Welcome, subject librarians and other teaching professionals!

Each section of this document is devoted to describing a specific suite of features within OneSearch, along with affiliated research strategies. Each section has a desired learning outcome attached, and an estimated amount of in-class instruction time needed to cover the salient points.

When developing your in-class instruction session, choose which functions and features are most relevant to your instructional needs. Also consider supplementing your lecture with demonstrations and / or a prior reading of Chapter Four: OneSearch from *The Research Process: Strategies for Undergraduate Students*.

The following sections in this document include...

- Welcome to OneSearch
- Search Scopes Affect Your Search Results
- Catalog Search Interfaces
- Search Results Evaluation
- MyAccount in OneSearch

Questions? Contact the OneSearch Management Team at oneseach@wwu.edu.

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**Welcome to OneSearch** (Time: 4 Minutes)

**Desired Learning Outcome:** Students understand what OneSearch is (a shared library catalog), and where to find the catalog.

- Western Libraries’ catalog is called OneSearch. You can access the catalog through this URL: [www.library.wwu.edu/onesearch](http://www.library.wwu.edu/onesearch).
- Alternatively, you can access the catalog through the Libraries homepage: [www.library.wwu.edu/](http://www.library.wwu.edu/)
- LibGuide with the most up-to-date information: [http://libguides.wwu.edu/onesearch](http://libguides.wwu.edu/onesearch)
- OneSearch is Western Libraries’ catalog. Here is what you should know:
  - **Discover Research Materials:** The catalog's unique search interface allows patrons to simultaneously search several article databases, catalogs, and other data sources for books, journal articles, videos, scores, maps, and more!
- **Shared Catalog**: As a shared catalog for the Orbis Cascade Alliance (Summit), which is a consortium of 39 academic libraries across Oregon, Washington, and Idaho, OneSearch contains 8.8 million titles and over 26 million resources.

- **Request Materials at Point-of-Need**: You can request an item through the catalog, or submit an Inter-Library Loan request.

  - When searching OneSearch, you are *not* required to sign into the Catalog unless you are off-campus or need to request an item.

  - By default OneSearch performs *keyword searches*. Keyword searches match your search terms to results that include those terms anywhere in the record. This is very similar to many search engines you are already familiar with. This mode is designed to be intuitive and easy to use.

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**Search Scopes Affect Your Search Results** *(Time: 7 Minutes)*

**Desired Learning Outcome**: At the end of this presentation, students understand that search scopes within OneSearch affect how many search results are retrieved, and from where.

- You can also browse among the tabs to limit the breadth of your search. Available tabs are...

  - **WWU**: Discover scholarly materials available at Western Libraries.

  - **WWU + Summit**: Discover scholarly materials available at Western Libraries and at one of 36 academic libraries in the Pacific Northwest (aka, request-able using Summit borrowing).

  - **WWU + Summit + Articles**: Discover scholarly materials available at Western Libraries, through Summit libraries, and from many article databases.

  - **WWU + Summit + Articles + More**: Discover scholarly materials available at Western Libraries, through Summit libraries, and from many article databases.

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**Catalog Search Interfaces** *(Time: 5 Minutes)*

**Desired Learning Outcomes**: At the end of this session, students understand a) that different search interfaces allow you to conduct different search types, and b) have the necessary information to pick the search interface most suited to their research inquiry.
• In OneSearch, there are four search interfaces: Basic, Advanced, Browse and Journals. These different interfaces allow you to conduct different types of searches (i.e., journals vs. government documents).
  
  o **Basic search** is great for known item or title searching.
  
  o **Advanced Search** means that you have more search options. You have three search bars, whereby you can combine your searches. You also have drop-down menus that allow you to limit by year, material type, language, and location.
  
  o **Browse Search** allows you to search for call numbers, titles, authors, Library of Congress Numbers, SuDoc Numbers, and subjects. The results display allows you to browse the results list in a different way.
  
  o **A-Z Journals** search allows you to perform a journal title search within OneSearch.

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**Search Results Evaluation (Time: 7-8 Minutes)**

**Desired Learning Outcome:** At the end of this session, students can a) determine which results are relevant by examining the item details, and b) can effectively determine how to retrieve results (based on item availability and request options).

• When examining your search results, you should be able to see the title and author/creator details; the format type; and the availability indicator (the colored strip).

• There are colored lines next to the item record that quickly signal the estimated availability of an item. These are called availability indicators. They signal the following information:
  
  o **Green** for immediately available (either online or in the library).
  
  o **Grey** for currently unavailable.
  
  o **Yellow** indicates that it may take time to retrieve the item. Often you will be prompted to request the item from ILLiad/InterLibrary Loan or using Summit borrowing.

• When conducting a search in OneSearch, you will get many results – some of which feature both an Access Options and Request Options button. What's the difference?
  
  o **Access Options** provides an overview of access options for this item.
  
  o **Request Options** provides an overview of your request options for this item.
  
  o **Details** shows in-depth information on the item, including title, author, subjects, descriptions, and call numbers.
  
  o **Virtual Browse** performs an electronic "shelf-reading" experience.
  
  o **Citations:** When patrons click the ‘Citations’ button, they will retrieve a list of the articles, chapters, and other documents cited in this specific article.
- **Cited by:** When patrons click the 'Cited by' button, they will retrieve a list of search results for items that cite this specific article.

- In order to determine how to retrieve the desired item most quickly, start with *Access Options* and then double-check your *Request Options*.

- **Refine My Results**, located on the left side the screen, allows you to limit your search results by format, author, and much more.

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**MyAccount in OneSearch** *(Time: 6-7 Minutes)*

**Desired Learning Outcome:** At the end of this session, students can a) identify the three major features in the OneSearch MyAccount, and b) understand how these features can augment the research process.

- If you are a WWU-affiliated student, staff, or faculty member, you have access to several features available through your MyAccount within OneSearch. However, you must sign in with your MyWestern universal password to access these materials.

- When you sign into OneSearch, you are presented with three features: MyAccount, Queries, and e-Shelf.

  - **MyAccount** presents up-to-date information about your library activity, including loans, existing requests, fees, and messages. You can also edit your personal information in the 'Personal Settings' section.

  - **Queries** are the searches you have performed. You can save any searches to your MyAccount in order to refer to these results in the future.

  - **e-Shelf** presents saved items (as opposed to searches) in your MyAccount. You can group saved items by folders and add annotations to those folders for future reference.