



NTU Library

Library OneSearch

A guide for students

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1. Overview: Library OneSearch

1.1 What is Library OneSearch?

Accessible on-campus and off-campus, Library OneSearch is your gateway to NTU Library's, books, eBooks, databases, eJournals, NTU research and much more.

From Library OneSearch you can manage your library account, renew and reserve books, make requests, save your searches and set up alerts.

1.2 Accessing the Library OneSearch interfaces

There are two search interfaces, Library OneSearch and Library OneSearch Pro. They are accessible from <https://lir.ntu.ac.uk/choose-los/>, via the Nottingham Trent University Library webpages, from the first page of NOW, and via any Learning Room in NOW.

This is the guide to Library OneSearch, there is also a guide for Library OneSearch Pro.

1.3 What is the difference between the Library OneSearch interfaces?

Library OneSearch is a basic search that is best for finding books. It is simple to use and aimed at new students or students who just want to do a quick search.

Library OneSearch Pro allows more advanced searching finding books, journal articles and other materials.

Click [here](#) for more details.

1.4 I have used Library Onesearch before September 2018, which interface should I use?

If you are an existing NTU student who has used Library OneSearch before 2018, the Library OneSearch Pro interface is most similar to the older interface.

1.5 Further help and support

Library OneSearch provides help guides and videos within both interfaces from Help.

NTU Library also provides help and support:

In person: via the Library's Information Desks.

Telephone: (0115) 848 2175

Live chat: click on the 'Just Ask' link on Library OneSearch or on the Library web pages.

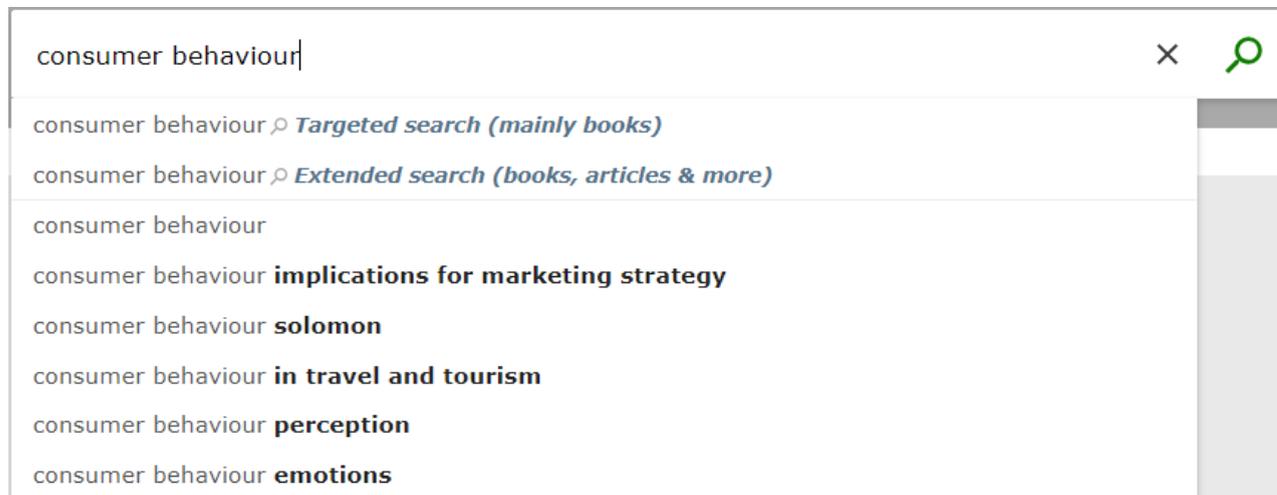
Email: libinfodirect@ntu.ac.uk

Library events: visit <http://librarybookings.ntu.ac.uk/studentevents>

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2. Performing searches

2.1 Searching for library materials



To search for publications, simply enter your search terms into the box.

The options are for:

- **Targeted search** which will find you books and audio-visual material such as DVDs or online videos.
- **Extended search** which will find books, journal and newspaper articles and other materials.

Other popular books and other related search terms are also suggested.

For example if you click on 'consumer behaviour Solomon' this shows you the details for this book which has several editions.



Once you have performed a search, you can choose to switch your search mode by clicking on the menu:

Targeted search (mainly books)

Extended search (books, articles & more)

Click on 'Home' to start a new search.

2.2 Search tips

To find our resources in Library OneSearch you can use the refining options on the right-hand side of the page. For more advanced search options and more refining options use [Library OneSearch Pro](#).

To search for keywords as phrases always include inverted commas, for example: "consumer behaviour".

To find books and articles where you already know the details, type in the author's surname or family name and a few words of the title:

lawley organizational behaviour|



Targeted search (mainly books) ▾



If you use the Extended search, but do not find the results you want, then it may be a good idea to use the [Library OneSearch Pro](#) interface which allows more advanced searching and refining options.

2.3 Searching for eBooks

If you want to limit your search to just include NTU Library eBooks, perform a 'Targeted Search' and then from the right-hand menu, select 'Full Text Online' from the 'Availability' option under 'Refine my results'.

Refine my results

Sort by Relevance ▾

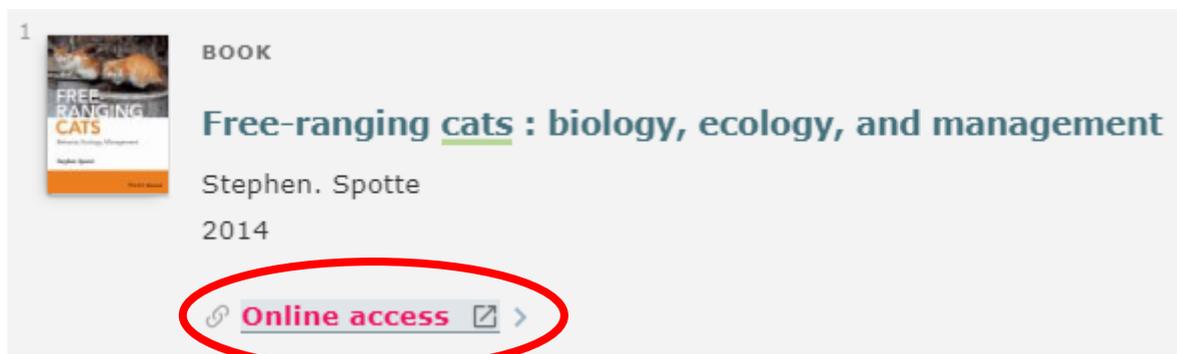
Availability ^

Available in the Library (1)

Full Text Online (9)

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This shows you only the books that are available electronically. Click on 'Online access' to read the book.



There is also a more detailed guide to using the Library eBooks collection available from the Library's website: About Us>>Key Publications>>[eBooks: a guide to NTU's eBook Packages](#)'.

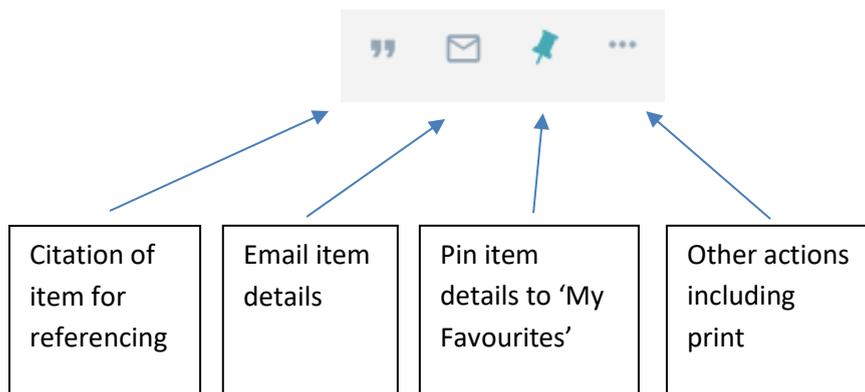
3. Accessing your results

3.1 Accessing your results in Targeted search



- Click on item title for more information about print availability and reviews
- 'Online access' – item can be viewed online.
- 'Available at Boots/Clifton/Brackenhurst Library'-(shelf number) – a print item with the shelf number of the item.

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When you use some keywords there will be a set of recommended resources that will appear above your search results. These will include databases and Key Resource guides.

3.2 Detailed book view

The screenshot shows a library catalog entry for the book "Evidence : law and context" by Jonathan Doak, Claire McGourlay, and Mark Thomas. The book is available at Boots Library (345.06 DOA). The page includes a sidebar menu with options: TOP, KEEP RECORD, GET IT, DETAILS, VIEW SHELF, and EXPLORE. A red circle highlights the sidebar menu. A button labeled "Where is this?" is highlighted with a red oval. Below the book title, there is a yellow banner with the text "Please sign in to see request options and to place requests. Sign in". The bottom section shows the book's location (Boots Library) and its availability status (Available (345.06 DOA)).

'Get it' – shows you the shelf number of the book and its availability. Sign in to request the book if it is on loan, [click here](#) for more details.

'Details' – shows you the full bibliographic details of the book, including the description or table of contents.

'View shelf' – shows you a picture of the covers of the adjacent books on the Library shelves.

'Explore' – shows you a book summary, information about the author and reader and professional reviews of the book.

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'Where is this' – shows you exactly where the book is on the shelves with a photo and library map:

 Evidence : law and context / Jonathan Doak, Claire McGourlay and Mark Thomas.
Abingdon : Routledge, 2018.

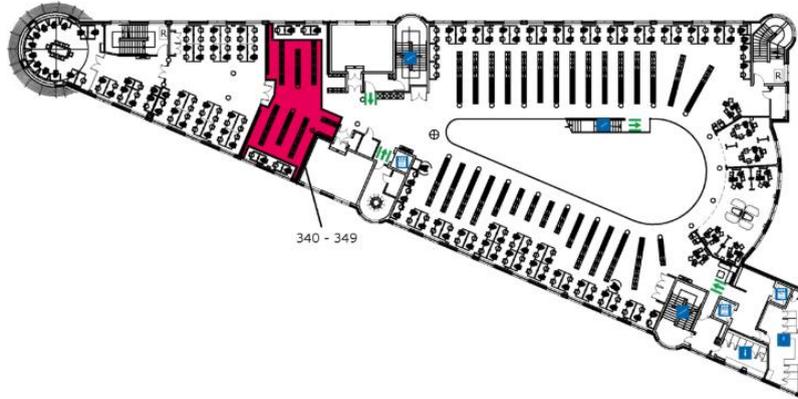
One copy currently in Boots Library

Item status	Due date	Shelved at
1 Week Loan	Not on loan	345.06 DOA



Boots Library - Level 2

 Items within this classmark range can be found on **Level 2** of **Boots Library**: Towards the front of the building on level 2 before you enter the silent study area



3.3 Accessing your results in Extended search

1  ARTICLE / Multiple Sources Exist. [See All](#) ” ✉ 📌 ...

Chronic Disease Prevention

Kapustin, Jane
The Journal for Nurse Practitioners, 2010, Vol.6(1), pp.6-6

“ promotion, which is considered a basic component of our curriculum. Health promotion is an important aspect of chronic disease prevention, and it is ”

 PEER REVIEWED

 **Full text available**  

- Click on item title for abstract/summary of journal article
- 'Full text available' – click to view full-text online. In the next window, click on 'Go' button next to items under the 'Electronic Full Text' heading to view full-text.

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3.4 Refining your results

Refine my results

Sort by Relevance ▾

Availability ^

Peer-reviewe... (120,100)

Full Text Online (307,974)

Available in the Li... (58)

Open Access

Library ^

Boots Library (51)

Brackenhurst Library (1)

Clifton Library (2)

Reserve Store (5)

Subject ^

(An) (1,255)

Architecture (3,637)

Bridge (910)

Bridge Constru... (1,402)

Resource Type ^

Articles (152,355)

Audio Visual (18)

Book Chapters (46)

Books (2,153)

Conference Pro... (4,152)

Dissertations (70)

Images (406)

Sort by (relevance, date, author or title).

Availability ('Peer-reviewed' shows articles checked by experts, 'Full Text Online' shows online only; 'Available in the Library' shows print items only).

Library (print materials held in different NTU libraries).

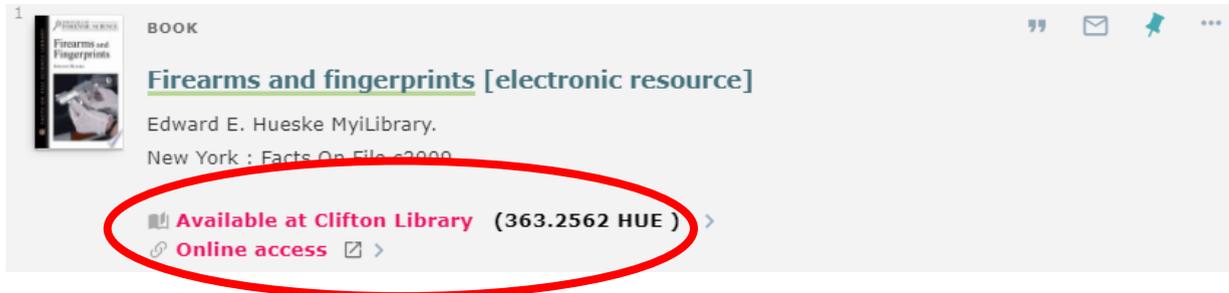
Subject (click on this to find items that focus mainly on this subject. This searches the 'Subject' field of each record).

Resource Type (refine your search to specific types of publication).

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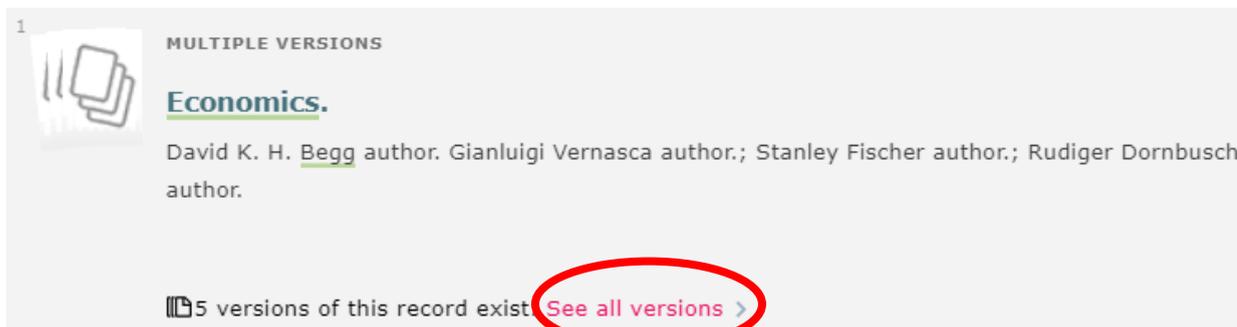
3.5 Items in different formats

Identical items held in different formats (e.g. books which are the same edition but are available both in print and online) will be represented in a single Library OneSearch result.



3.6 'View versions': different editions grouped together

Where results display 'Multiple Versions' this refers to multiple editions of the same book published in different years. Click on 'see all versions' to view all of these editions. From this list, click on the version you need in the normal way.



3.7 Requesting and reserving a book



You will need to sign in (see link in top right corner) if you wish to request an item from another NTU Library site or reserve an item currently on loan. You cannot reserve an item if it is not on loan unless it is located at another site.

Once signed in, search for the book and click on the title; under the 'Get It' heading click on 'Hold' next to a copy of the book. At the next window select your 'Pickup location' and then click on 'Send Request'. When your book is ready to collect you will receive an email.

Get It

REQUEST: [Hold](#) /

LOCATION ITEMS

Clifton Library
May be available (895.1346 LO) ⇅

17/09/18 23:59 895.1346 LO	4 Week Loan Vol. I	Hold ▼
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Request

On loan until:
17/09/18 23:59
Due Date after recall will be set to: 22/08/18 23:59
Note that the recall will be performed at a later time.
Item is on an open shelf.
Item status: 4 Week Loan (01)
Call number: 895.1346 LO,

Pickup Location
***Boots Library** ▼

Last interest date
📅 15/11/18 ▼

Comment

↻ RESET FORM ▶ SEND REQUEST

4. Find databases

Using 'Find databases' (on top menu) allows you to perform a more subject-specific search and can find a wider range of material. For more details see 'Help' in [Library OneSearch Pro](#).

5. My Library Card: loans and requests

5.1 Signing in to your account

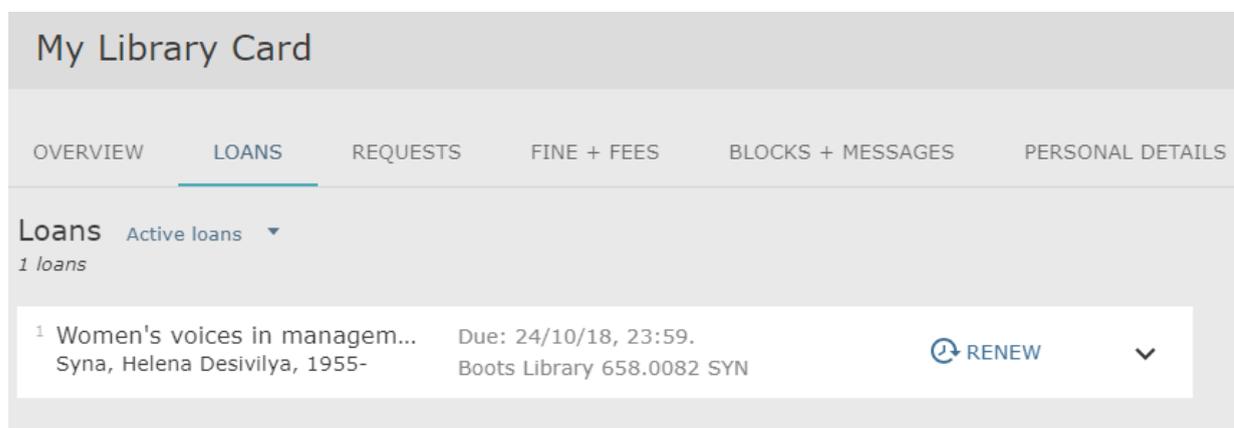
To sign in to your account, select the 'Sign in' option from the main Library OneSearch page. Log in with your NTU username and password.



Once signed in, select 'My Library Card' to access a list of your current and past loans, any requests (reservations) you have made, any outstanding fines and messages from NTU Library. Remember to sign out once you have finished.

5.2 Current loans and renewals

Click on 'Loans' to see 'Active' loans, click on arrow to see 'Previous and historic loans'; you can renew your books from here. If the item has been requested by another user you cannot renew the item.



My Library Card

OVERVIEW **LOANS** REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans Active loans ▾

1 loans

¹ Women's voices in managem... Syna, Helena Desivilya, 1955-	Due: 24/10/18, 23:59. Boots Library 658.0082 SYN	 RENEW	▾
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5.3 Checking items you have requested (reserved)

Once an item has been requested, it will be listed under the 'Requests' menu – click on this to view your requests, check on their progress or cancel if desired.

5.4 Fines, fees and blocks and messages

Click on these links to see any fines or fees you may have because you have returned a book late or have lost it or any other messages from the Library.

6. My Favourites



Click on  on top menu to access 'My Favourites'. This lets you save items that you find during your searching, save useful searches and shows your search history. You must be signed in to use this function. For more details look at the 'Help' in [Library OneSearch Pro](#).

7. Need something we don't have?

If you find an item on Library OneSearch which is not available either online or in print (or if want an item you have found elsewhere) you can ask the Library to buy or loan this item using the 'Get my book' or 'Get my journal article' links in Library OneSearch on the top menu.

Information about these services can also be accessed via the NTU Library homepage: Using the Library >> Need something we don't have?:

www4.ntu.ac.uk/library/using_the_library/inter_library_loans/index.html

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