log In button, you will see the following login interface. **ID is your student/employee number and Password is your RVC network login password.**

   ![Login for MetaLib](image)
After you log in, “Guest” will disappear from the top-right corner on the screen.

2. Off-campus access login

Logging in as an authenticated Rock Valley College user allows you to access the databases the library has subscribed to for you. If you are off-campus, logging in is required to access the databases to which the library subscribes. OneSearch includes all kinds of databases Rock Valley College Library subscribes, so we require logins when users access it off-campus.

**Off-Campus Database Access**

Please type your last name in the first box, and your RVC student ID number or employee ID number (Datatel number) in the second box.

Note that the ID number is to be typed with the preceding “s” for students (e.g., s00000000) or “e” for employees (e.g., e00000000). Then click the “Submit Query” button below.

Enter your last name:
(e.g., Smith)

Enter your RVC ID number:
(e.g., s00000000)

Submit

**Additional Help**

1. Assistance is available 24 hours per day from your computer. Check out the OneSearch FAQ and the OneSearch tutorial from Rock Valley College Library’s website.

2. Context sensitive help is always available by clicking the help link at the top of every OneSearch screen.
3. Icon Key

- Click to find item online or in print
- Description for the item
- Excellent search term match
- Click to save a specific record to disk
- Click to save in My Space – My Databases
- Click to save in My Space - eShelf
- Weak search term match
- Click to email a record

4. Contact a Librarian: Librarians are available for research consultations at (815) 921-4619. Additional questions and comments may be emailed to Yiluo Song @ y.song@rockvalleycollege.edu.