How to... Use OneSearch

How to find articles, eBooks, and more!

Print Books (Library catalogue)...

Hardcopy items in the RRC Library Catalogue such as books and periodicals can be found using OneSearch. They typically look like this...

Click title link to view more information about the item including subjects and a summary.

Location of print item, and its availability status.

Streaming Video...

Streaming Video files are included in OneSearch. They typically look like this...

Click to view video.

EBooks...

EBooks are included in OneSearch. They typically look like this...

Click to view eBook.

Limiters...

Use limiters on the search results page to refine your search to the type of materials you are looking for.

Only Full text articles.

Only items in the Library Catalogue (not databases).

No online or electronic materials.

Select the material types you want to include in your search. The number indicates how many results are in that category.

Click here to view catalogue entry. Go here to request an item be transferred to another campus location.
Using OneSearch to find articles...

1. Start at: LIBRARY.RRC.CA

2. Enter your search terms in ONESEARCH.

   Start your search using broad terms; you will use the Limiters on the Search Results page to refine your search.

   Click “Search”.

3. Add / Remove LIMITERS to refine your results.

4. Click TITLE LINK to see more about the item.

5. Click FULL TEXT to view entire article.

   Return to the results list.

   Email the full text article, including the citation to yourself.

   Copy/paste the citation for the article.

   Passwords
   You may be requested to login at some point.
   1. Select USER TYPE (student or staff);
   2. Enter your NETWORK USERNAME AND PASSWORD (same one you use to logon to RRC computers);
   3. Click LOGIN;
   4. Click CONTINUE.

Tips for Advanced Searching:
Boolean operators define the relationship between terms:
- **AND** results contain all of the terms.
- **OR** results contain at least one of the terms.
- **NOT** results do not contain any of the terms.

Advanced operators:
- ( ) (parentheses) to nest terms
  Example: (mouse OR rat) AND trap results contain mouse trap and rat trap.
- * (asterisk) to replace various endings
  Example: comput* results contain computer or computing.
- ? (question mark) to replace missing letters
  Example: ne?t results contain neat, net, or next.
- # (pound sign) to replace alternate spellings
  Example: color results contain color or colour.