



LIBRARY & ARCHIVE CATALOGUE

USER GUIDE

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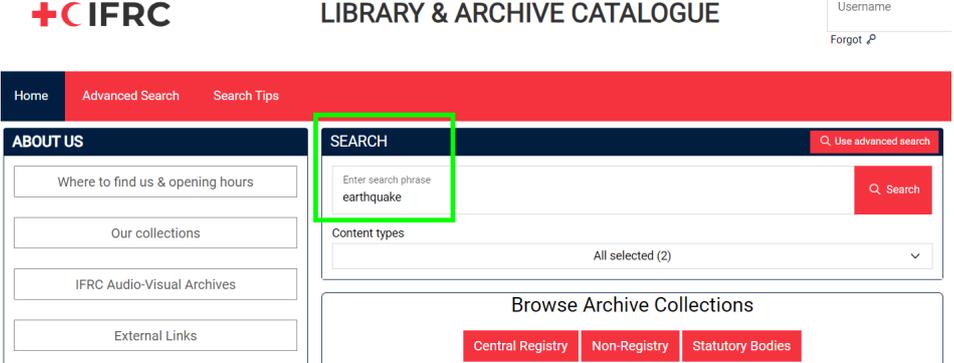
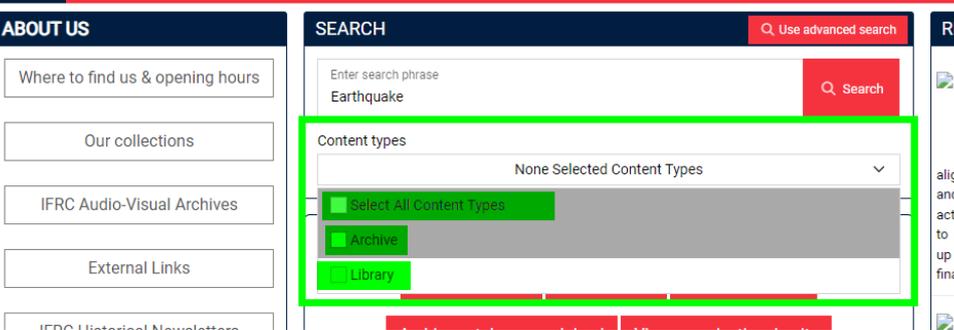
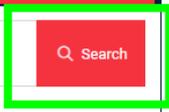
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Contact Us:

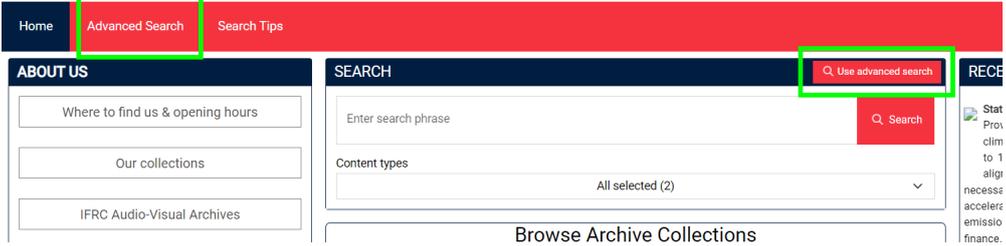
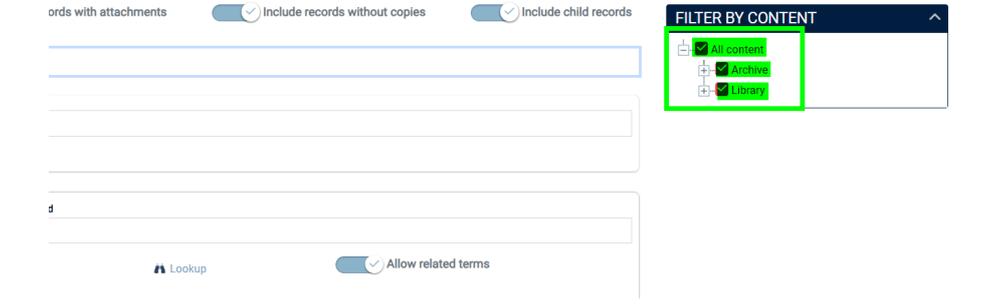
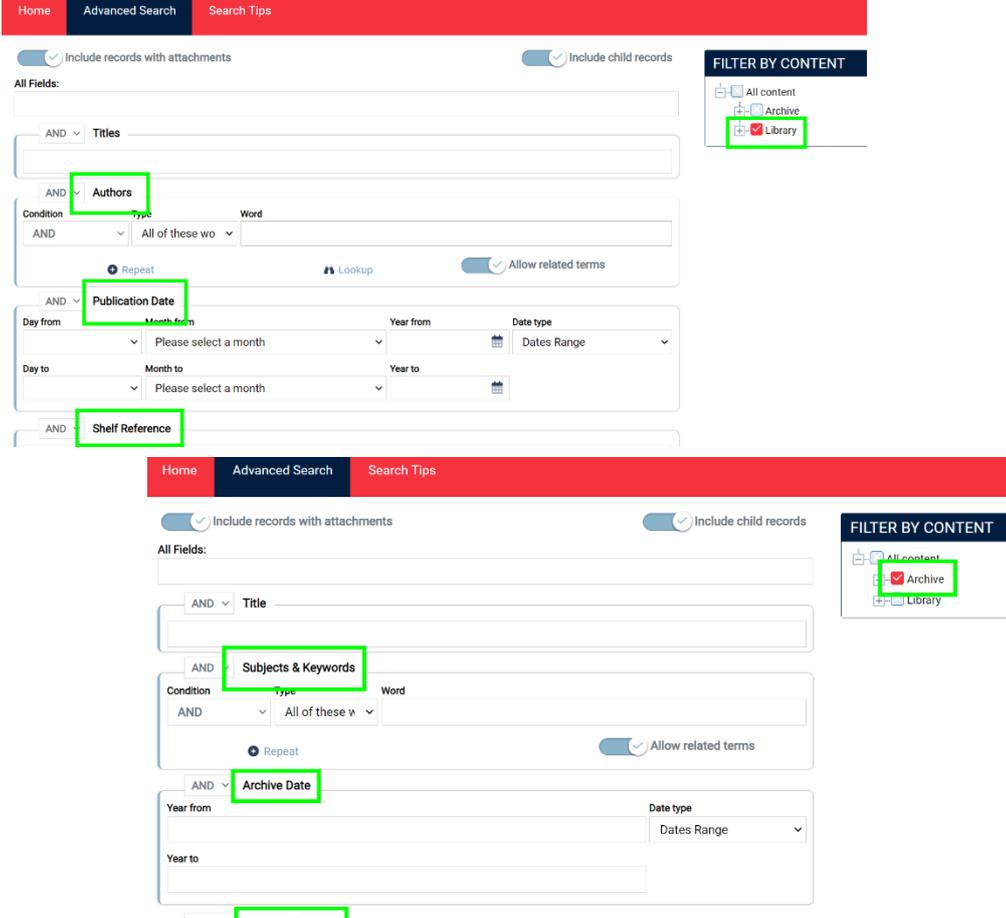
Archives.contact@ifrc.org

Library@ifrc.org

SIMPLE SEARCH

<p>Enter a term (such as earthquake) in the search box on the main page.</p>	
<p>Select the Content Types:</p> <ul style="list-style-type: none"> • Library collection (published resources) • Archive collection (IFRC archives) • or both collections (published resources & IFRC archives) 	
<p>Click on Search</p>	

ADVANCED SEARCH

<p>Click on Advanced Search (both buttons link to the same web page)</p>	
<p>Select the Content Types:</p> <ul style="list-style-type: none"> • Library collection (published resources), • Archive collection (IFRC archives), • or both collections (published resources & IFRC archives). 	
<p>The search fields will change according to the selected Content Type (Archives or Publications).</p>	

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Add fields to refine the search.

The screenshot displays a search interface with a sidebar on the left and a main search area on the right. The sidebar contains a section titled "Additional Fields" with a dropdown menu labeled "Choose additional field for search". This dropdown menu is open, showing a list of search fields: Access Restrictions, Accessible From, Administrative History, Alternative Title, ARC Attachments, ARC Thesaurus, Archive Content Type, Attached Documents, Author or Person Responsible, Box Number, Call Number, Catalogue Status, CID, Classification, Collation, Content Type, Copyright, Created Date, and Creating Org Units. Below the list is another dropdown menu labeled "Choose additional field for search" and the text "Use simple controls". The main search area has a header "Allow related terms" and a search bar with a "Clear" button and a "Search" button.

Additional Fields

Choose additional field for search

Choose additional field for search

- Access Restrictions
- Accessible From
- Administrative History
- Alternative Title
- ARC Attachments
- ARC Thesaurus
- Archive Content Type
- Attached Documents
- Author or Person Responsible
- Box Number
- Call Number
- Catalogue Status
- CID
- Classification
- Collation
- Content Type
- Copyright
- Created Date
- Creating Org Units

Choose additional field for search

Use simple controls

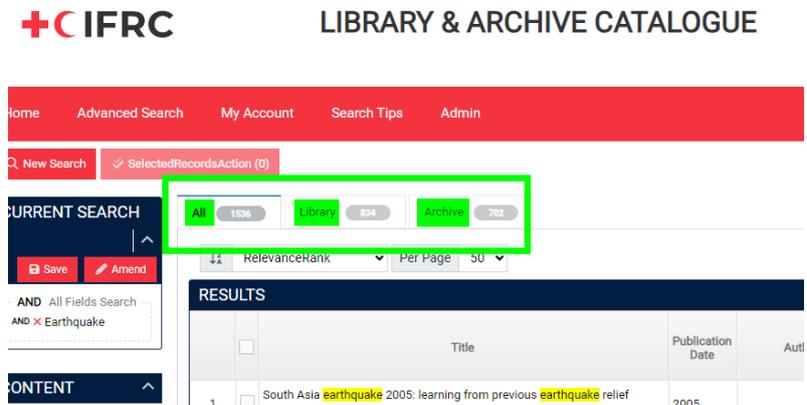
Allow related terms

× Clear Search

SEARCH RESULTS (SIMPLE AND ADVANCED SEARCHES)

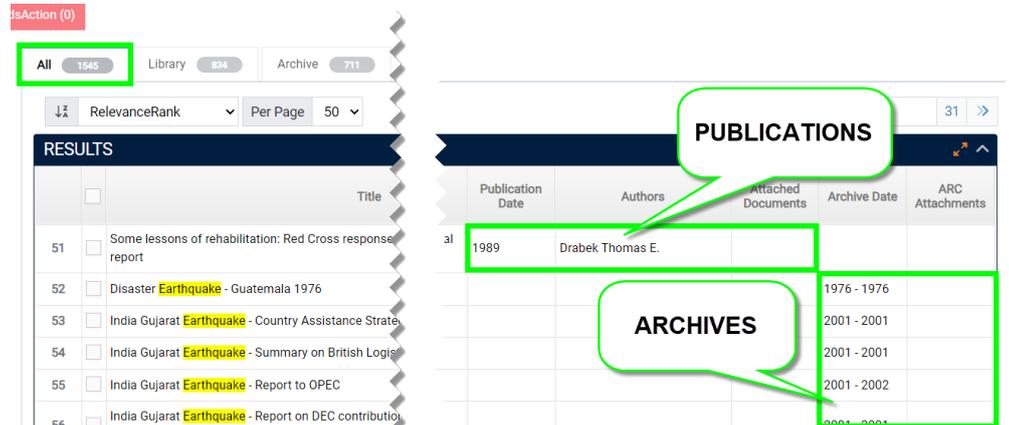
If you select **both collections** (in Simple and Advanced searches), the page results displays the results in both collections (**All**).

You can also select the **Library** or the **Archive** tabs to view the same results, but in their respective collection.



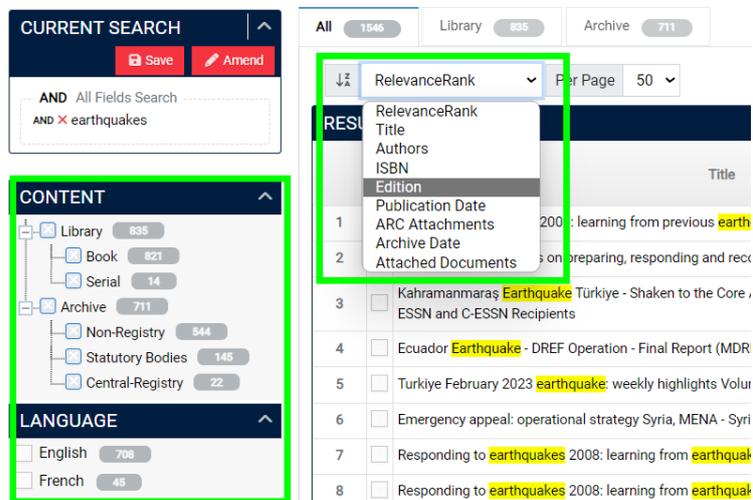
In the **All** tab, you will be able to differentiate the **publications** from the **archives** by the information in the columns:

- If some or all the **first three columns** contain information, they are publications
- If some or all the **last two columns** contain information, they are archives



To refine the search:

- Filter by the options in the menu on the left (Content, Language, etc.)
- Sort by any of the columns by selecting them in the **drop-down menu on the top of the results list**



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Scanned versions of the publications or archives are identified by a PDF symbol in the following columns:

- Attached Documents (Publications)
- ARC Attachments (Archives)

Title	Publication Date	Authors	Attached Documents	Archive Date	ARC Attachments
the implementation of the guidelines for domestic facilitation and regulation of f and initial recovery assistance	2019		PDF		
urich Flood Resilience Alliance phase II - lessons from year 1. Full report	2019		PDF		
urich Flood Resilience Alliance phase II - lessons from year 1. Executive	2019		PDF		
Bangladesh	2019		PDF		
national Nurses Association Newsletter				1964	PDF PDF PDF
rom previous relief and recovery operations	2008	Alam Khurshid	PDF		
updated global edition - advocacy report 2010	2010		PDF	1957 - 1969	
focus on Europe - advocacy report	2009		PDF		

Search Results - System Issue with PDF Attachments

Currently, when a catalogue entry features multiple PDF attachments, the system erroneously highlights all PDFs instead of specifically identifying those containing the searched terms. We have brought this issue to the attention of the supplier, and a resolution is scheduled for a future release. Meanwhile, users are required to manually search each PDF within a catalogue entry to locate those relevant to the search terms.

Modify an existing search:

In the search results page, click on **Amend**.

Add information to the fields to obtain more precise search results.

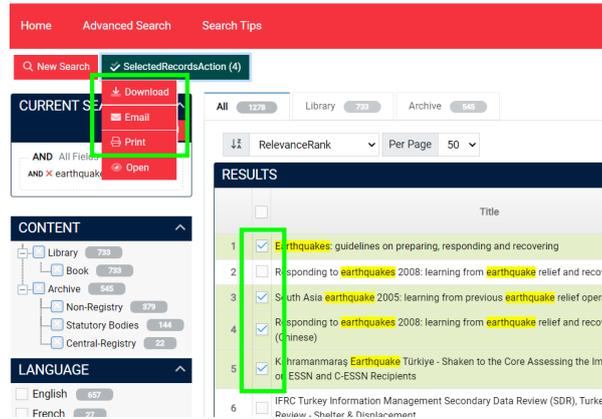
The screenshot shows the search interface with the following elements:

- Navigation:** Home, Advanced Search, Search Tips.
- Search Actions:** New Search, SelectedRecordsAction (0).
- CURRENT SEARCH:** AND All Fields Search, AND earthquakes. An **Amend** button is highlighted.
- CONTENT:** Library (736), Book (736), Archive (545), Non-Registry (379), Statutory Bodies (144), Central-Registry (22).
- Amend Search Modal:**
 - Search Conditions:** Search Conditions, Content & Location Filters.
 - Filters:** Include records with attachments, Include child records.
 - All Fields:** earthquakes.
 - AND Titles:** [Empty field]
 - AND Authors:** Condition: AND, Type: All of these, Word: [Empty field]. Includes Repeat, Lookup, and Allow related terms options.
 - AND Corporate Author:** Condition: AND, Type: All of these, Word: [Empty field]. Includes Repeat, Lookup, and Allow related terms options.
 - AND Publication Date:**
 - Day from: [Empty], Month from: Please select a month, Year from: 2010, Date type: Dates Range.
 - Day to: [Empty], Month to: Please select a month, Year to: 2017, Date type: Dates Range.
 - AND Archive Date:** Year from: [Empty], Date type: Dates Range, Year to: [Empty].
 - Additional Fields:** Choose additional field for search.
 - Use simple controls:** [Empty field]
 - Buttons:** Clear, Search, Cancel.

CREATE REPORTS WITH THE SEARCH RESULTS

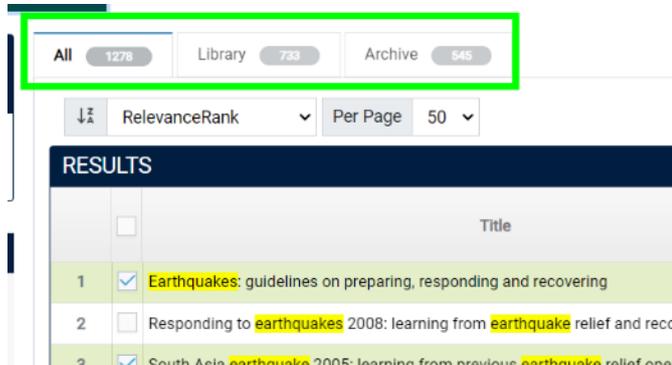
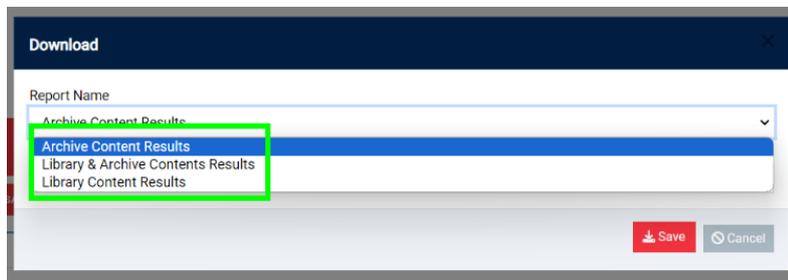
Select catalogue entries to activate the **Selected Records Action** button.

Select one of the 3 options:
Download
Email
Print



For any of the 3 options above, **3 reports are available:**

- **Archive Content Results:** for archives only (results in Archive tab)
- **Library & Archive Contents Results:** for publications and archives (results in All tab)
- **Library Content Results:** for publications only (results in Library tab)

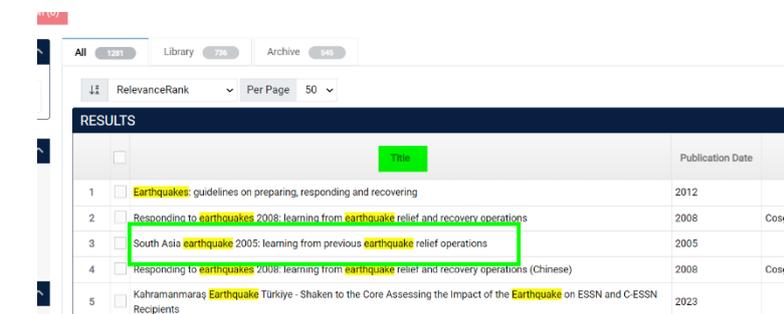


VIEW CATALOGUE ENTRIES AND THEIR PDF ATTACHMENTS

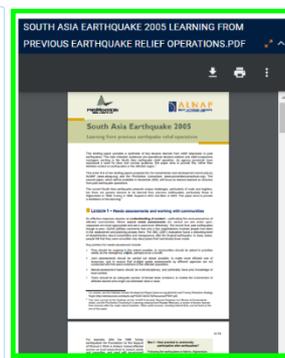
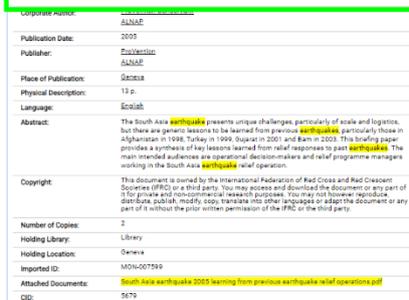
To view all the **details** of one specific catalogue entry, click on the catalogue entry's **title**.

A new page will open with the details of the selected catalogue entry.

If the catalogue entry has a PDF attachment, it will be available for viewing and downloading from this page.

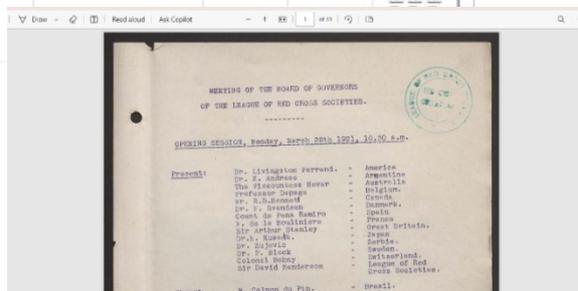
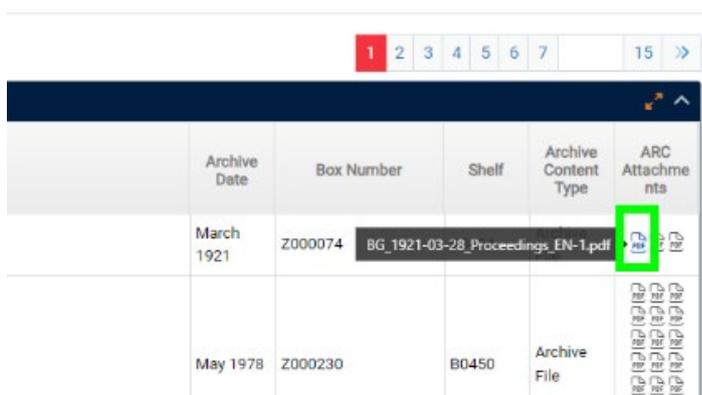


South Asia earthquake 2005: learning from previous earthquake relief operations

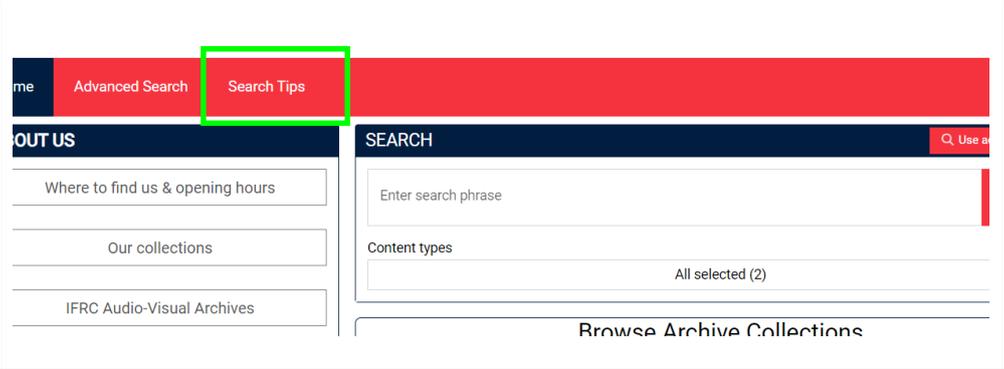
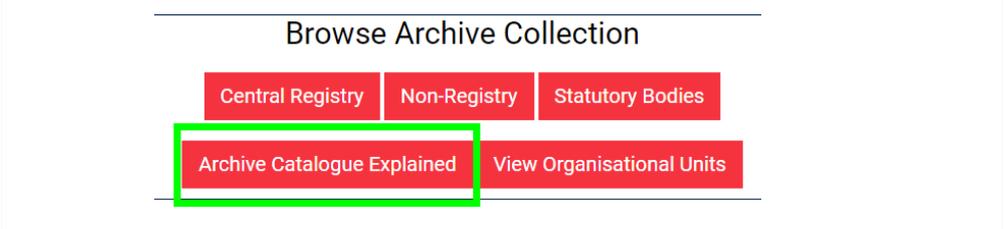


To view the **attachments** from the **search results page**, click on the PDF icon.

A new page will open with the PDF document.



SEARCH TIPS & ARCHIVE STRUCTURE NAVIGATION

<p>Click on Search Tips on the top menu for basic search syntax tips.</p>	 <p>The screenshot shows the top navigation bar with three items: 'Home', 'Advanced Search', and 'Search Tips'. The 'Search Tips' item is highlighted with a green rectangular box.</p>
<p>For the Archive Collection, you can opt for a navigational search, in addition to the simple and advanced searches.</p> <p>On the main page, click on one of the three sections of the Archive Catalogue: Central Registry, Non-Registry or Statutory Bodies</p> <p>Navigate these three sections through their hierarchical trees to provide context and help understand relationships between the records.</p>	 <p>The screenshot shows the 'Browse Archive Collection' page. At the top, there are three red buttons: 'Central Registry', 'Non-Registry', and 'Statutory Bodies', which are highlighted with a green box. Below them are two more red buttons: 'Archive Catalogue Explained' and 'View Organisational Units'. The main content is an 'ARCHIVE HIERARCHICAL TREE' with a legend on the right. The legend items are: 1. Archive Catalogue Section, 2. Archive Series, 3. Archive Sub-Series, and 4. Archive File / Document. The tree structure is as follows:</p> <ul style="list-style-type: none"> 1 Central-Registry <ul style="list-style-type: none"> 2 Associations. - 1934 - 1946 <ul style="list-style-type: none"> 3 International Organizations - Association des Amis de la Ligue - 1952 - 1952 <ul style="list-style-type: none"> 4 Association des Amis de la Ligue 1952 - 1952 - 1952 <ul style="list-style-type: none"> + International Organizations - Other + International Organizations - United + National Organizations - General (b) + Child Welfare - 1944 - 1967 + Conferences (Central Registry) - 1934 - + Disaster Relief - 1953 - 1959
<p>To get more information on the Archive Catalogue structure, click on Archive Catalogue Explained on the main page.</p>	 <p>The screenshot shows the 'Browse Archive Collection' page. At the top, there are three red buttons: 'Central Registry', 'Non-Registry', and 'Statutory Bodies'. Below them are two more red buttons: 'Archive Catalogue Explained' and 'View Organisational Units'. The 'Archive Catalogue Explained' button is highlighted with a green rectangular box.</p>