Basic Searching in One Search

One Search is a discovery search tool that will let you search most of our library's resources including books, ebooks, articles, videos and more from a single search! **You will find One Search on the library website by clicking on the Searching button. Login** with your **myBlackHawk** username and password.

NOTE: One Search works with Chrome, Firefox, Internet Explorer/Edge, and Safari browsers.

Selecting Your Search Scope

The search scope defines where the system should perform the search. A default search scope of "Search anything" is set up by the institution. However, when you have typed in a search term, you can change the scope of your search by choosing a different search scope, see below:
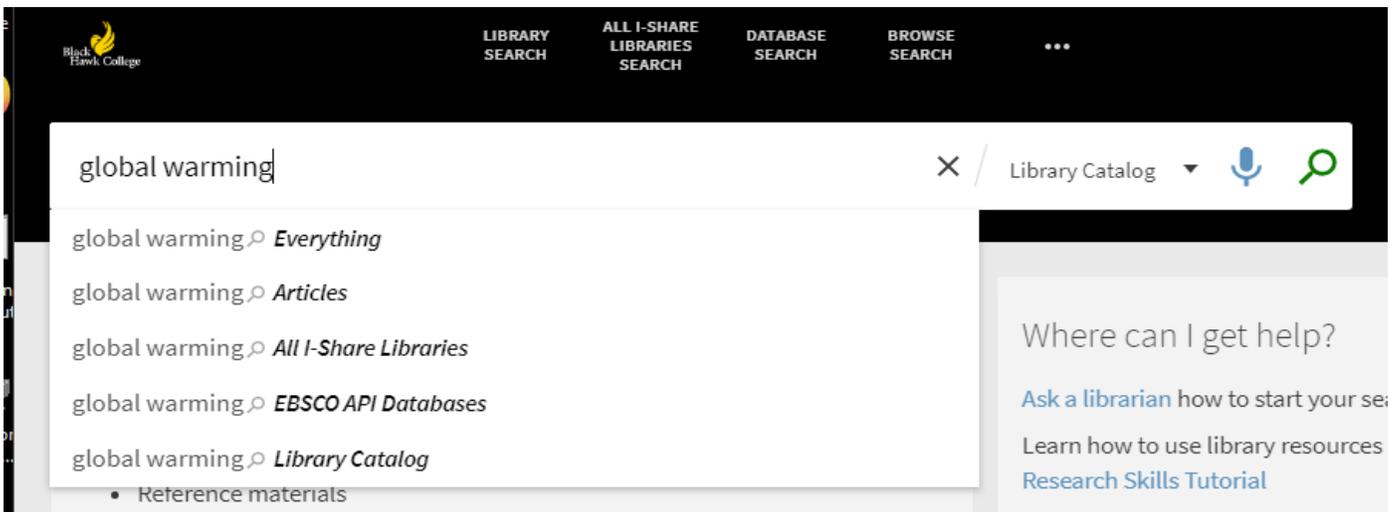
Basic searching in One Search

Enter one or more search words and click the **Search** icon (the magnifying glass). You will be doing a keyword search and will be searching everything unless you have changed the search scope.
If multiple words are entered, One Search will return results containing all the specified terms.

To search for an exact phrase, use quotation marks around the phrase.
For example, to search for global warming as a single term, enter the following in the search box:
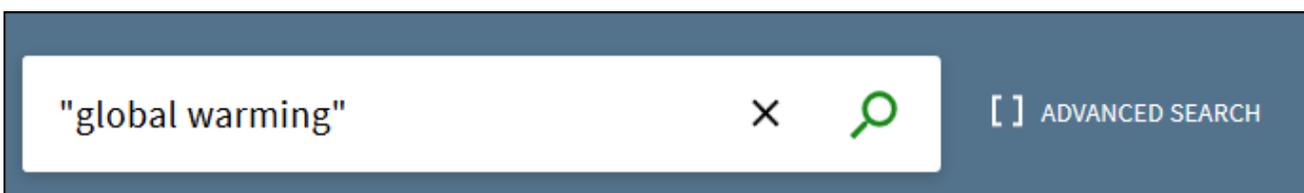
To use **Boolean operators** (AND, OR, NOT) within search phrases, they must be capitalized.
To search for items with the word **Irish** or the word **Celtic**, enter the following in the search box:

> irish OR celtic   ✕   🔍   [ ] ADVANCED SEARCH

To search for items with the word **Celtic** and exclude items that contain the word **Irish**, type the following in the search box:

> celtic NOT irish   ✕   🔍   [ ] ADVANCED SEARCH

Grouping terms within a query (nesting)
The following query searches for records containing **Shakespeare** and either **tragedy** or **sonnet**:

> Shakespeare AND (tragedy OR sonnet) ✕   🔍   [ ] ADVANCED SEARCH

Searching using truncation or wildcard characters   ***** - use an asterisk to search for wildcard characters. Type cultur * to search for results containing words like culture, cultural, and culturally.

Using Facets to filter the Results Page

Limit your results to a **Resource Type**.

Change how results are displayed.
Relevance is the default, but you can choose Date-Newest in the **Sort by** dropdown.

Filter results to **Available Online** (results that are full-text).

Select **Peer-reviewed Journals**, if needed.

Do a **Subject** search.

Limit results to a single **Language**.

Once filters are selected **Apply Filters**, you can click on the **Lock icon** to save the filters for another search.

For help contact a Librarian at
libraryref@bhc.edu or 309-796-5147
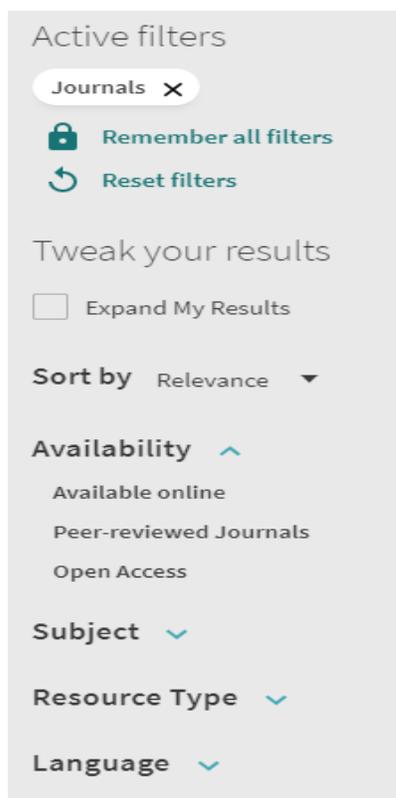
Active filters

Journals ✕

🔒 Remember all filters

↺ Reset filters

Tweak your results

☐ Expand My Results

Sort by   Relevance ▼

Availability ⌃
    Available online
    Peer-reviewed Journals
    Open Access

Subject ⌄

Resource Type ⌄

Language ⌄