

Globethics Library Search guide


Accessing the Library

To access the Globethics Library, go to <https://repository.globethics.net>. While a user account is not necessary to access the library content, it is highly recommended that you do register to benefit from additional features otherwise unavailable.

There are two main ways of finding content within the library: searching and browsing.

Searching the Library

Use the search bar on top of each page to search through the library.

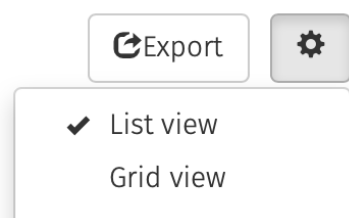
A search bar with the placeholder text "Search" and a magnifying glass icon on the right side.

After submitting your search, you will be led to the 'Discovery' page (/discover). Here you can find your search results and refine your search query if necessary.

By clicking the cog wheel on the top right corner of the search results, you can specify the way the results should be ordered and displayed.



By default results are sorted by Relevance, and a number of 10 results are listed by page in the 'List view'. But you can also display the results in a 'Grid view'.



You will find that there is an additional search box on each community, sub-community and collection home page. This search box will allow you to carry out a simple search at that level of hierarchy or any level below it using a drop down menu.

Here are a few tips on searching:

- The site search box

Search terms entered in the site search box will be searched against all indexed metadata fields, as well as the full text for PDFs, Microsoft Word documents and RTF files.

What is not searched – using stop words

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are: 'a', 'and', 'are', 'as', 'at', 'be', 'but', 'by', 'for', 'if', 'in', 'into', 'is', 'it', 'no', 'not', 'of', 'on', 'or', 'such', 'the', 'to' and 'was'.

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- Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root. For example:

`ethic*`

This will retrieve words including 'ethical', 'ethics', 'ethicist', etc.

- Stemming

The search engine automatically expands words with common endings to include plurals, past tenses, etc.

- Phrase searching

To search using multiple words as a phrase, put quotation marks (") around the phrase, for example:

`"higher education"`

- Eliminate items with unwanted words

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use 'NOT'. This can limit your search to eliminate unwanted hits. For instance, in the search:

`training -students` or `training NOT students`

You will get items containing the word 'training', except those that also contain the word 'students'.

Boolean searching

The following Boolean operators can be used to combine terms. *Note that they must be capitalised:*

- AND – Used to limit searches to find items containing all words or phrases combined with this operator, for example:

`training AND teachers`

This search query will retrieve all items that contain both the words 'training' and 'teachers'.

- OR – Used to enlarge searches to find items containing any of the words or phrases surrounding this operator, for example:

`training OR formation`

This search query will retrieve all items that contain either the words 'training' or 'formation'.

- NOT – Used to exclude items containing the word following this operator, for example:

`education NOT "primary"`

This search query will retrieve all items that contain the word "training" except those also containing the word "primary". Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.:

`(training OR trainers OR teachers) AND ("higher education" OR "tertiary education")`

Advanced search

Alternatively, you can refine your search query on the 'Discovery' page by using the 'Filters' section. To expand this section, click the 'Show Advanced Filters' link. Here you can specify what metadata field should contain or equal a specific value.

Filters

Author/Contr ▾ Contains ▾ + -

Reset Apply

For example, the following advanced search query retrieves all Globethics publications authored by Obiora :

Filters

Author/Co ▾ Contains ▾ obiora + -

Publisher ▾ Equals ▾ Globethics.net + -

Reset Apply

Note that using the relational operator 'equals' requires exact UPPER and lower case values.

You may remove the filters by clicking on the minus (-) symbol of the displayed filter underneath the search box:

+ -

Remove

Browsing the Library

The various browse options are listed on the top left of the left-hand navigation bar:

Browse

All of the Library

- Communities
- Publication Date
- Authors
- Titles
- Subjects

- Browse by 'Communities'

This link will display the repository's full community and collection hierarchy.

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- Other 'Browse by' menu links

Below the 'Communities' browse link, multiple other browse categories can be found (Publication Date, Authors, Titles, Subjects). Each of those browse links will bring you to a page with a list of possible values for this field. You can switch between browse lists, and choose different ordering and display options or jump to a specific location within the list.

- Browse within communities and collections

Each community and collection has additional browse options within it. Browsing a community will also browse any sub-communities or collections within it.

- Browse by facets

You can also refine your search by 'browsing' the facets displayed under 'Filter by Category' displayed on the left-hand navigation bar. The categories available include Author/Contributor, Keyword, Year, Language, Source/Journal, GE Subject, and Document type.

If you want to restrict your search to theological content, use the facet 'GlobeTheoLib'. This will display only theology results of your original query.

GlobeEthicsLib / GlobeTheoLib (GTL)

- GlobeEthicsLib (1575472)
- GlobeTheoLib (999905)

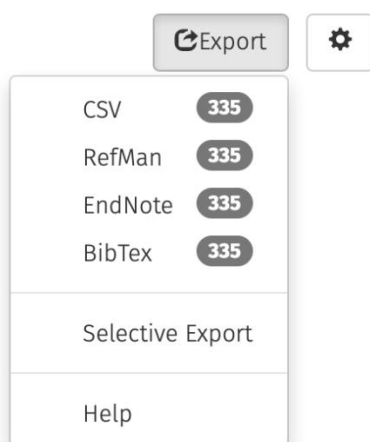
Or, you may want to look up only 'OAI metadata object' under the 'Provenance' facet. This will show you only content, which has been harvested from OAI repositories, etc.

Provenance

- OAI metadata object (2290607)
- Globethics object (86113)
- CNKI imported object (23079)
- IXTHEO metadata object (20178)
- WCC metadata object (5452)
- View More

Exporting Citations

You can export (all or manually selected) search results in various formats (e.g. CSV, RefMan, EndNote, BibTex), by clicking on the 'Export' button left to the cog wheel on the right hand side of the page:



If you use Zotero as reference manager, please export your results in the RefMan (.ris file) format, before you import them into your Zotero library. The metadata of a single item page can be exported directly to Zotero library by the Zotero connector.

There is a limit of 50 citations that can be exported at once.

Subscribing to a Collection and/or Journal

Via your user account

- Login with your user credentials.
- Go to 'My Account' > Profile > Subscriptions.
- Select a Collection and/or Journal of your choice (drop down menu).
- Click on the 'Add' button. The selected collection/journal is listed underneath.
- Click on 'Update Profile' (it is imperative to save the changes).

You will receive an email whenever there is new content added to the Collection and/or the Journal.

Via RSS feeds

- Go to a collection/journal page
- Rightclick on a RSS feed link on the bottom left corner and copy paste it in your Browser (works only with Internet Explorer) or MS Outlook, or any other feed reader.

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