

## Searching the Collection

<http://www.hrhresourcecenter.org>

Module three introduces you to searching the HRH Global Resource Center collection.

You can use the search features of the resource center to find resources that are relevant to your needs. Searching is more efficient than browsing when:

- you already know the title, publisher or author of a resource;
- you are looking for resources on an HRH subject that is not listed in the Browse by Subject menu; or
- if you want to narrow your results to resources that are about multiple subjects and/or geographic areas (e.g. all of the resources that are about Staff Performance and Mali)

The simplest version of the search uses the box in the upper right-hand corner of the screen. Simply type your keywords in the search box and click "Search". This will bring up a list of the GRC resources that contain these keywords in the title, author, publisher or description of the resource.

Access the Advanced Search by clicking on the link directly underneath the Search box on the search results page. The advanced search is designed to help you refine your search for resources by using additional categories such as keyword, category, publisher, series/journal, resource language, resource type, and date of publication.

Finding a resource by keyword is similar to using the simple search. Type a word or phrase in the search box. To search for an exact phrase, put quotation marks around the words. For example, typing World Health Organization without quotation marks will return resources that contain any of the three words, but typing "World Health Organization" will return only resources that have the three words together.

The other search option is to look for resources by category. You can specify which HRH Global Resource Center subjects or geographic areas are of interest to you. To select more than one, hold the Ctrl button when clicking.

Select *In all of the selected categories* to see resources that must contain all the terms you select to limit your results and to make your search more specific. For example, to find resources about Deployment in South Africa, select Deployment as a subject term and South Africa as a geographic term, and then click *In all of the selected categories*.

Select *In at least one of the selected categories* to find resources about several topics at once. For example, if you were interested in seeing resources either on Deployment or South Africa, click each of those items and use the *In at least one of the selected categories* option to get results for resources that are about any one of these topics.

Checking the *Don't include sub-categories* checkbox restricts your search to resources that are tagged with the main subject or geographic heading only. For example, if you want to find resources that are about the Sub-Saharan African region as a whole and NOT about any specific country in the region, select "Sub-Saharan Africa" and then check *Don't include sub-categories*. If you do not select this option, you will receive results that are regionally focused on Sub-Saharan Africa as well as resources specific to one country in Sub-Saharan Africa.

You can also search using the limit fields for publisher, series/journal, resource language, resource type and date. The limit fields can be used in combination with the keyword or category fields to narrow your search results by the terms you select for the limit fields.

To retrieve your search results, click “Search.”

## Summary

Searching HRH Global Resource Center

<http://www.hrhresourcecenter.org>

## Simple Search

Type your keywords in the search box and then click the Search button.

## Advanced Search Options

**Keywords:** Type a word or phrase in the search box. Use quotation marks to search for an exact phrase.

**Find Content By Category:** To select more than one, hold the Ctrl button while clicking.

The radio buttons at the top allow you to specify how the category search works:

- *In all of the selected categories* – only resources which contain all the terms will be returned
- *Select In at least one of the selected categories* – resources that contain any one of the subject or geographic terms you select will be returned.
- Checking the *Include sub-categories* checkbox expands your search to all the subject or geographic terms underneath a main heading.

**Limit Fields:** Allow you to search by or limit your search for resources by specific publisher, series/journal, language, type or date.