Quick Search

Using the Quick Search Tool at KU Libraries
As always, we begin at the Libraries homepage (lib.ku.edu).

- The search bar under the **Get Started** tab at the top of the Libraries homepage allows students and faculty to search for print and electronic books, journal articles, images, and many other resource genres through a single search.
- Type your search into the search bar and click **Search**.
There are a few things to note before you examine your search results.

First, you can locate how many results your search turned up. These results lead to journal articles, books, and more.
• Second, there are several options to expand or narrow your search on the left-hand side of the screen.
  • At the top left, you can limit your results under the heading **Show Only** to peer-reviewed journals, full text online, and physical materials available in the KU Libraries.
  • Below that and under the heading **Narrow My Results**, you can limit your search by format, topic, date of publication, author, language, database, and journal.
  • By any of the headings, you can identify areas that are specific to your research.
  • Once the window opens with related searches, you can either include or exclude content that fit your research interest. You can include or exclude as many areas as you want.
• Through narrowing your search results, you will begin to lower your total results to a more manageable number.
• You can continue to expand or narrow your results as your research requires.
• You can remove the included or exclude topics by clicking on the X in the box next to the topic you wish to exclude.
• Once you have narrowed and are ready to read your results, you can go directly to the electronically available article or book by clicking on the blue title or the View Online tab.

• When you have found some results you want to keep, you can mark them by checking the box by each resource title, which adds them to your e-Shelf.
  • To view the search results you have saved, you will need to click on the e-Shelf link located at the top right of the page.
  • In order to view these results at a later date, you must sign in with your KU ID and password.

• Once you have logged in using your KU ID and password, you can click on the e-Shelf link.
  • The e-Shelf lists the marked results, which you can e-mail, print, or export to additional tools such as EndNote and Zotero.
• To use the Libraries’ search tool to locate articles and books, please check out our other tutorials.

• Finally, if you need more assistance, you can always contact us directly through Ask-a-Librarian, which is located to the right of the search tool on the KU Libraries’ homepage.