WKU Libraries

WKU One-Search User Help

Top Header Tab buttons

- **New Search** → Starts a new default search page (Searches “everything”)
- **WKU Library Catalog** → starts a new search for print and online from the WKU Library Catalog

```
Search anything
```

- **E-journals A-Z** → Search for electronic journals by title or ISSN (or browse by the starting letter of title)
- **Databases A-Z** → Search for databases by title (listed alphabetically)
- **Research Guides** → Guides created by WKU faculty librarians to help you find research materials for your topic. They are sorted by the college or collection.
- **ASK US!** → Contact the reference desk to get assistance via chat, email, text or phone.

- → this button displays more options (Browse e-Journals from Browzine or use the Browse Search to search items by title, author, subject LC call number or SUDOC call numbers).

Top left menu items

- **Sign In**

  - Goes to your Current Search history
  - Goes to your MY Favorites list (*you must login to save any session lists you create)
  - Allows you to view your My Account information(view and renew current loans, requests or fines/fees related to your account), your Favorites lists, searches, RSS feeds, or tags you have saved while logged in.

Performing Basic Searches

Using the One-Search box, type one or more words that you are looking for and click the Search button. If you enter multiple words, One-Search will return results that contain all of the specified terms. One-Search assumes that you are searching for all of the words unless you type OR or NOT between words and phrases.

Use Quotation Marks to Search for a Phrase

To search for an exact phrase, type quotation marks around the phrase. You can combine both words and phrases in the search. If a comma is used to separate words in a list, the comma must be followed by a space or the comma will be considered to be part of the word and return fewer results than expected.

For example, to search for migrating birds as one term, type the following in the search box:

```
"migrating birds"
```

**If you do not** enclose the phrase with quotation marks, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.**
Additional operators that can be used in a simple search

You can do more than just a simple search with the Search panel by placing the following operators between words or phrases. NOTE: Operators must be in UPPERCASE LETTERS or will be removed from the search.

**AND, OR, and NOT**

Searches with multiple operators are processed in the following order, from left to right:

1. ( ) – Parentheses allow you to group search terms and alter the order of precedence.

2. **AND** and **NOT** – left-to-right precedence is used in case of multiple operators.

3. **OR** – left-to-right precedence is used in case of multiple operators.

Although operators provide greater control over the search, the full search string is no longer treated as a phrase and search enhancements (such as inflection of a phrase based on correlation statistics) will not be applied to the query.

For example, these queries will return different results because of how the operator was used:

- **human communication** – One-Search treats the entire query as a phrase and returns results in which all of the words may be closer together.

- **human AND communication** – One-Search treats human and communication as separate phrases and returns results in which both phrases may not be as close together.

**Searching for Any Specified Words or Phrases Using Operators**

You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** between the words or phrases. If you search for words or phrases without specifying **OR** or **NOT**, One-Search assumes that you are searching for all the specified words or phrases.

For example, to search for items with the word **Eagle** or the word **Birds**, type **eagle OR birds** in the search box:

![Search Box Example](image)

**Excluding Words or Phrases**

You can exclude items that contain specific words or phrases. To do so, type **NOT** and then type the word or phrase.

For example, to search for items with the word **Eagle** and exclude any of these items with the word **Birds**, type **Eagle NOT Birds** in the search box:

![Search Box Example](image)

**Searching Using Wildcard Characters**

You can include the following wildcard characters in your searches:

- **?**  → enter a **question mark** to perform a single character wildcard search. For example, type **wom?n** to search for records that contain the strings **woman**, **women**, and so forth.

- *****  → enter an **asterisk** to perform a multiple character wildcard search. For example, type **cultur*** to search for records that contain strings, such as **culture**, **cultural**, and **culturally**.

NOTE: The system ignores wildcard characters placed at the beginning of search terms. For example, the system treats the search terms **?aying** and ***aying** as if you had searched for **aying**.
Selecting Your Search Scope

The search scope defines where the system should perform the search. A default search scope is predefined for everything. The scope can be changed for your search by selecting a search scope from the drop-down list on the search bar. The Default is **EVERYTHING**.

Clicking the magnifier search button will display the dropdown list for the search scopes.

The first dropdown specifies if results are **Print and Online**, **Online Only** or **Course Reserve** resources. **Choosing **Online Only** or **Course Reserves** will remove the second menu options to allow for searching only in those scopes.**

**Using the second menu scope options will allow you to pre-filter the search by one of the following:**

- **Everything** (default) → all of the scopes are searched for the search terms
- **WKU Library Catalog** → Print and Online WKU resources
- **Online Resources** → Databases and non-WKU Online Resources
- **KenCat** → Library Special Collections materials primarily related to Kentucky and Kentuckians
- **TopSCHOLAR** → digital repository and publishing platform that provides open access to scholarly works created by the faculty, students, and staff of Western Kentucky University
Performing Advanced Searches

The Advanced Search page allows you to specify additional lines of criteria, which are not available with the Simple Search (which uses the default "everything"). In addition, it allows you to specify filters prior to executing the query. Click the Advanced Search button (right of the search box) to use these features.

The Advanced Search page contains the two menus for the Search Scopes as mentioned above.

Additional fields are available to narrow a search for more specific searching.

- Field selector – For each search line, this parameter allows you to narrow the search to all search fields or a particular field (Any Field, Title, Author, Subject, Call Number, ISBN, ISSN, User Tags).

- Search type – For each search line, this parameter indicates whether the phrases in your query are treated as phrases or exact phrases. The following values are valid:
  - **is (exact)** – Returns results that contain phrases that exactly match the phrases specified in the query.
  - **contains** – Returns results that contain all words in the phrase, but the words may be in a different order and may not be as close together.
  - **starts with** – Returns results that contain words that start with the specified string.

- Operators – As with basic searches, you can include the following operators between words and phrases in each search line: **AND**, **OR**, and **NOT**. In addition, the Operator drop-down list allows you to select the operation that is used between search lines.

  *Additional lines can be added by clicking **ADD A NEW LINE** and then enter the search query text, which may include words, phrases, and operators (**AND**, **OR**, and **NOT**).
Filters In The Advanced Menu
There are filters that can be used to narrow your results to specific metadata such as; material type, date range and language.

- **Material Type**
  - All items

- **Language**
  - Any language

- **Publication Date**
  - Any year

You can pre-filter results by: **Material types** (Books, Articles, Journals, Images, Audio Visual, Maps, Newspaper Articles, Dissertations or Reviews).

**Languages** (see dropdown)

**Publication Date** (varying periods or specify a specific date range)

**Note**: that these filters may omit some results from brief records that may not include all listed fields. **

Search Limits

The system will display a message and provide suggestions when the following limits are exceeded:

- The query contains more than 30 boolean operators.
- The query contains more than 8 question marks.
- The query contains more than 8 asterisks and the word length is greater than 2 (such as `abb*` or `ab*c`).
- The query contains more than 4 asterisks and the word length is less than 3 (such as `ab*`).
- The entire query consists of a single letter and an asterisk (such as `a*`).

Using Browse Search

The Browse search allows you to browse library material (local material only) in order to find information of relevance quickly. You can browse material by author, title, and subject. In the results, you can click an underlined entry to see its associated records. It is also possible to browse by call number or SUDOC call number (for Government Documents), which returns a list of associated records in brief format.

Clicking a title displays its full record.

To access Browse, click the **Show More** button at the top of the page, and then click **Browse Search** link as shown below.
Why Should I Sign In?
When you sign into One-Search, you are able to do the following:

• Use library services by clicking Sign in and then MY ACCOUNT.

Login in using your WKU NetID and password. (Please use the forgot NetID or Password link or Contact the WKU IT helpdesk (270-745-7000) if you do not know your NetID or password).

From the MY ACCOUNT page you can access library services such as requesting or recalling items, renew items online, view fines/fees, notes or blocks you may have regarding your account.

• Set preferences for your current and future sessions. You can set your preferences so that they reflect the way you usually search, and save them for future sessions.

• Add items you found permanently to your Favorites. You can save items for future use.

• Access external licensed resources. The institution offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources.

Why Should I Sign Out?
You should sign out of One-Search so that your searches remain private and your personal settings and favorites are not tampered with by anyone else. Your user name will be displayed in the upper right corner when you are signed in. Click your name to see the Sign Out button. Sign in will be displayed when you are not signed in. Clicking sign in will display the MY ACCOUNT button.

My Account (My Library Card)
My Account enables you to view the contents of your library account and perform library services, such as renewing a book or canceling a request. To access My Account, Click the Sign-In area at the top of any page to display the My Account link and the click MY ACCOUNT.

Using My Favorites

The My Favorites page, which is accessed by clicking the My Favorites button at the top of each page, contains the following tabs:

• Saved Records – This tab displays all of your saved records and allows you to manage your saved records.

• Saved Searches – This tab displays all of your saved searches and allows you to manage your saved searches. In addition, it lets you set up alerts and RSS feeds, which let you know when results have changed for saved searches.

• Search History – This tab displays all of your searches for the current session and allows you to manage your current session's searches.

Saving and Managing Searches

One-Search allows signed-in users to save searches between sessions and receive email alerts when there is an update to the saved search query. After a query has been saved, the My Favorites > Saved Searches page allows users to perform the following operations on saved searches: view, delete, create an RSS feed, and set/clear an alert.
Saving a Query from the Results List

To save a query from the results list:
1. Perform a search that you want to save.
2. Click **Save Query**, which appears above the search results.
In addition, you will have an opportunity to set an alert for this query by clicking the notification link that appears above the search box.

Saving a Query from My Favorites

To save a query from the Search History tab:
1. Click the My Favorites button at the top of the page.
2. Select the Search History tab to display your current session’s search history.
3. Click the Pin button that appears next to the query that you want to save. The record should now appear under the Saved Searches tab as well.

Deleting a Saved Query

To delete a query:
1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Unpin button that appears next to the query that you want to remove from the list.

Deleting a Group of Saved Queries

To delete a group of queries:
1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Select the check boxes of the queries that you want to delete.
4. Click the Unpin button that appears above the list.

Saving and Managing Alerts

One-Search allows **signed-in users** to receive email alerts when there is an update to the saved search query. After an alert has been set, the My Favorites > Saved Searches page allows users to perform the following operations on alerts: set/clear an alert that is sent to the users preferred user address set in Topnet. *To select all queries, click the check box above the list.*

Setting an Alert

To set an alert:
1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Set Alert button that appears next to the query to set the alert.
Clearing an Alert

To clear an alert:
1. Click the My Favorites button at the top of the page.
2. Select the Saved Searches tab to display all of your saved searches.
3. Click the Clear Alert button that appears next to the query to clear the alert.

Creating an RSS Feed

The Rich Site Summary (RSS) functionality allows One-Search users to be notified of changes to results in their saved searches.

To enable RSS for a saved search:
1. Open the My Favorites page by clicking the My Favorites button on the top menu of any page.
2. On the My Favorites page, click the Saved Searches tab.
3. Click the RSS button for the saved search that you want to monitor.
4. Subscribe to the feed if your browser has an RSS reader.

Using the Brief Results

The Brief Results page display all the items that match your search query. For each item, the following information displays:
- **Resource Type** – the format of the item, such as book, article, journal, and so forth.
• **Title** – Click the title to display more information and services for the item.

Availability status – Click this link to display more information and services (such as requesting or viewing the item).

Send to actions – The Send To actions allow you to perform actions on the item (such as emailing the item, creating a citation for the item, and so forth).

• **Facets** – The facets on the right side of the page “**Tweak my results**” allow you to filter your results by categories (such resource type, library, availability and date) and to specify a type of sort.

**Filtering the Results**

The Tweak my results section, which may appear on either the right or left side of the Brief Results page, contains a list of categories, which are referred to as facets. By including and excluding these facets (such as date, author, record type, and so forth), you can narrow the search results to get the results you are seeking.

**Including and Excluding Multiple Facets**

When facets are added one at a time, the system returns the remaining results that match the selected facet value. You can specify more complex filtering if you select multiple facets and then apply them to the results at the same time. For example, if you select Subject facet values **Agriculture** and **Botany** and Resource Type facet values **Book** and **Other**, the system returns results that include all records that match the following criteria:

• The records must contain either **Agriculture** or **Botany** subjects.
• And the records must be either **Book** or **Other** resource types.

If you had selected these facet values separately, the resulting records would have to contain all of these facet values.
To include/exclude multiple facets at a time:
1. Perform a search.
2. For each facet that you want to include and exclude, hover over the facet in the Tweak my results section of the UI and then perform one of the following actions:
   ◦ Include facet – Select the check box on the left side of the facet.
   ◦ Exclude facet – Hover to the right side of the facet until the exclude button appears and then click the button on the right side of the facet to mark it for exclusion.

4. Click **Apply Filters** to filter your results. The selected facets will appear in the Active filters section. You will then see a list of the filtered items under **ACTIVE FILTERS** above the Tweak my results header.
You can remove them individually by clicking the **X** or remove them all at once by clicking **Reset filters**.