



STATE LIBRARY  
OF QUEENSLAND

# Using One Search

## Tips for teachers and students

Cover: Student and teacher using One Search on laptop, State Library of Queensland. Photo by Surge Media. Edited by Troy Bullock

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## Overview

As Queensland's leading research library, State Library is best placed to provide students with world class information to complete their research-based assessments.

State Library's One Search catalogue is the gateway to an extensive suite of national and international journals, databases, eBooks, encyclopedias, newspaper archives, and engaging collections of thousands of historical images, letters, artworks, diaries and artefacts to interrogate as sources.

This guide provides practical tips and strategies for using the features of One Search to discover and access catalogue items easily and effectively.

## Before you get started

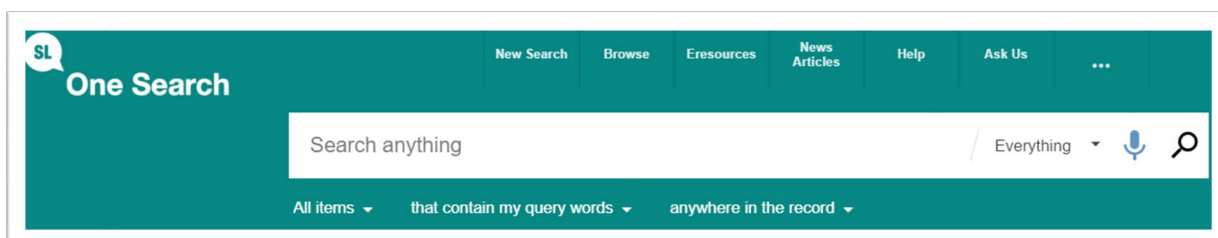
Save time and [become a member](#) of State Library of Queensland (it's free!).

If you log into your account when using One Search, you can request collection items from onsite repositories, save searches, and organise your favourite records.

## Tips for using One Search

### Search the catalogue

- To search the catalogue, go to [One Search](#)



### Perform a simple search

- Enter your keyword(s) in the search box by typing them in or selecting the microphone icon and saying the keywords aloud.
- To limit your search to a particular collection, click on the **scope name**. See the table below for more information about each scope option.
- Click the Search icon (magnifying glass) or press the Enter key.

Scope name	Description
Everything	The entire State Library collection as well as journal articles and other online content.
State Library collections	All of State Library's published and unpublished collections, in print and online, newspapers, music scores, artists books, manuscripts, video, photographs and more.
State Library digital collections	Material that we have digitised or is born digital. Includes photographs, maps, artwork, manuscripts and illustrations from books and eBooks.
State Library Family History Indexes	Index records created by State Library including convict registers, Aboriginal and Torres Strait Islander family records, Queenslanders involved in mining accidents and portraits of soldiers involved in the First World War.
Articles and more	Articles in journals, magazines and newspapers, book chapters, conference proceedings and reports.

## Keyword search strategies

Use these keyword search strategies to get more targeted results when searching with keywords.

### Searching for a phrase

Use double quotation marks to search for your string of words as a phrase. This will ensure that your searched words are located next to each other in the order specified.

Without quotation marks, your search results will contain individual words in the phrase, regardless of whether these words are located next to each other in the order specified.

You can combine both words and phrases in a single search. For example, to search for global warming as one term, type "global warming" in the search box.

## Search for similar words using OR

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.

For example, to search for items with the word migrant or the word refugee, type migrant OR refugee in the search box. Make sure you type the OR in uppercase.

Note: If you search for both words or phrases without specifying OR, it is assumed that you are searching for all the specified words or phrases.

## Exclude words or phrases using NOT

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

For example, to search for items with the word refugee and exclude any of these items with the word migrant, type the following in the search box: refugee NOT migrant.

Note: If you search for words or phrases without specifying NOT, the system assumes that you are searching for all the specified words or phrases.

## Search using wildcard characters

You can include the following wildcard characters in your searches:

? — enter a question mark to replace one character wildcard. For example, type wom?n to search for records that contain the terms woman and women.

\* — enter an asterisk at the end of or within a word to replace several characters. For example, type cultur\* to search for records that contain strings, such as culture, cultural, and culturally.

## Grouping terms within a query

You can use parentheses to group terms within a query.

For example, to search for Queensland and either sugar or cane, type the following in the search box Queensland (sugar OR cane).

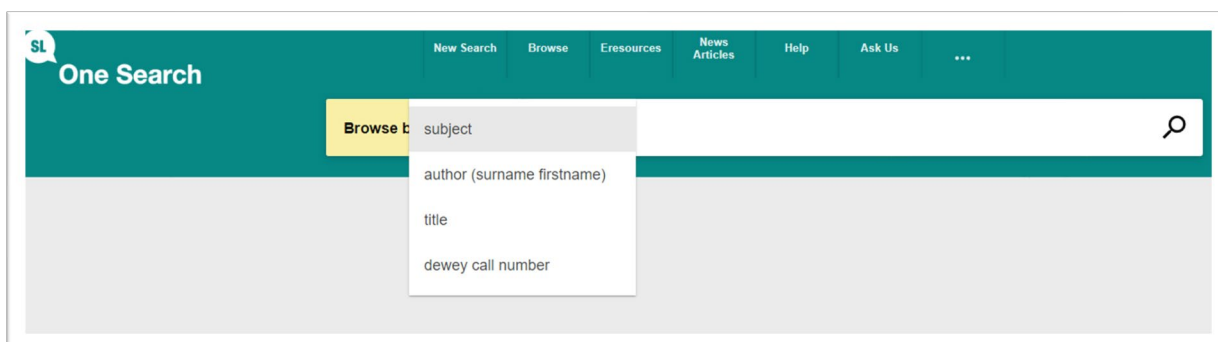
## Browse search

Use Browse search in the catalogue to return an alphabetical listing of items beginning with the searched term(s). You can select to browse by subject, author, title or dewey call number.

To conduct a browse search:

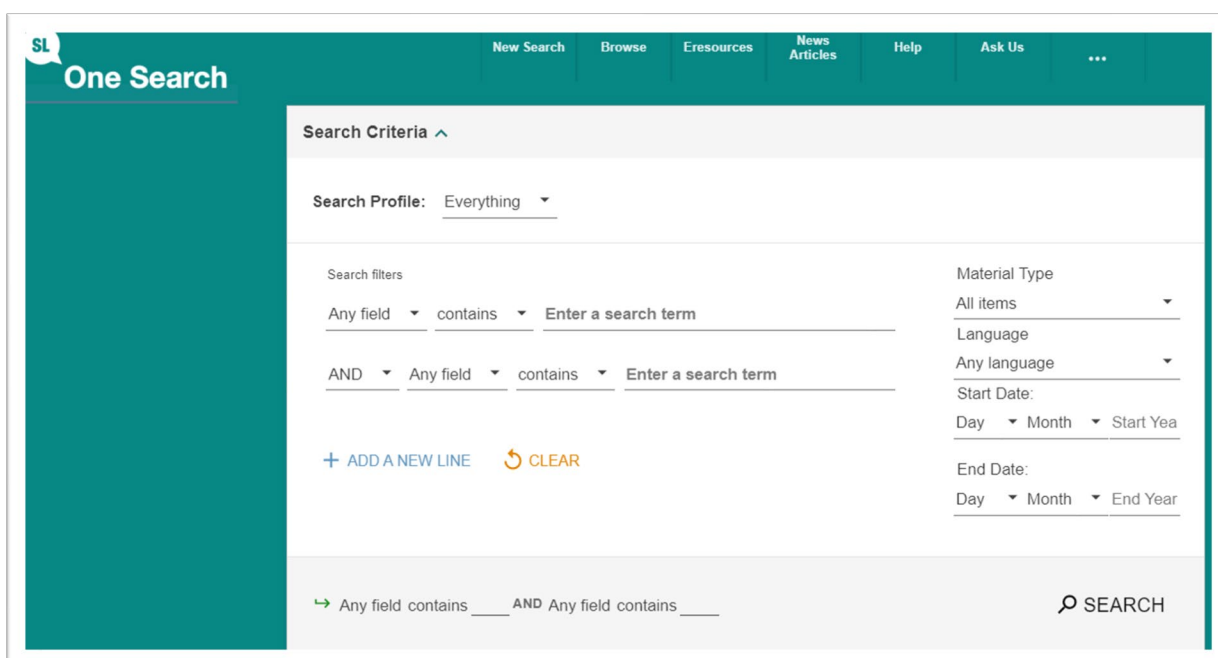
- click BROWSE from the top menu
- select either subject, author, title or dewey call number from the drop-down menu
- enter your term(s) in the search box

- click the magnifying glass or press Enter key to search.



## Advanced search

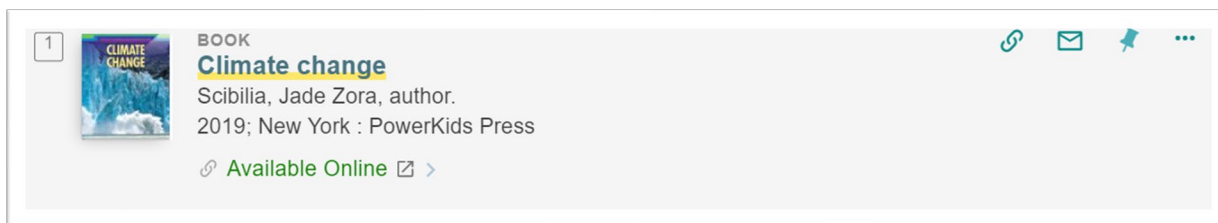
Advanced Search lets you determine which fields to search, how to search for your terms (e.g., contains, (is) exact, starts with), and how to combine your search terms. It also gives you other options for limiting the scope of your search, including material type, language, and creation date.



## Search results

The results list displays all the items in the catalogue that match your search query. Your results are usually sorted by relevance. To change the sorting to either **Relevance**, **Date (newest or oldest)**, **Title** or **Author**.

Each item in the list includes:



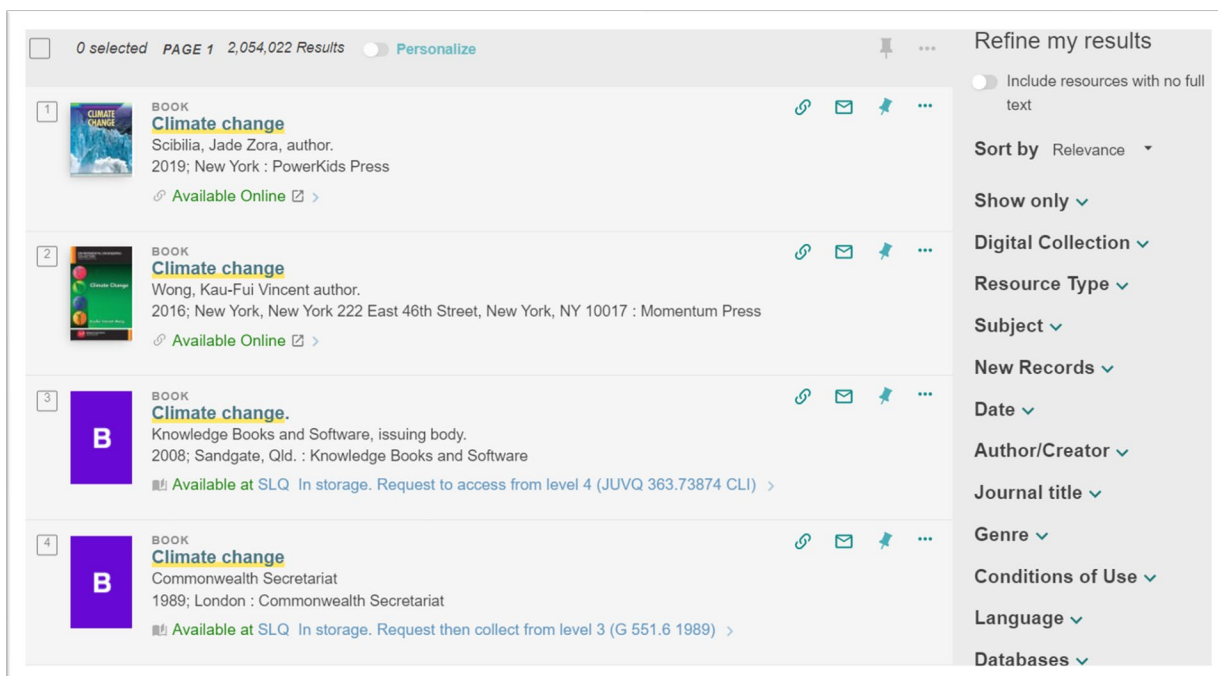
A screenshot of a search result for the book 'Climate change' by Scibilia, Jade Zora. The result is displayed in a light grey box with a white border. On the left, there is a small square icon with the number '1' and a book cover image. To the right of the icon, the word 'BOOK' is written in small blue letters. Below that, the title 'Climate change' is in a larger blue font. Under the title, the author 'Scibilia, Jade Zora, author.' and the publisher '2019; New York : PowerKids Press' are listed. At the bottom of the result, there is a green link that says 'Available Online' with a small icon of a document and a right-pointing arrow. On the far right of the result box, there are four small icons: a chain link, an envelope, a star, and three dots.

- **Resource type** — the icon beside each item and the text above indicates the format such as a book, article, or website.
- **Title** — clicking the title displays more bibliographic information (the full record).
- **Author/creator and publication details** — the item’s author/creator, publisher and publication date and listed.
- **Availability** — displays information about how to get the item, for example, clicking **Available Online** takes you directly to the item online.

## Refine your search results using filters

You can refine your search results using a variety of filters on the right-hand side, such as by Resource type, Subject, Date, and Language.

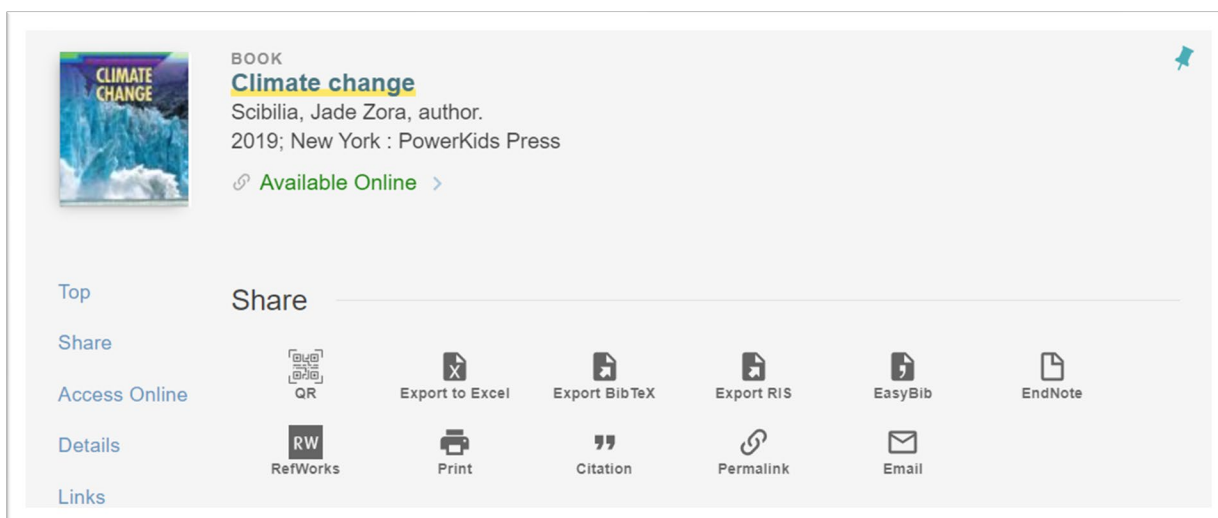
Click on the arrows to expand or collapse the options available for your unique search.



A screenshot of a search results page. At the top left, it says '0 selected PAGE 1 2,054,022 Results' and 'Personalize'. On the right, there is a 'Refine my results' section with several filters: 'Include resources with no full text' (unchecked), 'Sort by Relevance', 'Show only', 'Digital Collection', 'Resource Type', 'Subject', 'New Records', 'Date', 'Author/Creator', 'Journal title', 'Genre', 'Conditions of Use', 'Language', and 'Databases'. The main list shows four results for 'Climate change'. Result 1 is by Scibilia, Jade Zora, published in 2019. Result 2 is by Wong, Kau-Fui Vincent, published in 2016. Result 3 is by Knowledge Books and Software, published in 2008. Result 4 is by Commonwealth Secretariat, published in 1989. Each result includes a book cover icon, the title, author, publisher, and an 'Available Online' link.

## Share or reference a catalogue item

When you have selected an item from your catalogue search, click on the title to get more information about the item.



The catalogue record provides various options for sharing or referencing the item:

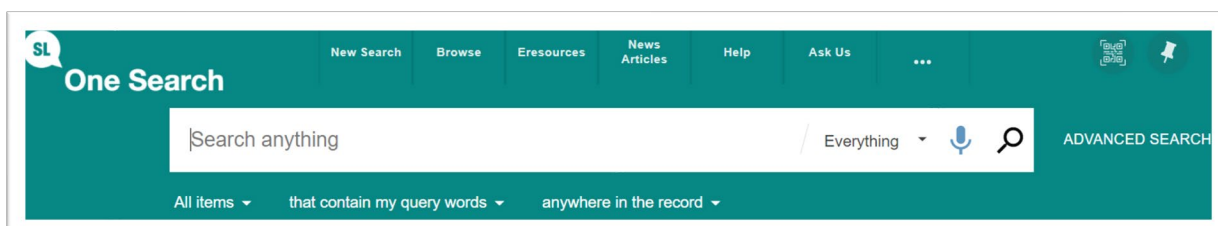
- **QR Code** allows you to link to a record by taking a photograph of the QR Code image.
- **Permalink** provides a permanent link to this record.
- **Email** allows you to send information about the item to yourself or another email address.
- **Print** provides a printable text summary of the record.
- **Citation** allows you to choose from various standard citation styles and copy the text for referencing the item.

## Save a catalogue item for later

### My Favourites

Click the **Pin** icon next to the title of a catalogue item to add it to My Favourites. Click the **Unpin** icon next to the title of a catalogue item to remove it from My Favourites.

**Note:** You must sign in to save items in My Favourites for future sessions. To view the list of catalogue items you have saved to My Favourites in a future session, Click the **Pin** icon at the top right-hand side of the One Search Home page.





## Tags

- Build on a bank of resources by adding tags. Anyone can group a collection of resources by tagging items they find using the same tag. That means teachers, support staff and students can collaborate and all use tags to access the same resources.
- You can tag all types of items including photographs, films, interviews, music and more –it’s not limited to written texts.
- Resources which have been tagged (e.g. EAL Plays and Drama) can then be accessed by all State Library members for free.
- State Library have added tags for QCAA Prescribed Text Lists (For English Learning Area syllabuses) –see overleaf.
  - Users need to be logged in to create their own tags and build on existing tags.
  - From the One Search home page, go to the ‘Tags’ tab.

## Tags for QCAA prescribed text lists

Genre and Learning Area	Tag	Additional Tag	Additional Tag
External Assessment - English	english external assessment texts	qcaa prescribed text lists	qcaa texts
External Assessment - EAL	eal external assessment texts	qcaa prescribed text lists	qcaa texts
External Assessment - Literature	lit external assessment texts	qcaa prescribed text lists	qcaa texts
Novels and Prose - English	english novels and prose	qcaa prescribed text lists	qcaa texts
Novels and Prose - EAL	eal novels and prose	qcaa prescribed text lists	qcaa texts
Novels and Prose - Literature	literature novels and prose	qcaa prescribed text lists	qcaa texts
Plays and Drama - English	english plays and drama	qcaa prescribed text lists	qcaa texts
Plays and Drama - EAL	Eal plays and drama	qcaa prescribed text lists	qcaa texts
Plays and Drama - Literature	literature plays and drama	qcaa prescribed text lists	qcaa texts

F&TV, Multi-modal - English	english film and multi modal	qcaa prescribed text lists	qcaa texts
F&TV, Multi-modal - EAL	eal film and multi modal	qcaa prescribed text lists	qcaa texts
F&TV, Multi-modal - Literature	literature film and multi modal	qcaa prescribed text lists	qcaa texts
Poetry - English	english poetry	qcaa prescribed text lists	qcaa texts
Poetry - EAL	eal poetry	qcaa prescribed text lists	qcaa texts
Poetry - Literature	literature poetry	qcaa prescribed text lists	qcaa texts