OneSearch Basics

STEP 1: PLAN

Before searching it is a good idea to take a few moments to think about what you are searching for. Answering the following questions can help make your search more effective and get you the results you need.

- What is the topic of my research? (ex: The relationship between dogs and humans)
- What is my research question - what am I trying to say/do/prove? (ex: “How has the relationship between dogs and humans evolved over time?”)
- What are some words that describe the ideas represented in my research question?

<table>
<thead>
<tr>
<th>IDEA:</th>
<th>Dogs</th>
<th>Humans</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEYWORDS:</td>
<td>Dogs, canines, hounds</td>
<td>Humans, people, homo sapiens</td>
<td>Relationship, connection, dependence</td>
</tr>
</tbody>
</table>

- What kind of sources am I looking for? (ex: scholarly or peer-reviewed journal articles, books, periodicals)

STEP 2: SEARCH

You can execute a basic keyword search of all the resources available from all Los Rios College libraries from the ARC Library homepage: [http://www.arc.losrios.edu/arclibrary.htm](http://www.arc.losrios.edu/arclibrary.htm)
Searching OneSearch isn’t quite like using Google or other Internet search engines. It uses “Boolean logic” which is more structured than a natural language search. This is a good thing! It allows you to narrow or broaden your search and get better results by adding a Boolean operator like AND, OR, NOT to your search. **IMPORTANT: Always use all caps for your Boolean operators or the system will ignore them!**

1. **dogs AND humans**: finds resources that MUST contain both words, narrowing your search.
2. **dogs OR cats**: finds resources that contain either word or both, broadening your search. So you would get materials just about dogs, just about cats, or about both dogs and cats.
3. **dogs NOT cats**: finds resources that contain the word dog but not the word cat, narrowing your search.

Putting it all together: Take the keywords you developed in Step 1 and create your search. You can use parentheses to connect related keywords and isolate them from the other parts of your search. So a search looking for materials about the relationship between humans and dogs might look like this:

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(dog OR canine) AND human AND relationship
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**STEP 3: REFINING YOUR RESULTS**

Your search has probably returned a couple of hundred (or thousand!) results. OneSearch offers you many ways to narrow these down so you are viewing only those that fit your needs. Maybe you are only looking for books or you just want journal articles. Maybe you need something right now or you can wait for something to be requested from another library.

Use the options on the left-hand side of your results screen to refine your results by type of resource, location, and more.
This is your chance to narrow your search to physical materials that are on a shelf somewhere ("Books & Videos on Library Shelves") or Scholarly (Peer-Reviewed) Journals. It always defaults to "Only Show Content I Can Access". This is also where you can specify a date range for publication. This is VERY useful, particularly if people have been writing about your topic for hundreds of years!

"Source Types" is just what it sounds like. It lets you limit your search to just books, just academic journals, and more. If you click on "Show More" it will bring up another box that offers you more choices such as: eBooks, Audio, and Videos.

OneSearch shows materials available at ALL of the college libraries in the Los Rios Community College District. If you need a book right away, you can limit your search to just those books at ARC. If you can wait a few days and you see a book that you'd like at one of the other libraries, you can request it! It usually takes 2-3 business days and you will be emailed when it gets here.