Training Notes: Searching the SARChI Library
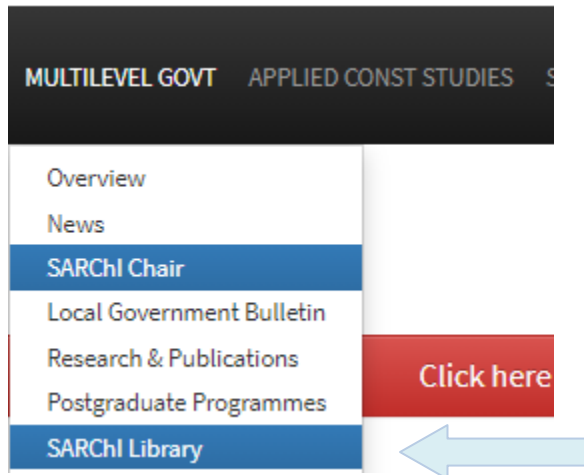
1   Finding the Search screen

1.1   To find the SARChI Library online, click on the link on the DOI website (https://dullahomarinstitute.org.za/) or follow this link: https://inmagic.uwc.ac.za/ics-wpd/textbase/sarchilibrary.html

1.2   You will find this link to the SARChI Library in two ways:

1.2.1   Via the dropdown menu under **Multilevel Govt** on the DOI website's navigation bar:

1.2.2   On the Overview page under **Multilevel Govt** on the DOI website's navigation bar:

Training Notes: Searching the SARChI Library

1.3 The SARChI Library Search page looks like this:

2 Accessing the SARChi Library

2.1 You must receive or request a password to access the database. The password will expire at the end of every academic year.

2.2 First type the **password** in the top box:

2.3 Click on the **eye** that appears to the right in the box to check the spelling of the password.

2.4 Then you can immediately proceed with typing in your search.

Training Notes: Searching the SARChI Library

3   Doing a quick search in the multiple search field

3.1   You can do a quick search by just using the second box on the screen.

Enter any search term(s) below and click Search.

3.2   If you are not sure whether the term you are looking for will actually appear in the title, be a subject or just be a word in the abstract, you can enter your term in this search box to quickly search for the one term across all these fields without entering the term successively into the Title, Subtitle, Subject and Abstract boxes.

Enter any search term(s) below and click Search.

federal   ✕

3.3   When you type your search in this search box, you are actually doing a **multiple field search**, meaning that your search will run across *all the text fields* including the Title, Subtitle, Author, Subject, Contents, Abstract and Source fields.

3.4   So, in this box, you can enter a term from any title, subtitle, author, subjects, contents, abstracts and/or source fields.

Enter any search term(s) below and click Search.

federal   ✕

3.5   Press the **Search** button to execute your search:

Search

4   Searching for a specific term

4.1   Type your search term in the box next to the field you want to search.

Title	
Author	
Subject	
Publication type	
Shelf label	
Bar code	
Year received	

4.2   Make sure to choose the appropriate box. For example, if you want to search for an author, your cursor should be in the **Author** box.

Author	de villiers ×

4.3   Press the **Search** button to execute your search.

5   Truncating search words

5.1   Always truncate or shorten your search word if you are not sure of its form in the database or if you want to pick it up in all its forms, such as:

- singular/plural

- American/British spelling

- present/past/progressive tense

- noun/verb/adjective/adverb

5.2   Shorten the word to its stem AND use the **truncation sign * **(an asterisk/a star) immediately after it. For example, searching for **federal*** in a field will retrieve all records containing the stem of the word: **federal, federalist, federalism,** etc.

Enter any search term(s) below and click Search.

federal*	×

5.3 This is especially useful if you are not sure of the spelling of the rest of the word. For example, if you are unsure how to spell 'de Villiers', just type:

Author   de vil*

5.4 Also use truncated searching if you are not sure of the initials of an author. For example, you can search for and pick up all **the authors with the same surname**:

Author   Hope*

6   Searching for a phrase

6.1 To search for a phrase, type the phrase that you want to find in the appropriate field box. The program will search to find the words next to each other in that specific field. For example, searching the Title field for the term '**constitutional law**':

Or, enter your search term(s) below and click Search.

Title   constitutional law   ✕

6.2 You can also use phrase searching in the multiple field search box (second box on the screen). The program will search to find the words of the phrase next to each other in any of the fields. For example, searching all fields for the term '**constitutional law**':

Enter any search term(s) below and click Search.

constitutional law   ✕

6.3 To search for two words *anywhere* in the record, that is in any order and in any field, type **&** between them in the multiple search box:

Enter any search term(s) below and click Search.

constitutional & law   ✕

7   Combining terms using the Boolean operators

7.1   Combine terms in one field with **OR, AND** or **NOT** by using the following symbols:

Symbol	Stands for:	Means:
&	and	Your search with be *narrower*: You will find *fewer* records.
/	or	Your search with be *broader*: You will find *more* records.
!	not	Your search with be narrower: You will find records *only* containing the one term and *excluding* the other term.

7.2   You can combine terms in one field, like the title field, or combine terms across fields using the multiple field search box, as in the previous screenshot.

8   Using the Browse options buttons

8.1   The Title, Author, Subject and Publication type fields have **Browse** buttons next to them:
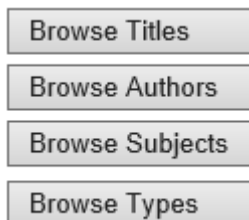
Browse Titles

Browse Authors

Browse Subjects

Browse Types

8.2   If you click on the **Browse** button, you will see a list of the actual titles, authors, subjects or types of records/publications in the database.

8.3   This will enable you to browse through records on the database. For example, browse through all the titles if you click **Browse Titles**.

8.4   Use the **PREV** and **NEXT** buttons to browse through the choices.

8.5   Using the **Browse** buttons is useful if you are unsure of the spelling of names, titles or subjects.

8.6   The number on the left inside the Browse box that opens up indicates how many records there are with the same title, how many records there are with the same author, etc. On the screen above, it shows that there are two records with the title 'Africa'. The results show the following in this case:

Results	Shelf label	Title	Author	Pub. date	Loan status
1 of 2	DOWDE	Africa : altered states, ordinary miracles	Dowden, Richard	2009	1 copies, 0 out on loan.
2 of 2	CHABA	Africa : the politics of suffering and smiling	Chabal, Patrick	2009	1 copies, 0 out on loan.

8.7   But before you get to the results, you have to close the Browse box. When you find an entry that interests you in the box, press the **Add** or **Add & Close** button to copy that entry onto the Search screen, allowing you then to execute the search.
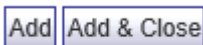
Training Notes: Searching the SARChI Library

Note: The **Add** button allows you to continue browsing and adding more entries to the Search screen. When you are done, you can click **Close**. Close

8.8 Once you have closed the Browse box, you will be back on the Search screen. You will see that your selected entry now has an **equal to** (**=**) sign in front of it and it appears in inverted commas. This means that the system is going to search for that exact entry it found.

Title | ="Africa and globalization" / ="Africa reimagined" | × | Browse Titles

8.9 If you chose more than one title, each title will be separated by a **slash** (**/**).

8.10 Press the **Search** button to execute your search.

9 Comparison and range searches

9.1 The **equal sign** (=) tells the system to look for an exact match between the field entry and the search string.

9.2 The other comparison operators (**greater than**, **less than**, etc.) are typically used on numeric and date fields.

Symbol	Stands for:	Example	Meaning
=	**Equal to**	=2000	Date/amount equals 2000.
>	**Greater than**	>2000	Date/amount is greater than 2000.
<	**Less than**	<2000	Date/amount is less than 2000.
>=	**Greater than or equal to**	>=2000	Date/amount is greater than or equal to 2000.
<=	**Less than or equal to**	<=2000	Date/amount is less than or equal to 2000.

9.3   The following search in the **Year received** field will find all records entered onto the system in 2020 and since then. This is useful for finding the latest publications that the Library has procured.

Year received	>2000

9.4   A **range search** finds information within a range of dates, numbers or alphabetical characters.   The range search operator is the **colon (:)**.The following search in the **Year received** field will find all records entered onto the system between 2019 and 2020:

Year received	2019:2000

10 Viewing your search results

10.1   Results are first shown as a **brief or summary tabular** display.

Web Brief ∨   Previous Records   Next 50 Records   New Search   <   <<

Results	Shelf label	Title	Author	Pub. date	Loan status
1 of 220	BATOR	1977 supplement to Hart and Wechsler's The Federal courts and the Federal system The federal courts and the federal system. Hart and Wechsler's The Federal courts and the Federal system.	Paul M. Bator Mishkin, Paul J. Shapiro, David L. Wechsler, Herbert	1977	1 copies, 0 out on loan.
2 of 220	TUNGA	Agreement between the Inuit of the Nunavut settlement area and Her Majesty the Queen in right of Canada	Tungavik Federation of Nunavut	1993	1 copies, 0 out on loan.
3 of 220	BOSIR	Animating devolution in Kenya : the role of the judiciary : commentary and analysis on Kenya's emerging devolution jurisprudence under the new constitution	edited by Conrad M Bosire, Wanjiru Gikonyo	[2015]	3 copies, 0 out on loan.

10.2   Your search terms that were found will appear in **bold** on the screen.

10.3   The first column shows you how many records your search retrieved.

Results	Shelf label
1 of 220	BATOR
2 of 220	TUNGA

10.4   The second column gives you the shelf location of the item in the Library. This is a five-letter code made up of the first five letters of the first author's surname. If there is no author, it will be the first five letters of the corporate author or of the title.

10.5   To see more details about a particular record in your results, click on the **Title** in the third column on the table.

5 of 220	**WARD**	The Ashgate research companion to federalism

10.6   This will open up the **full or more detailed display** of just that title.

Shelf label	DEVIL
Title	Birth of a constitution
Author	edited by Bertus de Villiers
ISBN	ISBN 0702132160
Bar code	DO 113
Publication type	Book
Description	xv, 432 p.
Published	Kenwyn, South Africa : Juta , 1994.
Subject(s)	1. South Africa -- Constitutional history; 2. South Africa -- Constitution; 3. Constitutionalism.
Loan status	**1 copies, 0 out on loan.**
Abstract	This text provides an analysis of the South African constitution. Various elements are analyzed and compared with other constitutions. The behind-doors negotiation and agreements in the negotiation process are discussed and dissected, and proposals for improvements are made.
Contents	Political negotiations: 1990 - 1993; transitional executive council- form of state and constitutional principles - constitutionalism and the new South African constitution - federal or unitary constitution - a background to the drafting of the chapter on fundamental rights - the electoral system - provincial representation in the senate- a critical evaluation of the executive - towards an evaluation of the provincial demarcation process - provincial institutions - regionalism - intergovernmental relations and fiscal equalisation - transformation of local government - reflections on Africa's constitutional history

10.7   The fourth column on the Brief or Tabular Search Results screen shows you who was/were responsible for the publication(s): the author(s), editor(s), etc.

10.8   The fifth column shows the publication date.

10.9   The last column shows you how many copies there are of the item and if any copies are out on loan. A loan status like the one below means that there is only one copy and it is not on loan, so should be on the shelf in the library.

Loan status
1 copies, 0 out on loan.

11 Navigating through the screens

11.1   Remember: You can find the SARChI Library page on the DOI website under **Multilevel Govt** on the navigation bar or on the **Overview** page for Multilevel Govt on the site.

11.2   While you are still on the Search screen, you can clear or refresh the Search screen by pressing the **Reset** button or by clicking **New Search** on the top navigation bar.

Reset   OR   New Search
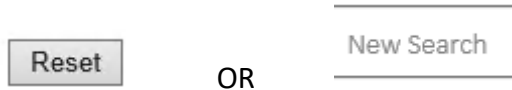
11.3   To clear the search terms in a particular search box, just click on the **X** to the right in the box.

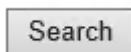Enter any search term(s) below and click Search.

constitutional & law   ✕

11.4   If you used a **Browse** button alongside the Title, Author, Subject or Publication type box, use the **PREV** and **NEXT** buttons to browse through the choices inside the choices box that appears.

PREV NEXT

11.5   Press the **Search** button to execute your search.

Search

11.6   Your results will show the first 50 results on the screen. On a long list of results, press the **Next 50 records** button to see more results.

Next 50 Records

11.7   On this brief display, you can toggle to a more detailed screen to see all the records more fully. Click the down arrow next to **Web Brief** at the top of the screen. Then choose **Web Detailed** for the detailed display.

Web Brief ⌄   →   Web Brief
                              Web Detailed
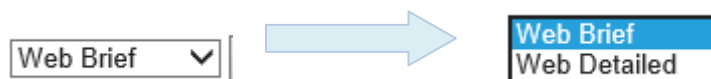
11.8 If you do toggle between the displays this way, you will see all the search results on one long display, one below the other. Some records can be quite long. Each new record starts with the **Shelf label** in bold.

|	
Shelf label	**STEYT**
Title	Concurrency and co-operative government : the law and practice in South Africa
Author	Steytler, Nico
Bar code	DO 993
Publication type	Journal Article
Description	p. 251-254
Published	Berlin : Bertelsmann Stiftung , 2000.
Subject(s)	1. Federalism; 2. Federalism -- Germany.
Loan status	**1 copies, 0 out on loan.**
Abstract	Based on a paper delivered at the International Conference 'Reform of German federalism: an international comparative approach'.

Shelf label	**BEHNK**
Title	Configurations, dynamics and mechanisms of multilevel governance
Author	edited by Nathalie Behnke, Jorg Broschek, Jared Sonnicksen
ISBN	ISBN 9783030055103
Bar code	DO 1078
Publication type	Book
Description	xviii, 417 p.
Series	Comparative Territorial Politics
Published	Cham, Switzerland : Palgrave Macmillan , 2019.
Subject(s)	1. Multilevel governance; 2. Federalism; 3. Decentralisation; 4. Regionalism.
Loan status	**1 copies, 0 out on loan.**
Abstract	This edited volume provides a comprehensive overview of the diverse and multi-faceted research on governance in multilevel systems. The book features a collection of cutting-edge trans-Atlantic contributions, covering topics such as federalism, decentralisation as well as various forms and processes of regionalisation and Europeanisation. It aims to gauge the state-of-the-art in the different research areas, and brings together a selection of original contributions that are united by a variety of configurations, dynamics and mechanisms.

11.9 Instead, it may be better to first scroll through your results on the Brief Tabular display, and then to only click on the **Title** in the Tabular display to see a **more Detailed display** of just the title(s) that interests you.

Web Detailed ∨ | Previous Record | Next Record | New Search | < | <<

Shelf label	**STEYT**
Title	Concurrency and co-operative government : the law and practice in South Africa
Author	Steytler, Nico
Bar code	DO 993
Publication type	Journal Article
Description	p. 251-254
Published	Berlin : Bertelsmann Stiftung , 2000.
Subject(s)	1. Federalism; 2. Federalism -- Germany.
Loan status	**1 copies, 0 out on loan.**
Abstract	Based on a paper delivered at the International Conference 'Reform of German federalism: an international comparative approach'.

Powered by DB/Text *WebPublisher*, from INMAGIC

Training Notes: Searching the SARChI Library

11.10 On this detailed display per record, you can move between records in your Search results by using the **Previous Record** and **Next Record** buttons.

| Previous Record | Next Record |
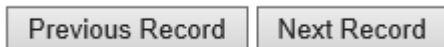
11.11 You can also follow any hyperlinks in the retrieved record. For example, you can click on the hyperlinked author names to see if there are more publications by those authors (see example below), or you can click on hyperlinked subjects to see if there are more publications that are on the same subject:

Results	Shelf label	Title	Author	Pub. date	Loan status
1 of 9	STEYT	Concurrency and co-operative government : the law and practice in South Africa	Steytler, Nico	2000	1 copies, 0 out on loan.
2 of 9	STEYT	Constitutional criminal procedure : a commentary on the Constitution of the Republic of South Africa, 1996	Steytler, Nico	1998	1 copies, 0 out on loan.
3 of 9	STEYT	Cross-border external relations of South African provinces	Steytler, Nico		1 copies, 0 out on loan.
4 of 9	STEYT	Defining local government powers and functions	Steytler, Nico Fessha, Yonatan Tesfaye		1 copies, 0 out on loan.
5 of 9	STEYT	Federalism and civil societies: an international symposium, 8 October - 12 October 1996 : Part 2: Country reports: South Africa	Steytler, Nico	1999	1 copies, 0 out on loan.
6 of 9	STEYT	Making law : a guide to municipal councils	Steytler, Nico De Visser, Jaap Metter, Johann	2000	1 copies, 0 out on loan.
7 of 9	STEYT	The powers of local government in decentralised systems of government : managing the 'curse of common competencies'	Steytler, Nico		1 copies, 0 out on loan.
8 of 9	STEYT	The settlement of intergovernmental disputes	Steytler, Nico	1999	2 copies, 0 out on loan.
9 of 9	STEYT	The strangulation of local government Die 'Srebrenica'-volksmoord en die aanspreeklikheid van die state en internasionale organisasies The Srebrenica genocide and the responsibilities of states	Steytler, Nico	2008	2 copies, 0 out on loan.

11.12 Return to your Search Results screen using your browser's **Back arrow**.

11.13 Return to a new Search Screen using the **New Search** button.

| New Search |
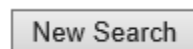
12 Requesting an item(s) from the Library

12.1 Take a screenshot, snip or copy the details of a record(s).

12.2 On the nav bar along the top, use the **Email Us** link to open an email to the SARChI Library.

12.3 Paste your record(s) into the body of the email.

12.4 Fill in an appropriate subject for the email, e.g. **Online library request**.

12.5 The email will be sent to the current library administrator at the DOI.

13 Error messages

13.1 If you don't enter a password, you will get an error message. Clicking **OK** will take you back to the Search screen to enter the password again or to request the password.

You must enter a password to access the textbase.

OK

13.2 If you enter the password incorrectly, you will get the error message below. Clicking **OK** will take you back to the Search screen to enter the password again.

Incorrect password entered.

OK

13.3 Instead of clicking **OK**, you can also press your browser's Back arrow.

14 Online help

14.1 You can access help in three ways:

14.1.1 The **Help** icon gives generic help on how to search.

14.1.2 On the nav bar, the **Training Notes** link will take you to these training notes. It is a PDF document. You will need to have Adobe Acrobat Reader installed on your computer to open it.

14.1.3 Also on the nav bar, use the **Email Us** link to contact the SARChI Library. You can use this link to request access if you have forgotten the password or haven't been issued with it, to request an item, to give feedback, report if something is not working, etc.

End of document.