



NTU Library

Library OneSearch Pro

A guide for students

www.ntu.ac.uk/library

NOTTINGHAM
TRENT UNIVERSITY 

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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://llr.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 Pro, to access the guide for Library OneSearch use the Help.

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 What is included in the Library OneSearch Pro search?

1.5.1 Journal articles

Library OneSearch Pro searches over 90% of articles made available via the Library, and is an excellent starting point for a general journal article search. Some articles from EBSCOHost databases (e.g. Academic Search Complete, Business Source Complete, etc.) currently cannot be searched directly by Library OneSearch, and records are only found if they are duplicated in other databases. To access these articles you should search the databases directly; for more details look in the '[Find Databases and Journals \(by title\)](#)' section.

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1.5.2 Other types of information

There are also other databases whose content is not currently included in a Library OneSearch 'All' search. A lot of these contain non journal article publications such as case law reports or company financial data. These should also be searched via the ['Find Databases'](#) link. These include:

Architecture, Design and Built Environment: Construction Information Service and Construction & Building Abstracts.

Art & Design: WGSN, specialist image databases (e.g. Bridgeman Education)

Business: market research databases (e.g. Mintel) and the company financial databases Bankscope and FAME

Education: British Education Index

Law: Westlaw, LexisLibrary, HeinOnline, Practical Law

Science & Technology: Compendex, SportDiscus

Social Sciences: Criminal Justice Abstracts

Generally speaking, advanced database searching is most successful if you access specific databases, as this will give you a greater range of search options and may supply more results. See the [Find databases and journals \(by title\)](#) section for more information.

1.6 Further help and support

Both Library OneSearch interfaces provide guides and videos from the Help option on the top menu.

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.

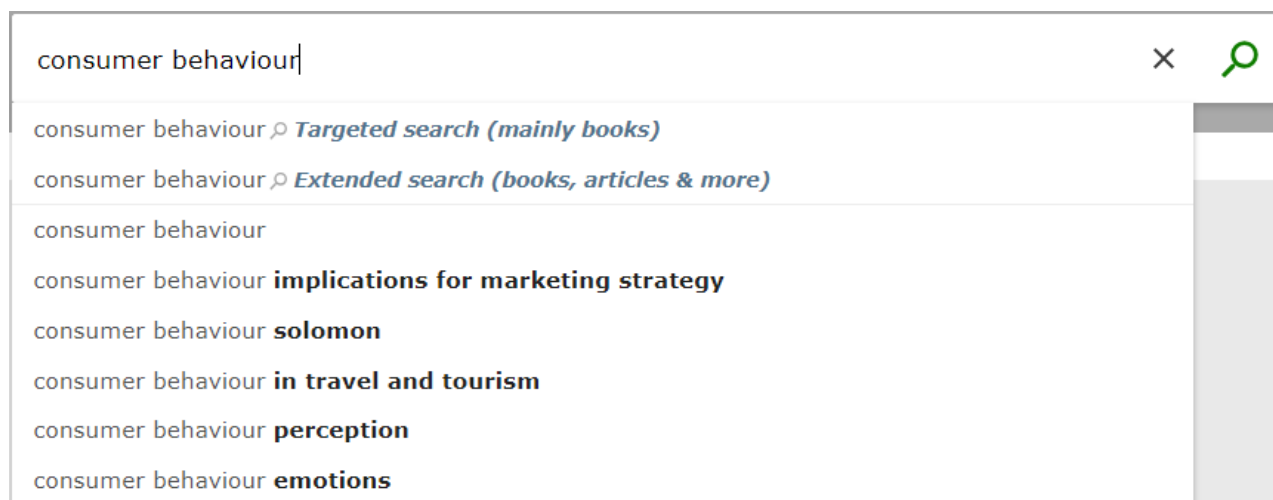
Email: libinfodirect@ntu.ac.uk

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 the book which has several editions.



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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.

Also see the '[Advanced Search](#)' section to find more material.

2.2 Search tips

To find our resources in Library OneSearch Pro you can use the refining options on the right-hand side of the page.

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 | X / Targeted search (mainly books) ▾ 🔍

2.3 Searching for eBooks

If you want to limit your search to just find NTU Library eBooks, perform a 'Targeted Search' and then from the left-hand menu, select 'Full Text Online' from the 'Availability' option.

Sort by Relevance ▾

Availability ^


Available in the Library (1)

Full Text Online (9)

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

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1



BOOK

Free-ranging cats : biology, ecology, and management

Stephen. Spotte
2014

[Online access](#)  >

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](#)'.

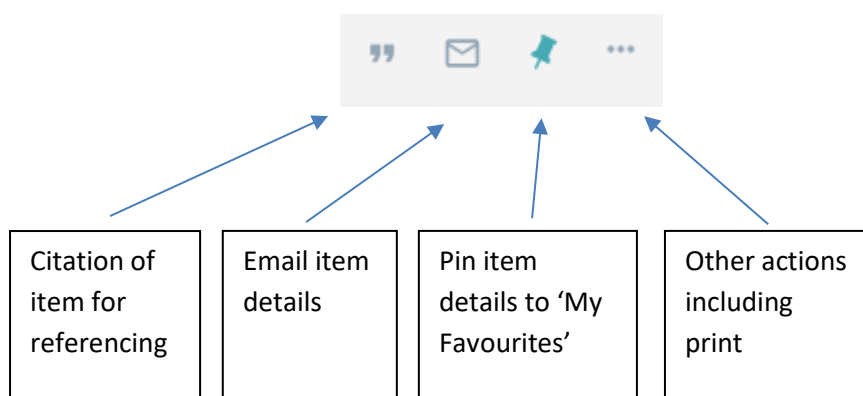
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3. Accessing your results

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



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.

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3.2 Detailed book view

The screenshot shows a library catalog entry for the book "Evidence : law and context" by Jonathan Doak and Claire McGourlay. The page includes a book cover, title, authors, and publication information. A navigation menu on the left is circled in red, with the "Where is this?" option highlighted in a green box. The main content area shows the book is available at Boots Library (345.06 DOA) and provides options to request the book or view its location items.

BOOK

Evidence : law and context

Jonathan Doak author. Claire McGourlay author.; Mark Thomas (Lecturer in law), author.
Abingdon : Routledge 5th ed.. 2018

Available at Boots Library (345.06 DOA) >

TOP

KEEP RECORD

GET IT

OPTIONS

DETAILS

LINKS

VIEW SHELF

EXPLORE

Where is this?

Get It

REQUEST: Request /

LOCATION ITEMS

Boots Library
Available (345.06 DOA)

Not on loan 345.06 DOA	1 Week Loan	Request	▼
---------------------------	-------------	---------	---

'Keep record' – shows you different options to send the record to referencing software like RefWorks, to get a referencing citation for the item, and to print and email.

'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.

'Options' – gives you more options from the 'SFX' menu such as linking to '[Need something we don't have.](#)'

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

'Links' – gives you links to search for the book in Amazon.

'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.

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

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

Abingdon : Routledge, 2018.

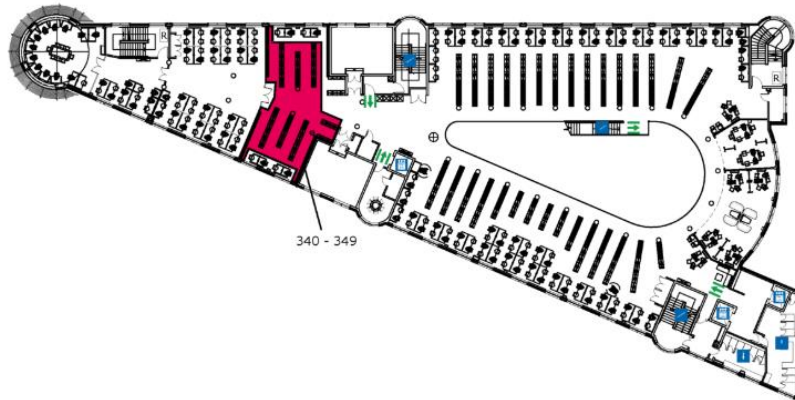
One copy currently in Boots Library

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 **A** 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

- 'Full text available' – click to view 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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Title: Chronic Disease Prevention
Source: The journal for nurse practitioners Kapustin, Jane
yr:2010 pg:6 -6

Electronic Full Text

 Full text available via [Elsevier Science Direct \(Freedom Collection\)](#)

Year: Volume: Issue: Start Page:

Note: University username and password required for off-campus access

- Click on article title to view the abstract/summary/description; the 'Keep record' links let you send the record to referencing software like RefWorks, to get a referencing citation for the item, and to print and email.








Details

Title	Chronic Disease Prevention
Author	Kapustin, Jane >
Is Part Of	The Journal for Nurse Practitioners, 2010, Vol.6(1), pp.6-6
Description	Health promotion is an important aspect of chronic disease prevention, and it is imperative to provide those services to successfully reduce the burden of chronic disease. Comparative effectiveness research involves testing strategies that promote health, and NPs are ideally positioned to participate in or lead those efforts.
Subjects	Health Care Policy > Chronic Illnesses > Disease Prevention > Health Promotion > Disease > Pediatrics >
Identifier	ISSN: 1555-4155 DOI: 10.1016/j.nurpra.2009.09.017
Language	English

More

[Check other services and options](#) >

Keep record

 EXPORT BIB  EXPORT RIS  REFWORKS  ENDNOTE  EASYBIB  CITATION  PERMALIN >

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3.4 Refining your results

Filter my results

Include results not available in full-text

Sort by Relevance ▾

Availability ^

- Peer-reviewe... (176,324)
- Full Text Online (240,160)
- Available in the Li... (54)
- Open Access

Library ^

- Boots Library (52)
- Clifton Library (11)
- Brackenhurst Library (1)
- Reserve Store (1)

Resource Type ^

- Articles (152,355)
- Audio Visual (18)
- Book Chapters (46)
- Books (2,153)

Include results not available in full-text (include results available either in print format at NTU or available via '[Need something we don't have](#)'

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). 'Open Access' are freely available materials on the Internet.

Library (print materials held in different NTU libraries).

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

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Subject

- Business (31,926)
- Economics (25,227)
- Experimental/... (23,647)
- Marketing (19,865)
- Consumer Be... (17,046)

[Show More](#)

Creation Date

From To
1000 2018 [Refine](#)

Creator

- Foxall, Gordon R (97)
- Verbeke, Wim (81)

Collection

- Scopus (Else... (135,328)
- ABI/INFORM G... (74,244)
- Social Science... (64,039)
- ProQuest Rese... (59,727)
- Science Citati... (39,619)

[Show More](#)

Journal Title

- European Jour... (1,085)
- journal of consu... (994)
- British Food Jour... (785)
- Journal of Clean... (733)
- International Jo... (611)
- Energy Policy (555)

Subject (allows you to refine your search using subject headings)

Creation Date (you can type in a publication date range)

Creator (individual or corporate author)

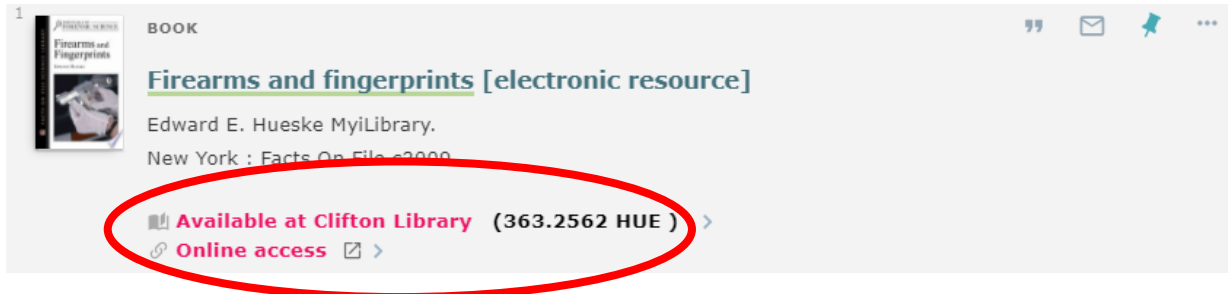
Collection (which database your results have been found in)


Journal Title (which journals your results have been found in)

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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.




1  BOOK ” ✉ 📌 ⋮

Firearms and fingerprints [electronic resource]

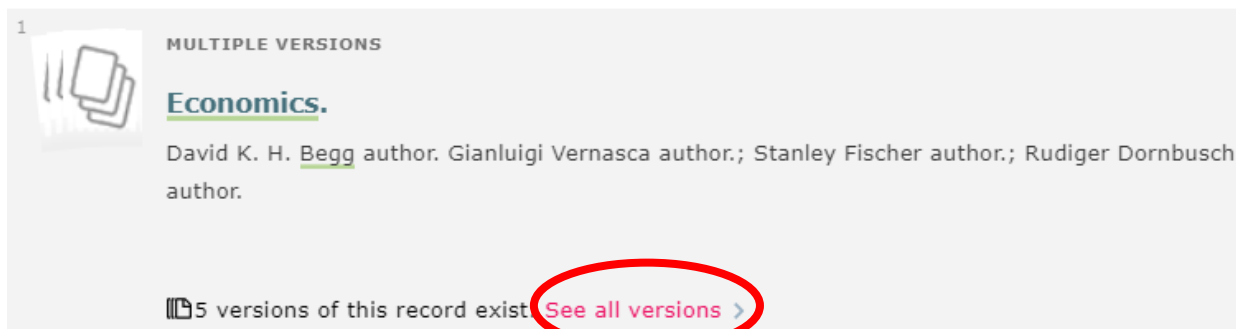
Edward E. Hueske MyiLibrary.
New York : Facts On File, c2000


Available at Clifton Library (363.2562 HUE) >

Online access  >

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.



1  MULTIPLE VERSIONS

Economics.

David K. H. Begg author. Gianluigi Vernasca author.; Stanley Fischer author.; Rudiger Dornbusch author.

 5 versions of this record exist **See all versions >**

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 on another campus.

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 ▼
-------------------------------	-----------------------	------------------------

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 ▼

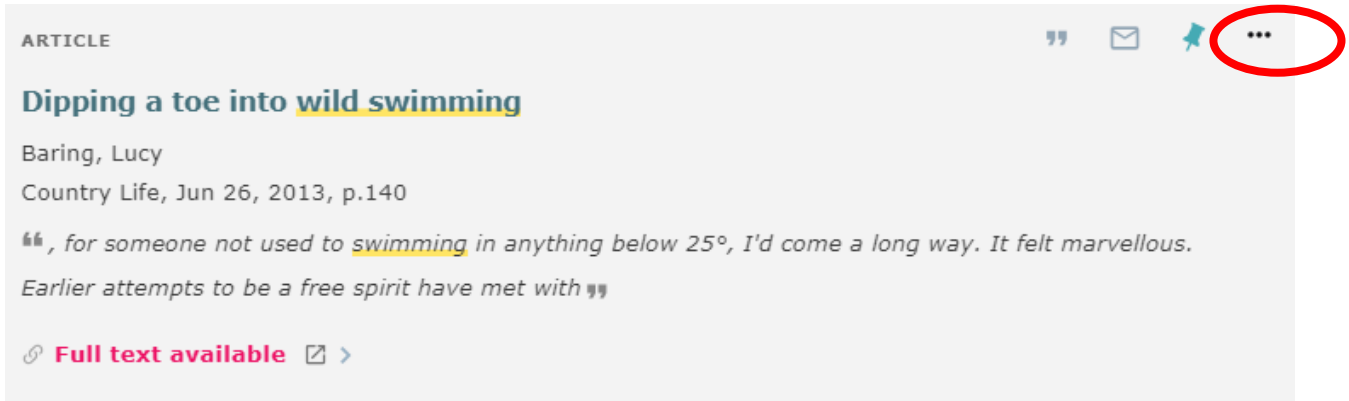
Comment

↻ RESET FORM ➤ SEND REQUEST

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3.8 Sending details of results to RefWorks referencing software etc.

Click on the  icon from the item record and then the link to RefWorks that appears below to send the details of the item to RefWorks referencing software. See the [RefWorks Library guide](#) at Resources and Collections>>RefWorks for more details. You can also print or email the item details from here.




ARTICLE ” ✉ 📌 **⋮**

Dipping a toe into wild swimming

Baring, Lucy
Country Life, Jun 26, 2013, p.140

““ , for someone not used to swimming in anything below 25°, I'd come a long way. It felt marvellous.
Earlier attempts to be a free spirit have met with ““

[Full text available](#)  >

4. Find databases and journals

4.1 The Find databases option – why use it?

The Extended Search looks in the majority of NTU databases and online subscriptions, but there are a few which are not included, such as Academic Search Complete, Business Source Complete and the law databases (see [full list here](#)). You will be told more about databases in sessions provided by the Library Learning and Teaching Team. Also searching databases directly will often allow you to perform more advanced searches and to restrict your search to resources only in your subject area.

To identify databases relevant to you, follow the 'Find Databases' link and select the category and sub-category for your subject area, or alternatively, if you know the title, search by name or via the A-Z list (see below). Click on the title of the database to start searching.

Select a letter from the A-Z



Search by title

Westlaw

Contains

Search

Clear

Browse by category

Art and Design

Fine Arts and Decorative Arts

Browse

Clear

25 matches found in that **category** and **sub-category**

Academic Search Complete

Academic Search Complete is a scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals.

Alexander Street Press (audio-visual collection)

The Alexander Street Press audio-visual collection provides access to more than 30,000 videos ranging across multiple disciplines.

4.2 eJournal A-Z

To find a complete list of all NTU eJournals, select **...** on the top menu then click on 'eJournal A-Z' at the next page. You can then search by title or use the 'Browse by subject' menu. You may use this option if you want to read a particular journal.

4.3 BrowZine

Access NTU's electronic journals using the visually-appealing BrowZine application which shows the front covers of journals and links to full-text. Click on the link from the top menu in Library OneSearch Pro, then search for your journal by title or browse one of the subject headings

BrowZine Library My Bookshelf My Articles Access Provided By Nottingham Trent University

Art and Design
 Arts and Humanities, General/Interdisciplinary
 Classical Studies
 Creative Writing
 Film and Media Studies
 Fine Arts
 Literature
 Medieval/Renaissance Studies

Music

All Journals >

Music Education

Music - General/Interdisciplinary

Musicology and Ethnomusicology

Contemporary Music Review

dancecult

Early Music

Early Music History

Eighteenth Century Music

Ethnomusicology


4.4 Searching for print journals

To see if the Library holds a journal or magazine in print use the 'Advanced Search', change the left-hand menu to 'Title' and type in the journal title. In your results click on 'check holdings at Boots/Clifton/Brackenhurst Library' to see which years are held.

JOURNAL

Vogue italia [J]

Milan : Conde Nast Publications.

 **Check holdings at Boots Library Journals (746.92 VOG) >**

5. Advanced Search

5.1 Using the 'Advanced Search' option

Make sure you are signed in to Library OneSearch Pro as this will give you access to more results.

Library OneSearch Pro has an 'Advanced Search' option which allows you to search by title, author/creator, subject etc. within specific material types (books, journals, articles, images, audio-visual resources or databases).

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You can use the connecting Boolean search words AND, OR, NOT in this search.

'AND' searches for all of your search words, this is the default search (and the search that Google does).

'OR' allows you to search for any of your search words.

'NOT' excludes words from your search.

To search for phrases, put inverted commas ("academic writing") around your search words.

You can also include the following wildcard characters in your searches in both the Basic and Advanced Searches:

?—enter a question mark to perform a single character wildcard search. The question mark takes the place of one single letter.

e.g. wom?n finds woman, women, etc.

*—enter an asterisk to perform a multiple character wildcard search. The asterisk takes the place of any letters that finish the word off.

e.g. cultur* finds culture, cultural, and culturally.

To access the 'Advanced Search' option, select the below link to the right of the search box.


ADVANCED SEARCH


Search for: Extended search (books, articles & more) Targeted search (mainly books)

Search Scope: All resources ▼

Title ▼ contains ▼ "academic writing" OR "study skills" Material Type
All items ▼

AND ▼ Title ▼ contains ▼ "international students" Publication Date
Any year ▼

+ ADD A NEW LINE  CLEAR

→ Title contains "academic writing" OR "study skills"
AND Title contains "international students"  SEARCH

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5.2 Using the 'Browse' option

Click on the 'Browse' option on the top menu to browse Library items by Subject, Author, Title or Shelfmark.

The Subject search shows you what items are indexed with different subject headings in alphabetical order, for example: Education: aids and devices; Education: aims and objectives.

The Author search allows you to find out how many items are held by different authors.

The Title search shows you how many items we hold in alphabetical order by title.

The Shelfmark search allows you to see what items have been allocated different shelfmarks in order, for example: 658 ACA, 658 ACK etc.

6. My Library Card: loans and requests

6.1 Signing in to your account

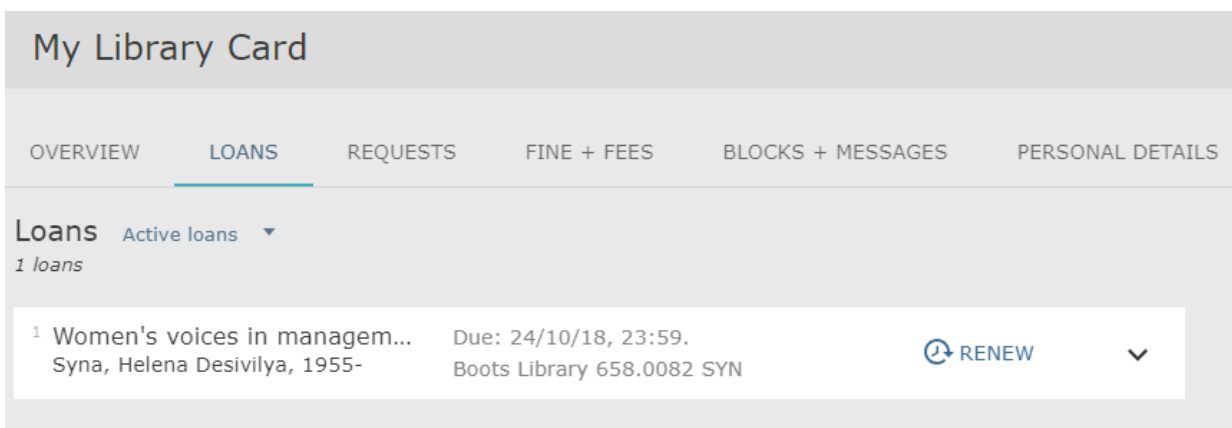
To sign in to your account, select the 'Sign in' option from the main Library OneSearch page. Log in with your NTU username and password.



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.

6.2 Current loans and renewals

Click on 'Loans' to see 'Active' loans, click on the arrow to see 'Previous and historic loans'. You can renew your books from here, if the item is requested you will not be able to renew the item.

A screenshot of the 'My Library Card' page. The page has a header 'My Library Card' and a navigation bar with tabs: OVERVIEW, LOANS (selected), REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. Below the tabs, there is a section for 'Loans' with a dropdown menu showing 'Active loans'. Underneath, it says '1 loans'. A table lists one loan: '1 Women's voices in managem... Syna, Helena Desivilya, 1955-' with a due date of 'Due: 24/10/18, 23:59.' and location 'Boots Library 658.0082 SYN'. To the right of the loan entry is a 'RENEW' button with a circular refresh icon and a dropdown arrow.


6.3 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.


6.4 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.


7. My Favourites

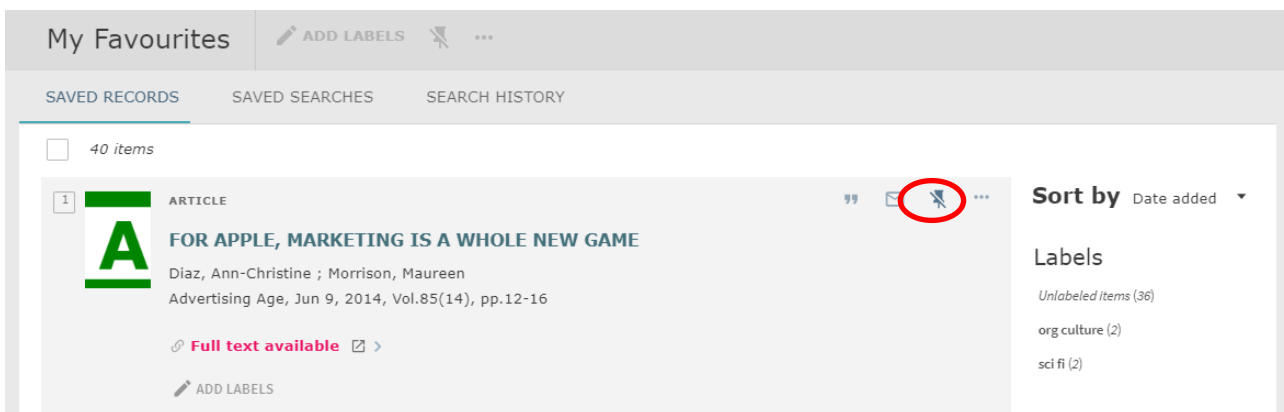
Click on  on top menu to access 'My Favourites'. This shows you the items you have saved while searching, saved keyword searches and shows your search history. You must be signed in to use this function.

7.1 Saved records

Click on  next to the item record you want to save to 'My Favourites' in your results list, make sure you are signed in.

Then click on  on top menu, under 'Saved records' this shows previous records you have saved.

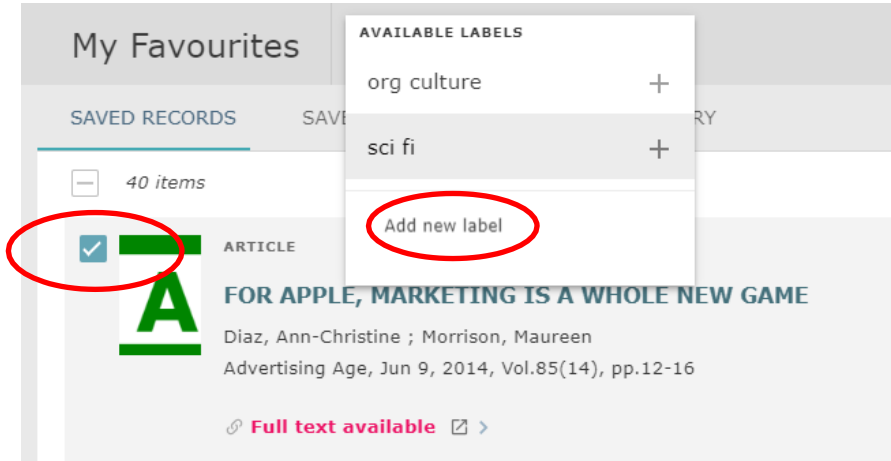
To remove records from 'My Favourites' click on the pin icon to 'unpin' these: 




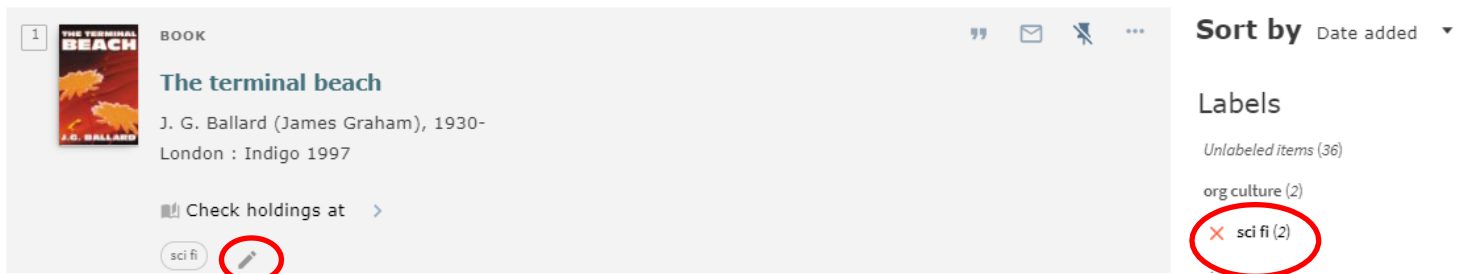
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7.2 Labels

To organise the records in 'My Favourites' you can use 'labels'. To add a label either click on 'add label' on item record or click on 'add labels' at top. Click 'Add new label' or select an already created label, in the example below 'org culture' or 'sci fi'.



To view which records you have labelled, click on the name of the label on the right. You can also click on the  icon on the item record to add or remove labels.

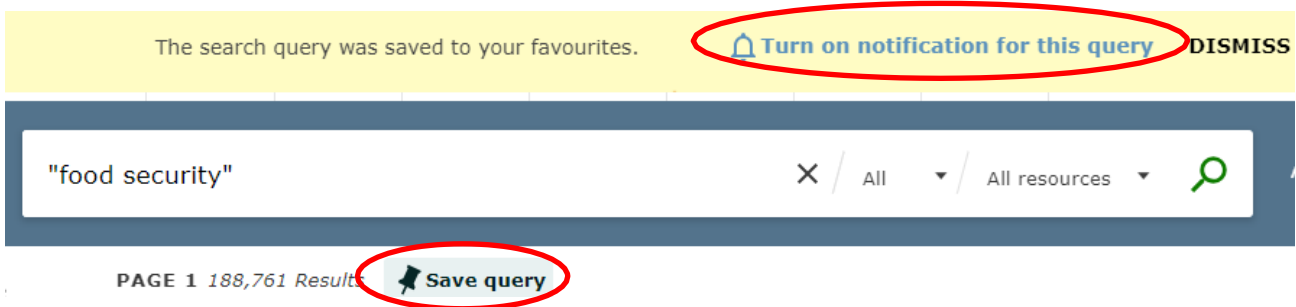



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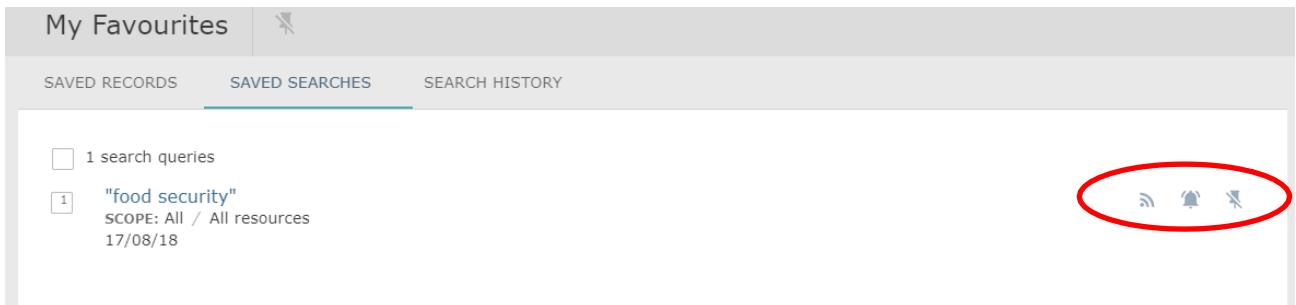
7.3 Saved searches

Once you have performed a search, click on 'Save query' at the top of your results list. This saves your current search for you to run in the future by storing it in 'My Favourites'.



If you want to be notified when new items are added to Library OneSearch Pro that match your keywords click on 'Turn on notification for this query'. At the next window enter your email address.

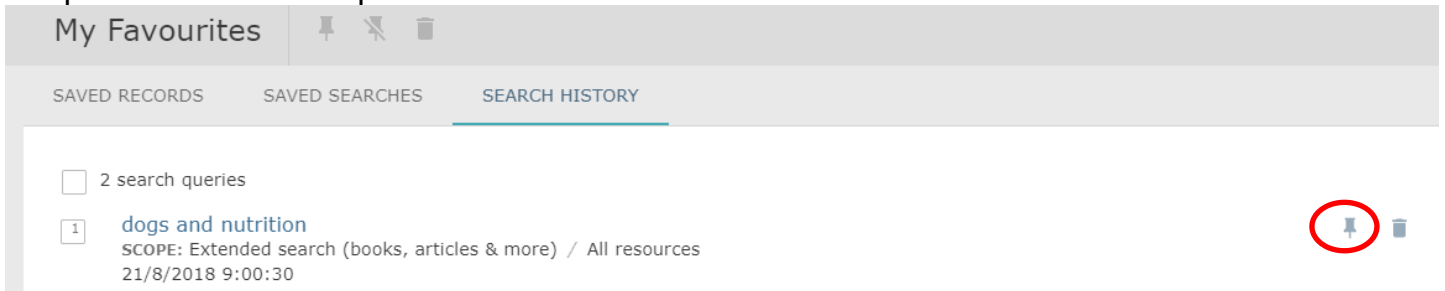


To run your search again or unpin them or to set up an RSS alert click on  on top menu to access 'My Favourites' then click on 'Saved Searches'.



7.4 Search history

Click on  at top of screen to view your search history. If you want to keep this search to repeat in the future click on .



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8. 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 you want an item you have found elsewhere) you can ask the Library to get it for you by 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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