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GENERAL INFORMATION
RUQuest is a search engine that searches the collection of Radboud University, as well as the collections of other libraries worldwide. Using RUQuest you will find the entire printed and electronic collection of the Libraries of the Radboud University.

Would you like to see whether a journal is available on paper or digital in the Law Library, please go to the list of Journals Law Library (http://libguides.ru.nl/rechten/tijdschriftenlijst).

HELPFUNCTION
By opening the option Library Links in the upper right corner of the screen, you’ll find the help function of RUQuest by clicking on RUQuest Help (http://libguides.ru.nl/ruquest).

SEARCHING
Standard search bar
RUQuest opens in the screen below with a standard search bar.

You can enter your search terms in the standard search bar of RUQuest. The general search bar searches standard in the search field Keyword (for more information, go to page 5).

When you use several search terms, you automatically search with an AND-relation. You can use the following operators to combine search terms.

Combining search terms

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>all search terms must be present in the resulting records</td>
</tr>
<tr>
<td>OR</td>
<td>any of your search terms can be present in the resulting records</td>
</tr>
<tr>
<td>NOT</td>
<td>exclude terms from your search</td>
</tr>
<tr>
<td>w</td>
<td>both terms should be present in the specified order</td>
</tr>
<tr>
<td></td>
<td>put a number between 1 and 25 behind the w than there can’t be more words between the search terms then indicated</td>
</tr>
<tr>
<td>n</td>
<td>both terms should be present in the random order</td>
</tr>
</tbody>
</table>
put a number between 1 and 25 behind the n than there can’t be more words between the search terms then indicated

“..” phrase searching

Advanced search
Via Advanced search you can use several extra search fields and possibilities at the same time.

Via the drop down box you can select several search fields. The most important are:

- **Author**: search by name of the author
  - we recommend to search only by last name (without any possible prefixes)
- **ISBN**: search by the unique number (International Standard Book Number) of the book
- **ISSN**: search by the unique number (International Standard Serial Number) of the journal
- **Corporate author; Corporate/Conference Name**: search with words out of the name of a company, institution, organization, community, congress
- **Subject**: search on the subject of the publication – search by added keywords
Series search for parts of a series
  
Title search by words of the title of the publication
  leave out articles at the beginning of a title

Keyword Search with all the words that are in the description of a publication. With this option you search in the broadest sense of the description of a publication!

Please don’t use the search fields **Author phrase, Title phrase**, etc. because then you’ll miss relevant results. Instead, use quotation marks if you want to do phrase searching.

Via the advanced search form you can use operators to **combine** your search terms, to either narrow or broaden your set of results:

- **AND** (default setting)
  all search terms must be present in the resulting records
- **OR**
  any of your search terms can be present in the resulting records
- **NOT**
  exclude terms from your search

When you need more rows, you can click on **Add row**.

Additionally, via advanced search you have the possibility to **narrow** your search using the next options:

- **Only return peer-reviewed articles**
  With this option you can limit your results with only peer-reviewed articles.
  ❣ The use of this option for the discipline of Law is discouraged.
- **Format**
  This means the kind of publication, for example Article, Book, eBook, Journal/Magazine. By default, all formats are searched.
- **Year**
  You can enter a year or a period here.
- **Location**
  You can specify which collection(s) you want to search; Radboud University, Libraries in the Netherlands or Libraries Worldwide. Standard search is Radboud University. Furthermore, you can select the location, for example Law Library or Central Library.

**Truncation and wildcards**

For truncation of words or replacement of letters and numbers in search terms, you can use the following signs:

- `*` root words that have multiple endings
  Example: librar* = library, libraries, librarian
- `?` substitutes 0 to 9 characters in a word
  put a number behind the question mark and it replaces the specified number of marks
  pre?ed = presorted, prevented, ..... 
- `#` substitutes one letter
  Example: wom#n = woman, women
Further refining your search
Besides the options mentioned before, it is highly recommended to refine your search results afterwards by using the left-hand menu option Filters. See the image below.

You have the possibility to refine by:

- **Library**: the collection of the publication. You can also refine by Radboud University or, more specific, Law Library!
- **Content**: full text or Peer Reviewed
- **Format**: the type or kind of publication
- **Databases**: the database in which the publication should appear
- **Author**: here you can select the name of the author(s)
  - Not all the variations of the author appear in the list. By selecting certain names, you can miss publications.
- **Year**: year or period of publication
- **Language**: language in which the publication is written
- **Topic**: Please don’t use this option! In the Netherlands we don’t use this code.

Maintain search filters from search to search
RUQuest lets you preserve your search context by reapplying the selected filters without manually selecting them for each search in a search session. You can use filters multiple times throughout a search session.

The Selected Filters box contains options to turn off this feature, to remove individual filters from the search and to reset the search to the configured defaults.
SEARCH RESULTS

After searching you’ll see a list of results. On the right side of the screen you’ll see the following information:

- You only get to see one print of the books. This is the most recent and available print. Click on View all editions & formats to see which prints are available in the Radboud University or other libraries in the Netherlands or worldwide. It also occurs that several descriptions of the same title are made. You’ll see them in the list of search results as well.
- You only see information about one copy. To be sure, click on the title to see whether perhaps more copies are available in the Radboud University.
- Ones you’ve clicked on the title, you’ll see all relevant information about the publication:
  - By clicking on Description, the complete description of the title appears, including added keywords (Subjects) and a short note about the content (Content).
  - When you select Editions and Formats, you’ll see an overview of the available editions (as well as several title descriptions).

This is the call number (Z26-533) of the book.

Click on the title of an item to view the details. If an electronic version is available at Radboud University, click on Access online. Please note that this is not always the most recent one!

• This means that the book is temporarily unavailable.

availability of the book

O Available

O Checked Out, Due 1/10/17

means present! Information about the library (location) is given next to this message. You can also find there whether the book is lendable or reference only.

• You only get to see one print of the books. This is the most recent and available print. Click on View all editions & formats to see which prints are available in the Radboud University or other libraries in the Netherlands or worldwide. It also occurs that several descriptions of the same title are made. You’ll see them in the list of search results as well.
• You only see information about one copy. To be sure, click on the title to see whether perhaps more copies are available in the Radboud University.
• Ones you’ve clicked on the title, you’ll see all relevant information about the publication:
  - By clicking on Description, the complete description of the title appears, including added keywords (Subjects) and a short note about the content (Content).
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• You only get to see one print of the books. This is the most recent and available print. Click on View all editions & formats to see which prints are available in the Radboud University or other libraries in the Netherlands or worldwide. It also occurs that several descriptions of the same title are made. You’ll see them in the list of search results as well.
• You only see information about one copy. To be sure, click on the title to see whether perhaps more copies are available in the Radboud University.
• Ones you’ve clicked on the title, you’ll see all relevant information about the publication:
  - By clicking on Description, the complete description of the title appears, including added keywords (Subjects) and a short note about the content (Content).
  - When you select Editions and Formats, you’ll see an overview of the available editions (as well as several title descriptions).

This is the call number (Z26-533) of the book.

Click on the title of an item to view the details. If an electronic version is available at Radboud University, click on Access online. Please note that this is not always the most recent one!
By clicking on **Availability / Holdings** you get to see how many copies in which library of the Radboud University are available. The shelf mark codes (Z26-533) are also available. Besides this information, you’ll also see whether the publication is lendable or reference only.

- Take a look at the images of the complete description below and on the next page!
You can sort your search results in different ways. By default, the result is sorted by **Relevance Only**.

You can also sort by:

- **Most recent**
- **Library**
  - This can be useful when you expand the searching results to Libraries in the Netherlands or Libraries Worldwide. Then the publications which are relevant and present in the libraries of the Radboud University are on top of the list.
- **Author (A-Z)**
- **Date (oldest first)**
- **Date (newest first)**
- **Most widely held**
- **Title (A-Z)**
EXPORT

In the list of results and at the description of the title of one item, you’ll find next to each result the following buttons: 

When you have found an interesting article or book, you can use these buttons to e-mail, save or export the information. Go to RUQuest Help (http://libguides.ru.nl/ruquest) for more information (via tab Library Links).

LOGIN

In RUQuest you can make reservations for items. There’s also the possibility to request items from other locations. Furthermore, once you’re logged in, there is a possibility to save searches, so you can use them again later.

To use these options, you need to login. Click on the button Sign in on the right upper corner of your screen.

Now the following message will appear:

Click on Radboud University with University Library Account via SURFconext.

Next the message below appears, which you use to login with your S-, U- or Z-number (for external users, log in with your e-mail address and password, set up for your library card).

According to the RU-privacy policy, the first time you login, you need to give permission to save your personal data when you request, renew or reserve items. When you don’t give this permission, you
cannot use our services. By clicking Yes, share this data, you’ll get access.

Click on the button on the upper right corner with your first name on it and you have access to My Library Account. Here you can find:

- Contact information with your name and email address.
- The button Change password -> this is only available for external users!
- An overview of your loans with the possibility to renew via the tab Checkouts.

- Your loans will be automatically renewed 10 times unless someone else has reserved the book. If someone else reserved the book, you will receive an e-mail to let you know you need to return it.
- The buttons Edit note and Add note cannot be used (yet).
- An overview of your requests and reservations via the tab Holds.

- Via the tab Delete you can cancel the reservation.
- Via the tab Edit you can change the pick-up location. Also, you can indicate the expiration date of the reservation.
- The buttons Edit note and Add note cannot be used (yet).
• An overview of your **Charges**. Once the charges add up to €2.00 you will not be able to borrow, request or renew books.

**REQUEST AND RESERVE**

• Search for the publication and click on the title.
• Beneath **Availability / Holdings** you’ll see the button **Place Hold**.

- Login. For more information about **Login**, go to page 10.
- Next you’ll see the following screen:

  [Image of a screenshot showing the place hold process]

  • Select the location in which you want to pick up the publication and click on **Submit**.
  • You will receive a notification by email as soon as the requested item(s) are ready for pick up.
  • The buttons **Edit note** and **Add note** cannot be used (yet).
REQUEST OUTSIDE THE RADBOUD UNIVERSITY

Via RUQuest you can search in the collection of the University Library Nijmegen. Besides that, you can also search through the collections of other Libraries in the Netherlands and in the collections of Libraries Worldwide.

When you need an article or printed book that’s not at the Radboud University, you can request it via InterLibrary Loan (ILL). You need an ILL-account for that.

RUQuest is connected with ILL. With this system requests for books or copies of journals automatically are forwarded to the libraries that can provide the items. Delivery of items and books goes by post or digital. For this service you need an ILL-account. On the website of the University Library you can find information about the ILL-account (http://www.ru.nl/library/services/borrowing/requests-outside-ru/).

After you selected the title in RUQuest, you have the possibility to click on the button ILL request. See the image below.

![Image of RUQuest interface](image)

After clicking, you will automatically go to PiCarta. Choose in PiCarta at the bottom left of the screen for borrow or photocopy for copies of magazine articles. Log in with your ILL account and follow the steps.
SAVE SEARCHES
Once you’re logged in, you can save a search to use it later again. In the list of results you can find the option *Save this search* on the left side of your screen.

When you want to use a saved search again, click on your name in the upper right corner of the screen and choose *My Saved Searches*.