Using *OneSearch* to Find Articles, Books & More

**What is *OneSearch***?

*OneSearch* is a tool that searches across the Ort Library's resources and collections. *OneSearch* brings together article databases, the library catalog, and e-books, as well as other online resources provided by the library all with a single search.

*OneSearch* will retrieve citations and selected full-text from research publications in several formats, including:

- Books and E-Books
- Scholarly (Peer-Reviewed) Journals
- Trade Journals
- Magazines and Newspapers
- Dissertations
- Technical Reports
- Primary Source Documents
- Images & Videos

**How do I Access *OneSearch* and Conduct a Search?**

To access *OneSearch*, point your web browser to the Lewis J. Ort Library website (http://www.frostburg.edu/lewis-ort-library) and enter your search terms in the search box as in the following example:

![OneSearch Search Box](image)

**What do the Tabs across the Top of the Search Box Mean?**

Each of the tabs above the *OneSearch* box allows you to conduct a different type of search:

- **Articles, Books, & More** – Search all library resources (journal articles, books, e-books, etc.).
- **Catalog** – Limit your search to the library catalog.
- **E-Books** – Search for electronic books.
- **Databases A-Z** – Select a specific database for conducting your research.
- **Journals A-Z** – Browse electronic journals by title or subject.

**Using *OneSearch* Off-Campus**

To use *OneSearch* from off-campus, you must be a Frostburg State University student, faculty, or staff member and have a valid FSU ID card. You will be prompted to:
- Select “Frostburg State University” as your campus.
- Enter the barcode number on your FSU ID card and your last name to access the full text of electronic resources.
- If you do not have your FSU ID available, you can log into PAWS to find your 14 digit barcode.

How are Search Results Displayed?

A sample results page illustrating some of the major features of *OneSearch* is shown below. Results are ranked by relevancy based upon the search terms entered. You have the option to rank results by publication date.

The *OneSearch* results page displays the following information:

- **Top of Screen:** Displays a search box for revising your search or to conduct a new search. Links to the Library’s catalog (catalogUSMAI), A-Z Database List, and subject research guides are also available. Links on the top right of the screen allow you to create and log into a personal account to save, organize, and retrieve your work as well as create alerts. The Ort Library’s Ask-A-Librarian email service is also available.

- **Center of Screen:** Your search results are displayed here.
- **Left Side of Screen:** Extensive options are available (called *Facets* or *Limiters*) to assist you in customizing or focusing your search results by publication type, year, subject, geography, and full-text, among others.
- **Right Side of Screen:** Chat widget that allows you to chat with a librarian 24/7 and a widget that links to the database Credo Reference.
OneSearch Results Page

Refining your Results by Publication Type (Books, Journal Articles, etc.)

A typical OneSearch results set will retrieve information from several types of publication sources, including books, e-books, dissertations, magazines, newspapers, images, and videos. Use any combination of the available limiter or facet options on the left side of the results screen to refine your results by format or publication type.

You can limit by:
- Full Text articles
- Scholarly-Peer Reviewed Articles
- Subject
- For print books, by location
- Publication type
- Geography
- Language

Most limiters have an option to provide you more information. Click on Show More to display additional limiter or facet options.
Finding Books in the Ort Library or other USMAI Campus Libraries

As illustrated above, to limit your search results to books available in the Ort Library, select Books in the Publication Type section and Frostburg State University in the Locations section on the left side of the screen.

To locate a book in the Ort Library, use the information displayed in the Catalog Holdings section on the results list or full/detailed information screen for the book:

You may also select any of the locations options for the libraries of the fifteen other campuses in the University System of Maryland & Affiliated Institutions (USMAI) to browse their collections and request circulating materials. To request a book from another USMAI campus library for delivery to Frostburg State University, click on the Request Item option on the results list or full/detailed information screen for the book:
After you click on **Request Item**, you will be asked to identify your campus (Frostburg State University) and then enter the barcode number on your FSU ID card and last name to finish your request.

### Finding and Using E-Books

The full-text of e-books may be accessed directly from OneSearch with the exception of those held only by other USMAI campuses. Publisher restrictions do not allow for the requesting or loaning of these titles. To access an e-book, use the full-text or online options as shown in examples below:

- **Select eBook Full Text** to access the book online. Select **Download (Offline)** to check out the book to an e-reader or tablet device.
- **Select Find It** to check for e-book access. It is recommended to check both options.
Finding and Accessing Articles

You may use any combination of limiter or facet options as shown on page 3 to display articles from journals, magazines, or newspapers. Use the Scholarly (Peer-Reviewed) Journals option to retrieve results from refereed journals.

Articles will appear in the OneSearch results list as shown below:

Click on the Title of an article to access more information about it, including an abstract, author affiliation, and additional subject headings. Tools for saving, downloading, and citing the article are also available.
Citation Tool

You can use the Cite tool to create a citation in any of several different formats, including APA, MLA and Chicago:

Please Note: Automated citation tools are not perfect. Verify all of your citations for accuracy.

Using the find it Button

If a full-text link is not available for an article, e-book, or other publication, click on find it to search the Library’s subscriptions for the full-text, to search for the work in the Library, or to order the article via Interlibrary Loan. Clicking on find it will provide you with the following services menu examples:

- Full Text is Available
- Full Text is Not Available

Removing Limiters/Facets

A typical OneSearch results set will retrieve information from several types of publication sources, including books, e-books, dissertations, magazines, newspapers, images, and videos. Although you
can use any combination of the available limiter or facet options on the left side of the results screen to refine your results, you can also remove limits you have previously selected in the Limiters section:

A Note about Limiting Searches to Full-Text

The full-text limiter option in OneSearch, as shown in the illustration above, is a bit misleading. Selecting this option will only display results where a full-text link appears with the citation; it will eliminate results where full text is only available via find it.

Share Options

You have the option of creating a OneSearch (also known as EBSCOhost) account, which will allow you to save searches, create alerts to have citations regularly delivered to your email address, and set system preferences among others. A OneSearch/EBSCOhost account is also necessary to download e-books. Click on Sign-In at the top of the screen to create and access your account.