OneSearch Search Tips

Advanced Search Fields

**All Fields:** Will search all the fields. This will have the largest number of returns (perhaps too big) but will also be less specific.

**Subject:** Will search for materials that have been tagged with subjects similar to the terms you are searching.

**Title:** Will search for materials that contain the search terms in the title.

**Title starts with...:** Like **Title** but more specific. Word order MATTERS in this search.

**Author:** Will search for authors that match the search words.

**Call number:** Will search for books with a similar call numbers to the one entered. If you are looking for similar books (to one you already have) don’t enter the whole call number or only that book will be returned. For example if you already have D 741. L17 and want similar books, search for books that start with D 741

**Journal Title:** Individual articles are searchable in OneSearch. But you can also search for the Journal itself to see if the library has a hard copy/e-subscription of the volume you need.

**Year of Publication:** Will search for materials that match the year of publication

**Series:** Some books/videos are part of a series. Searching by **Series** will return all the parts of the series regardless of their individual titles.

Boolean operators and other Search options

**AND:** Links the two search ideas as required items. For example a search for Title: Roosevelt **AND** Subject: World War II will only return materials that have both those terms.

**OR:** links the two search ideas as either/or items. For example a Search for **AND** Hitler **OR** Title: Holocaust will return materials that have either one of the terms or both.

**NOT:** A search on Mexico and NOT city. Results would provide like New Mexico, US-Mexico border, but not Mexico City.

**“QUOTES”:** Placing quotes around multiple words will return only those materials that have those words in the exact phrase.
**Other Useful tools** (within the citation)

**Refworks:** Links your citation to your Refworks account to build your references and/or bibliography. Also similar are EasyBib and EndNote.

**Citation:** If you are using MLA, APA, or Chicago/Turabian citation style this will show you the proper citation format. Sometimes mistakes are made. Always double check to make sure the citation is correct.

**Email:** Email your citations.

**SMS:** Send your citation to your phone via text.

**Permalink:** This is a permanent link to citation record within OneSearch.

**Export RIS:** Allows you to download the citation in a text format.

**My Account:** Clicking on My Account (and signing in) will allow you to see what books you have on loan (checked out), requests, and fines you might have. Signing in is also allows you to access articles via our databases and ebooks.