

Library OneSearch Tutorial

Welcome to the Spencer Art Reference Library's online catalog, Library OneSearch
<http://LibraryOneSearch.nelson-atkins.org>

The library's catalog is called Library OneSearch because you're able to search all of the library's holdings; including books, digital collections, and articles all in one place, when you're searching from the reading room or from the museum. You're always able to search the library's basic catalog by selecting the **Library Catalog** link in the upper right hand corner or navigate directly to the Classic Catalog's URL: <http://librarycatalog.nelson-atkins.org>

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Books & More

When searching within the **Books & More** tab you are searching the library's collection of books, journal titles and auction catalogs. You are able to search using keywords that describe an author, title, publishers or content notes. From the simple search screen you are able to narrow your query results from the default, *Everything in the Spencer Library* by using the drop down menu. The drop down menu allows you to *exclude auction catalogs*, search only *auction catalogs*, retrieve only *English Language* materials or to search for items only available in the *Reference and Reading Room*.

Example Search

When searching for the photographer, "Edward Weston" we have *excluded auction catalogs*

The screenshot shows the library's search interface. At the top, there are tabs for 'Books & More', 'Digital Collections', 'Multidisciplinary Articles', and 'Spencer Collection Articles'. The search term 'edward weston' is entered in the search box, and a dropdown menu is open showing 'Exclude Auction Catalogs' selected. A 'Search' button and a link to 'Advanced Search' are visible. Below the search bar, there are filters for 'All items' and 'that contain my query words'. A yellow banner suggests 'Did you mean: edward westin?'. On the left, a 'Refine My Results' sidebar shows subject/topic filters: 'Weston, Edward, 1886-1958 (27)', 'Photography, Artistic (21)', 'Photographers (5)', 'Photography (5)', and 'Photography Of The Nude (4)'. The main results area shows '43 Results for Exclude Auction Catalogs' sorted by 'Relevance'. The first result is a book titled 'Edward Weston : a legacy / Susan Danly, Jonathan Spaulding, Jessica Todd Smith ; edited and with an introduction by Jennifer A. Watts.' with a small thumbnail and a star icon. The description includes the author, publisher (Huntington Library and Art Gallery, 2003), and availability at Nelson-Atkins Spencer Stacks (TR 647 .W47 D36 2003 WESTON EDWARD). There are links for 'Locations', 'Details', 'Reviews & Tags', and 'Place a hold'.

Paging an item

From the brief results list you are able to learn more about each item but selecting **Details**, which will give you more in-depth information about the author, publisher, table of contents, subject headings and more. To request the item select **Locations**, and record the call number on a paging slip.

You're able to save items to your **e-Shelf** by clicking the small star by the thumbnail of the item cover. To see your saved items select **e-Shelf** in the upper right hand corner of the screen.

***note** items in your e-shelf are available for your session only

The screenshot shows the library's search interface with the search term 'edward weston' and a dropdown menu set to 'Everything in the Spencer Library'. A yellow banner suggests 'Did you mean: edward westin?'. The main results area shows '50 Results for Everything in the Spencer Library' sorted by 'Relevance'. The first result is a book titled 'Edward Weston : a legacy / Susan Danly, Jonathan Spaulding, Jessica Todd Smith ; edited and with an introduction by Jennifer A. Watts.' with a small thumbnail and a star icon. The description includes the author, publisher (Huntington Library and Art Gallery, 2003), and availability at Nelson-Atkins Spencer Stacks (TR 647 .W47 D36 2003 WESTON EDWARD). Below the title, there are tabs for 'Locations', 'Details', 'Reviews & Tags', and 'Place a hold'. The 'Details' tab is selected, showing the following information: 'Title: Edward Weston : a legacy / Susan Danly, Jonathan Spaulding, Jessica Todd Smith ; edited and with an introduction by Jennifer A. Watts.', 'Author: Weston, Edward, 1886-1958', 'Subjects: Weston, Edward, -- 1886-1958 -- Exhibitions ; Henry E. Huntington Library and Art Gallery Exhibitions -- Photograph collections -- California -- San Marino -- Exhibitions -- Photography, Artistic -- Exhibitions', 'Imprint: London : Merrell ; San Marino, Calif. : In association with The Huntington Library, Art Collections, and Botanical Gardens, 2003.', and 'Notes: *Published on the occasion of the exhibition Edward Weston : a legacy. Exhibition itinerary. The'. On the right side of the details view, there are links for 'Spence', 'This item', and 'This item'.

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Advanced Search

Within any of the broad search tabs, you have the option to narrow your search by selecting **Advanced Search**. **Advanced Search** allows you to combine up to three pieces of description information about your item to narrow the search results. The default for each search box is *Any*, from the drop down menu you are able to limited the search to *title, author, subjects, publisher, ISBN, ISSN, call number or keyword for series, author, publisher or notes*. Leaving this field as *Any*, will search the all of the searchable fields in the record. The next field is default set to *contains* and from the dropdown menu can be limited to search *is (exact)* or *starts with* to define how your search phrase is found in the record. You are able to combine up to three specific search criteria within each advanced search. In addition you are able to further narrow your search parameters by specifying a *publication date range, a material type, start and end date*, and by selecting a specific collection to search in using the search scope field.

Example Search

“Islamic art” “iconography”

The screenshot shows the Nelson-Atkins Museum of Art library search interface. At the top left is the museum's logo. To the right are navigation links: Find Databases, New Search, Library Catalog, A-Z, Ask a Librarian, and Help. Below the logo is a search bar with tabs for Books & More, Digital Collections, Multidisciplinary Articles, and Spencer Collection Articles. The search criteria are: 'in subject' contains 'islamic art', 'Any' contains 'iconography', and 'Any' contains an empty field. On the right, filters are set: Publication Date: Last 20 years, Material Type: Books, Start Date: Day, Month, Year, End Date: Day, Month, Year, and Search Scope: English Language Material. A 'Search' button and a 'Simple Search' link are at the bottom of the search bar. Below the search bar, the results are displayed under the heading '3 Results for English Language Materials'. The results list three books: 1. 'Image and meaning in Islamic art' edited by Robert Hillenbrand, 2006. 2. 'The iconography of Islamic art: studies in honour of Robert Hillenbrand' edited by Bernard O'Kane, c2005. 3. 'The art and material culture of Iranian Shi'ism: iconography and religious devotion in Shi'i Islam' edited by Pedram Khosronejad, 2012. Each result includes a book icon, a star icon, the title, editor, year, and availability information. A 'Refine My Results' sidebar on the left shows filters for Subject/Topic (Iran, Islam And Architecture, Shi'ah, Islamic Architecture, Islam And Art) and Author/Creator (Hillenbrand, R., Khosronejad, P., O'Kane). A 'Suggested New Searches' section is also visible.

This advanced search returned results for books in the collection with “Islamic art” in the subject, “iconography” in any field, published in the last 20 years as a book and in English. Three items from the library’s collection fit all of these criteria.

Journal Searching

Library OneSearch makes searching for journal titles in the Spencer Art Reference Library’s Collection simple. Within either the basic search or the advanced search screen you can search for a journal title within the keyword search box. You’re also able to filter your search to only journals by selecting journal in the resource type or from the *Refine My Results* column.

***note:** when searching by journal title, in the tab **Books & More**, you are searching to see which journals the library subscribes to and how many back issues the library has in the collection.

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Searching - Exact Phrases, Boolean Search, Wildcards & Grouping

To search for a phrase, type quotation marks around the phrase. You can combine both words and phrases in your search.

***note:** If you do not enclose the phrase with quotation marks, Library OneSearch will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.

Example Search

To search “African art” as one phrase, type the following in the search box:



The screenshot shows a search bar with the text "african art" entered. The search bar is part of a navigation menu with tabs for "Books & More", "Digital Collections", "Multidisciplinary Articles", and "Spencer Collection Articles". Below the search bar, there is a dropdown menu set to "Everything in the Spencer Library" and a "Search" button. Below the search bar, there are two more dropdown menus: "All items" and "that contain my query words".

The search for “African art” returns 352 results in **Books and More**, when quotation marks are removed the search African art retrieve 1,603 results within **Books and More**.

Searching - Any Specified Words or Phrases

Type “OR” between words or phrases to find items that contain either term.

Example Search

To retrieve materials with that include the word “ushabti” or the word “shabti,” type the following in the search box:



The screenshot shows a search bar with the text "ushabti OR shabti" entered. The search bar is part of a navigation menu with tabs for "Books & More", "Digital Collections", "Multidisciplinary Articles", and "Spencer Collection Articles". Below the search bar, there is a dropdown menu set to "Everything in the Spencer Library" and a "Search" button. Below the search bar, there are two more dropdown menus: "All items" and "that contain my query words".

***note:** To use Boolean operators (AND, OR, NOT) within search phrases, you must enter them in uppercase letters. Otherwise, Primo will consider them as part of the query.

Searching - Excluding Words or Phrases

Use “NOT” to exclude items that contain specific words or phrases.

For example, to search for items with the word “Celtic” and exclude any of these items with the word “Irish,” type the following in the search box:



The screenshot shows a search bar with the text "celtic NOT irish" entered. The search bar is part of a navigation menu with tabs for "Books & More", "Digital Collections", "Multidisciplinary Articles", and "Spencer Collection Articles". Below the search bar, there is a dropdown menu set to "Everything in the Spencer Library" and a "Search" button. Below the search bar, there are two more dropdown menus: "All items" and "that contain my query words".

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Searching - Using Wildcard Characters

?—enter a question mark to perform a single character wildcard search. For example, type “wom?n” to search for records that contain the strings “woman,” “women,” etc.

—enter an asterisk to perform a multiple character wildcard search. For example, type “photograph” to search for records that contain strings, such as photographer, photography, and photographic.

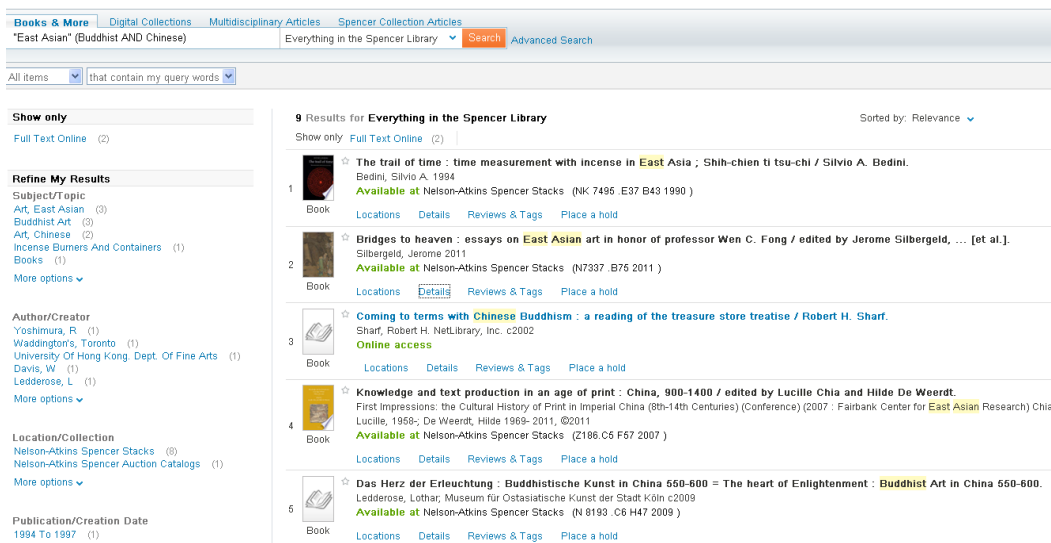
Searching - Grouping Terms Within a Query

Use parentheses to group terms within a query. For example, to search for “Shakespeare” and either “tragedy” or “sonnet,” type the following in the search box:



***note:** Library OneSearch assumes that you are searching for all entered words unless “OR” or “NOT” are specified between the words and phrases.

Example Search using Grouping:



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The above search pulled resources containing the exact phrase, “East Asian” somewhere in the record as well as both “Buddhist” and “Chinese.” This search returned 9 books fitting these criteria.

Searching for Materials using Chinese Japanese Korean (CJK) Language Searching

中国玉器 (Chinese Jade)

Library OneSearch search displays CJK titles along with their Romanized and/or English title. When CJK titles are searched in Library OneSearch the same results are retrieved regardless of spacing, and whether the simplified or traditional Chinese characters are used.

Emailing or Printing

To print item records for specific items, select the star by the records you want to print. Your selected items will be accessible during you session in the **e-shelf** in the upper most right corner of the screen. To email or print, select the **e-shelf** and checkmark the box in front of the records you’d like to email or print. To email you’ll be prompted to enter your email address in the dialog box. When you close your session the contents of the e-shelf will be lost.

Interpreting your Search Results

Using the Refine My Results

Search results for “Caravaggio” include 287 items

The **Refine my Results** column on the left hand side of the screen can be used to further analyze all of the search results at a glance. **Refine My Results** pulls descriptive information from all of the search results. These facets of information can then be selected individually or in combination to further refine which materials you see in your search results.

The screenshot shows a library search interface. At the top, there's a search bar with 'caravaggio' entered and a 'Search' button. Below the search bar, there are filters for 'All items' and 'that contain my query words'. The main content area is divided into two columns. The left column, titled 'Refine My Results', is circled in red and contains several facets: 'Subject/Topic' (with 'Caravaggio, Michelangelo Merisi Da, 1673-1610' selected), 'Author/Creator', and 'Location/Collection'. The right column, titled 'Results 1 - 10 of 287 for Everything in the Spencer Library', shows a list of search results. Each result includes a star icon, a title, author information, and availability details. The first result is 'Caravaggio / authors, Félix Witting, M.L. Patrizi ; translation, Andrew Byrd, Marlena Metcalf.' The second is 'Caravaggio / second revised edition, John T. Spike ; with the assistance of Michèle K. Spike.' The third is 'Caravaggio / [edited by Stefano Zuffi ; English translation, Christopher Huw Evans].' The fourth is 'Caravaggio / Vittorio Sgarbi.' The fifth is 'Caravaggio / Roberto Longhi.'

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The column on the left hand side of your screen, *Refine My Results*, pulls elements from your search results, like subject headings and authors. Information in this column also tells you how many times that specific facet of information appeared in your search results. This can help you to quickly identify important authors writing in the field, further relevant subjects headings that you can use to find other relevant resources, location of materials, publication dates, language of resources as well as suggested searches that you might try to find additional relevant resources. These facets allow you to harness the power of your individual search results at a glance.

The screenshot shows a library search interface. On the left, under 'Refine My Results', there is a 'Subject/Topic' section with the following items: 'Caravaggio, Michelangelo Merisi Da, 1573-1610 (9)', 'Painting, Baroque-Italy (9)', 'Painting, Italian (7)', 'Painting (2)', 'Eros (Greek Deity) (1)', and 'Mnra notions'. On the right, the search results are for 'Studi Caravaggeschi / Roberto Longhi'. The refined filters are 'topic: Painting, Baroque' and 'language: Italian'. The first result is 'Studi Caravaggeschi / Roberto Longhi' by Longhi, Roberto, 1890-1970 1999-. It is marked as 'Available at Nelson-Atkins Spencer Stacks (ND 623 .C26 L66 1999 CARAVAGG)'. Below the title are links for 'Locations', 'Details', 'Reviews & Tags', and 'Place a hold'.

***note:** To add filters to your search results select any field from the left hand column. Once selected, applied filters will display directly above your refined results. To remove filters select, or all filters, select the x by the field directly above your search results.

Digital Image Collections

This growing collection includes digitized materials from the library's collection and the archives. Search the collection for images of unique resources from the library's collections, digitalized resources from the museum's archives and more. Materials can be searched by title, author, and by subject. To access the full size image select the **title** of the object and for additional information about the digitized resource select **Details**. Details include important information about the resources including subject headings, object type, and location information.

The screenshot shows a library search interface for 'Digital Collections'. The search term is 'nelson'. The results are sorted by 'Relevance'. The left sidebar shows 'Refine My Results' with sections for 'Author/Creator' (Thomas Handforth, Chinese Street Scenes (12); Eugene Delacroix (5); N. C. Wyeth, James Boyd, Fiction (3); Laurence Sickman, Sickman, Laurence (3); Magic Theater Exhibition, Stanley Landsman, Landsman, Stanley; Walk-in-Infinity Chamber (2)) and 'Subject/Topic' (Delacroix, Eugène, 1798-1863 (5); Handforth, Thomas, 1897-1948 (12); Nelson, William Rockhill, 1841-1915 (2); United States--History--Revolution, 1776-1883--Fiction (3); William Rockhill Nelson Gallery Of Art And Mary Atkins Museum Of Fine Arts, Nelson-Atkins Museum Of Art (14)). There is also a 'Suggested New Searches' section. The main results list includes: 1. [William Rockhill Nelson] [no date] Photograph from Archives. Online access. 2. [Laura Nelson Kirkwood] [no date] Photograph from Archives. Online access. 3. [Oak Hall] [no date] Photograph from Archives. Online access. 4. [Oak Hall interior] [no date] NAMA Archives photograph. Online access. 5. [William Rockhill Nelson Gallery of Art and Mary Atkins Museum of Fine Arts] [no date] Photograph from Archives.

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Find Articles in Digital Collections

Multidisciplinary Articles

Selecting the **Multidisciplinary Article** tab, will automatically populate your search from **Book & More** in the keyword search in the **Multidisciplinary Articles** tab. When searching in **Multidisciplinary Articles** you're searching articles from a broad range of sources from information on literature, culture and history to articles on nature and geography. This is an easy way to connect your research topic to a broader interdisciplinary context.

Example Search

Searching for "Albrecht Dürer" within the **Multidisciplinary Article Search** returns several articles about Albrecht Dürer analyzed from a multidisciplinary perspective.

1  Article ☆ **Science in culture: naturally natural. Albrecht Dürer's studies of animals have a life of their own**
Kemp, Martin
Nature, 2002, Vol.420(6917), pp.744 [Peer Reviewed Journal]
[Click title for availability](#)
[Details](#) [Reviews & Tags](#)

2  Article ☆ **The skill and the broad knowledge: albrecht durer as the epitome of the artist-intellectual**
Dominiczak, Marek H
Clinical chemistry, 2012, Vol.58(7), pp.1168-70 [Peer Reviewed Journal]
[Click title for availability](#)
[Details](#) [Reviews & Tags](#)

3  Article ☆ **Albrecht Durer and Rembrandt van Rijn**
Kyle, R A ; Shampo, M A
JAMA : the journal of the American Medical Association, 1979, Vol.242(3), pp.278 [Peer Reviewed Journal]
[Click title for availability](#)
[Details](#) [Reviews & Tags](#)

[View all versions](#)

Search results will include both citations and links to full text articles. Selecting *Details* will display full citation information. To view availability options select the *title* of the article in the search results. If the record links to available full text through one of the library's subscription databases, you'll be linked directly to the article. If no full text is linked, the citations information can be used to search the library's collection for the physical journal title in the stacks by selecting, *Holdings in Nelson-Atkins Library OneSearch*. In general if the record includes the phrase, *Click title for availability* in red you won't be linked to the full text, if the record preview includes the phrase, *Full text available* in green you will be linked to the article's full text.

***note:** Not all subscription databases are searchable from **Multidisciplinary Article** or the **Spencer Collection Articles** tab. All databases are available when searching from the Library OneSearch in the **Find Databases** link.

Spencer Collection Articles

Selecting the tab **Spencer Collection Articles** tab automatically populates your search and expands it to search subscription databases as well as freely available relevant resources specifically selected by the Spencer Art Reference staff. **Spencer Collection Articles** searches retrieve information from subscription art encyclopedias, article databases, indexes of citations as well as images. Your initial search from **Books and More** is automatically populated in the tab **Spencer Collection Articles**. Your initial search in Spencer Collection Articles will search resources included in scope *General Art History*. For subject

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specific searching you are able to select another discipline, ranging from *American Indian* to *European Painting and Sculpture*, from the drop-down menu.

***note:** To see which databases are included in the scope *General Art History* select **Find Databases**. Within the **Find Databases** dialogue box select the category *General Art History*. The databases without shaded boxes are generally searched from the **Spencer Collection Articles** tab. Searching the **Spencer Collection Articles** tab also includes links to the library catalog to search the library's physical journal collections. While the majority of the library's databases are searchable from **Spencer Collection Articles**, some of the library's databases are only searched from a link in **Find Databases**.

***Spencer Collection Articles** search results are only fully available from in the museum and by visiting the library. Searching from outside the museum will retrieve results only from freely available resources included in this collection.

Example search

Searching for "Edward Weston" in our **Spencer Collection Articles** will retrieve relevant articles from many of the library's subscription databases.

The screenshot shows a 'Refine Search' panel with a close button (X) in the top right. Below the title are links for 'Include', 'Exclude', and '(search details) Location/Collection'. A table lists several databases, each with an 'Include' checkbox, an 'Exclude' checkbox, and the database name followed by a count in parentheses. The rows are: American Periodicals (XML) (ProQuest) (30), ARTbibliographies Modern (CSA) (ProQuest XML) (30), New York Times (1851 2006): ProQuest Historical Newspapers (30), WorldCat (OCLC) (30), ArticleFirst (OCLC) (28), and 19th Century American Art (OCLC / FirstSearch) (26).

Include	Exclude	(search details) Location/Collection
<input type="checkbox"/>	<input type="checkbox"/>	American Periodicals (XML) (ProQuest) (30)
<input type="checkbox"/>	<input type="checkbox"/>	ARTbibliographies Modern (CSA) (ProQuest XML) (30)
<input type="checkbox"/>	<input type="checkbox"/>	New York Times (1851 2006): ProQuest Historical Newspapers (30)
<input type="checkbox"/>	<input type="checkbox"/>	WorldCat (OCLC) (30)
<input type="checkbox"/>	<input type="checkbox"/>	ArticleFirst (OCLC) (28)
<input type="checkbox"/>	<input type="checkbox"/>	19th Century American Art (OCLC / FirstSearch) (26)

Find Databases

Selecting **Find Databases** in the upper right hand corner of the screen links you to a full list of all of the library's subscription databases and freely available suggested resources. In **Find Databases** all of the library's available databases are divided alphabetically by name or searchable by Title, Keyword or Publisher. You are able to browse for relevant databases by *Type* or by *Category*. The **Find Databases** link is useful when you know the database, or the type of database that you want to search. **Find Databases** is the only place where you're able to see every database that in the Spencer Art Reference Library's collection. When viewing the databases within the alphabetical list, databases with a shaded box and [Link Only] written after the title are not searchable from **Spencer Collection Articles** but are searchable by selecting the link in **Find Databases**.

***note:** to search all of the databases, in the *Name* field search using the wildcard * and *starts with*. This will pull all of the library's subscription and freely available databases.

New Search

Library OneSearch automatically populates your search as you browse the library's collection, within **Books & More** or as you narrow your search to **Spencer Collection Articles**. If you would like to start a new search at any point you can always delete your search or select **New Search** in the upper right hand corner of the screen.

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A-Z – Where to find Articles

In **A-Z** online journals you can either browse the journal collection or search for a specific journal title. **A-Z** lets you search the Spencer Art Reference Library's digital holdings and provides links to the library's catalog to search for physical holdings. In addition to all of the digitally available content, **A-Z** also allows you to quickly link to the catalog and search the physical holdings of the journal. **A-Z** can be a timesaver, taking the guesswork out of locating a digital copy of an article. Working from a citation **A-Z** allows users to immediately see if an article is available digitally and in which database. **A-Z** records always link back to both Library OneSearch and the Basic Catalog, pre-populating library catalog searches with the standard number (ISSN) of the journal. For more about searching for journals or articles in the library's physical collection please see journal searching.



Find e-Journal

English

Title Category Locate CitationLinker

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Others

Title: Starts with Contains

Total number of e-Journals: 1

[Switch to Table View](#)

[Archives of Asian art](#) [0066-6637]

Abstract available in [EBSCOhost Art Index Retrospective](#)
Available from 1968 until 1983
Full text available via [JSTOR Complete](#)
Available from 1966 volume: 20 until 2009 volume: 59
Full text available via [OCLC FirstSearch ECO](#)
Available from 2009 volume: 58 issue: 1
Abstract available in [Wilson Art Abstracts](#)
Available from 1984
Table of contents from [Wilson Art Index Retrospective](#)
Available from 1968 until 1983

[Arts and Humanities: Performing Arts, Travel and Leisure](#)

[Continues:](#) [Archives of the Chinese Art Society of America](#) [1945-2926]

Example Search

In searching for the journal title, “*Archives of Asian Art*,” I see all of the databases that provide access to the journal. I also see whether that access is available full text or abstracted and the date ranges that are available. Based on your citation information you can select the database that provides access to the journal during the time period when your article was published. To access the article select the appropriate database, you’ll be linked to the database and can search for your article.

***note:** A-Z links to databases that provide indexing, abstracting and full text. Not all databases available from A-Z provide full text access.

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Sign in for Museum staff only

Library OneSearch is fully searchable, with all of the features highlighted above, without signing in. Signing in to Library OneSearch is available to those library users with an account. If you're interested in learning more about functionality available through signing in please contact a library reference staff member.

Spencer Art Reference Library Staff members are happy to help.
Please contact us with questions:

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