

SEARCH GUIDE

How to make effective searches in the catalogue

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- Words or phrase
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Searching strategies

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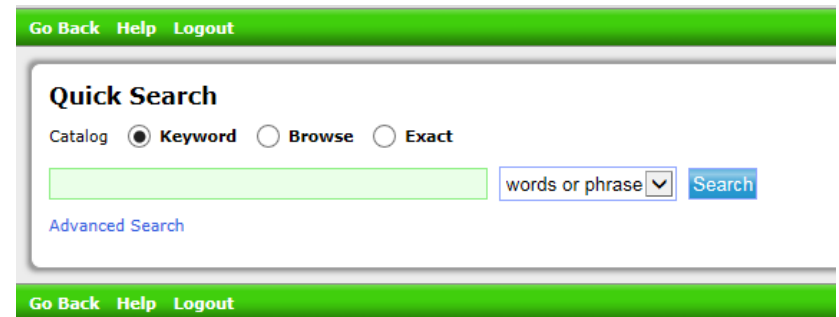
Search tips

Building a search strategy

Quick search mode

Quick search features

- One search box on a “words or phrase” default.
- Drop-down menu options (author, title, subject etc.).
- Search options : Keyword, Browse, Exact.
- Navigate using instructions in the green band (not the browser back arrow).

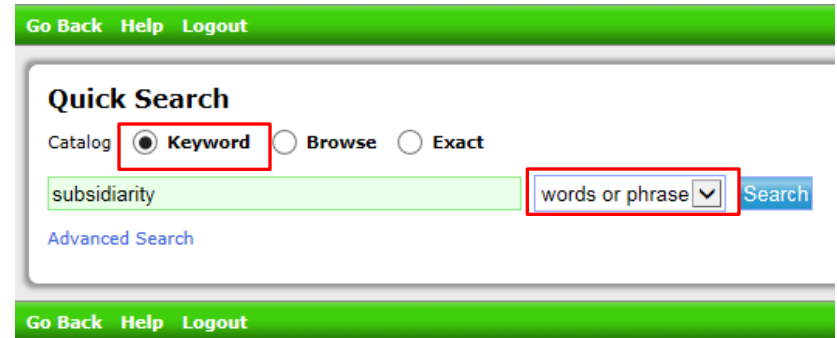


The screenshot shows a web interface for a library's search system. At the top and bottom are green navigation bars with the text "Go Back Help Logout". The main content area is titled "Quick Search". Below the title, there are three radio buttons for "Catalog" selection: "Keyword" (selected), "Browse", and "Exact". A search input field is present, with a dropdown menu showing "words or phrase" and a "Search" button. Below the input field is a link for "Advanced Search".

Search strategy 1

Words or phrase (default)

- Your terms are searched across all fields in the record, including the contents note field.
- Returns a maximum number of hits.



Go Back Help Logout

Quick Search

Catalog **Keyword** Browse Exact

subsidiarity words or phrase

[Advanced Search](#)

Go Back Help Logout

Search strategy 2

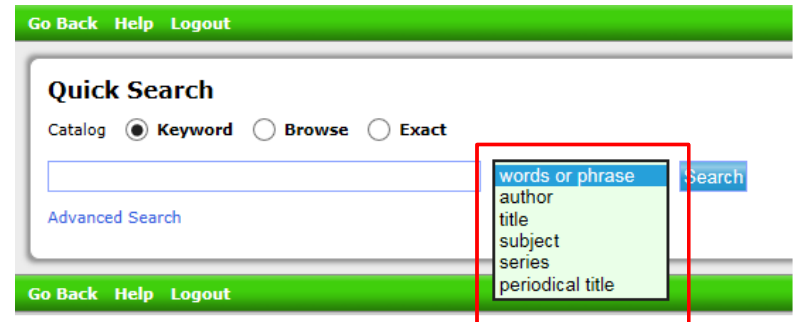
Select a field (increases precision)

- 6 options to target specific fields.
- Returns more targeted results.

Tips

Author names – last name is usually sufficient as a searching element.

Title – stop words (A, An, The, Le, La, Les, L', Die, Der, Das etc.) at the beginning of titles are excluded from the selection. Start directly with the 2nd word or use the default search.



Go Back Help Logout

Quick Search

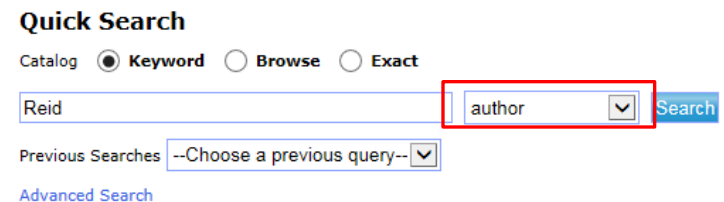
Catalog Keyword Browse Exact

words or phrase Search

author
title
subject
series
periodical title

Advanced Search

Go Back Help Logout



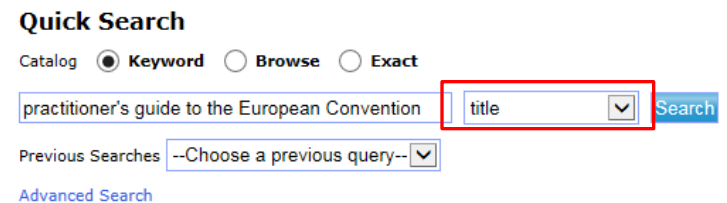
Quick Search

Catalog Keyword Browse Exact

Reid author Search

Previous Searches --Choose a previous query--

Advanced Search



Quick Search

Catalog Keyword Browse Exact

practitioner's guide to the European Convention title Search

Previous Searches --Choose a previous query--

Advanced Search

Browse strategy 1

- Use this search mode to browse through a list of author names, titles, or subject keywords.
- The appropriate field from the drop-down menu must be selected.
- Results indicate the number of records linked to the search term; click on the search term to retrieve the records.

Tips

Author – useful for identifying a specific author out of several with the same name; the number of records held by the author is also displayed.

The screenshot shows a library search interface. The top section is the 'Quick Search' form, which includes a search bar with the text 'Reid' and a dropdown menu set to 'author'. The 'Browse' radio button is selected. Below the search bar is a link for 'Advanced Search'. The bottom section shows the search results, titled 'Catalog Browse by Author: "Reid"'. The results are presented as a table with 13 rows, each containing a number, an author name, and a count of records. A red arrow points from the search bar area to the table.

Number	Author Name	Count
1.	Reichstein, Angelika	1
2.	Reid, Alan S.	1
3.	Reid, Erin	1
4.	Reid, Karen	10
5.	Reid, Natalia L.	1
6.	Reid, Natalia L. (ed.)	1
7.	Reiding, Hilde	1
8.	Reidy, A.	4
9.	Reidy, Aisling	4
10.	Reidy, David A.	1
11.	Reiersen, K.	1
12.	Reiertsen, Michael	3
13.	Reif, Hans	1

Browse strategy 2

- Quick search – Browse strategy is particularly useful for exploring concepts in the subject fields.
- Subject keywords in English and French present in one long bilingual list in alphabetical arrangement.

Tips:

- The browse mode “words or phrase” selection defaults to the subject keyword list.
- Use the attributes of both English and French to assist with finding subject terms.

The image displays two side-by-side screenshots of a library catalog's subject keyword list. The left screenshot is for the English language (ENG) and shows a list of 13 terms related to 'criminal'. The right screenshot is for the French language (FRE) and shows a list of 13 terms related to 'enfant'. Both screenshots include a green navigation bar at the top with links for 'Go Back', 'Help', 'New Search', 'Previous', 'Next', and 'Logout'. The list items are numbered 1 through 13 and are presented in a bilingual format, with the English term on the left and the French term on the right.

ENG	FRE
1. Criminal	1. enfance
2. criminal act as defined by law	2. enfant
3. criminal case file	3. enfant abandonné
4. criminal chamber	4. enfant adopté
5. criminal charge	5. enfant de la rue
6. criminal code	6. enfant étranger
7. criminal conviction	7. enfant exilé
8. criminal court	8. enfant exploité
9. criminal dispute	9. enfant handicapé
10. criminal hearing	10. enfant légitime
11. criminal investigation	11. enfant malade
12. criminal judge	12. enfant maltraité
13. criminal justice	13. enfant mannequin

*English collocates terms around adjectives, eg. criminal
French collocates related concepts around nouns, eg. enfant*

Browse strategy 2 cont.

- Browse through the list of subject keywords to find the correct concept.
- Remember to use the attributes of both English and French to assist with finding subject keywords.
- You may need to make several searches to find the most appropriate keyword.

Catalog Browse by Subject: “freedom of expression”

1.	freedom of cultural expression
2.	freedom of expression
3.	freedom of information
4.	Freedom of Information Act, 2000 (UK)
5.	freedom of movement
6.	freedom of religion

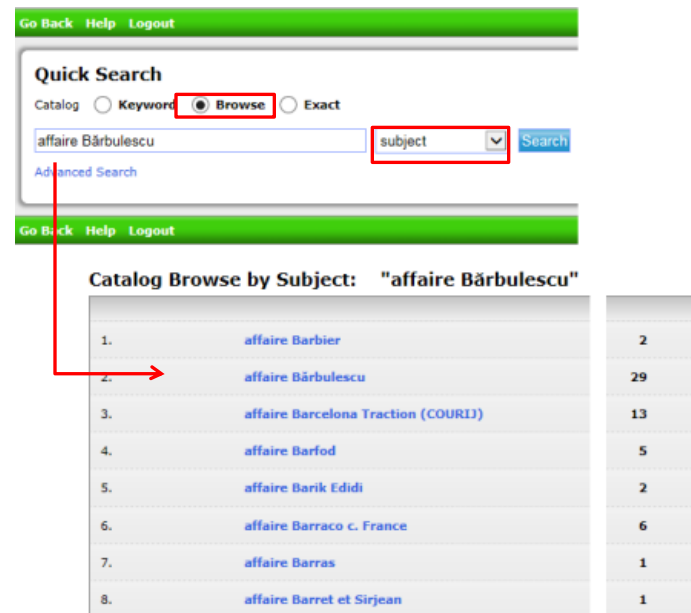
Catalog Browse by Subject: “liberté d’expression”

1.	liberté d'exercice de profession
2.	liberté d'expression
3.	liberté d'information
4.	liberté d'objection
5.	liberté d'opinion
6.	liberté du commerce et de l'industrie

Browse for ECtHR case-law

- Case-law titles are also used as subject keywords when describing a document's content.
- Case-law is expressed as a subject keyword in this manner (in French only):
affaire + name of case
e.g. affaire Bărbulescu
- Use the browse mode to search for references on specific case-law.

[More Search tips](#)



The screenshot shows the ECtHR search interface. At the top, there are links for 'Go Back', 'Help', and 'Logout'. Below this is the 'Quick Search' section, which includes radio buttons for 'Catalog', 'Keyword', 'Browse', and 'Exact'. The 'Browse' option is selected and highlighted with a red box. The search input field contains 'affaire Bărbulescu' and the dropdown menu is set to 'subject', also highlighted with a red box. A 'Search' button is to the right. Below the search bar is a link for 'Advanced Search'. The results section is titled 'Catalog Browse by Subject: "affaire Bărbulescu"'. It contains a table with 8 rows, each representing a case-law title and its corresponding count.

Rank	Case-law Title	Count
1.	affaire Barbier	2
2.	affaire Bărbulescu	29
3.	affaire Barcelona Traction (COURI)	13
4.	affaire Barfod	5
5.	affaire Barik Edidi	2
6.	affaire Barraco c. France	6
7.	affaire Barras	1
8.	affaire Barret et Sirjean	1

Advanced search

Advanced search features

- Multi-field search options for **combining terms** in several fields.
- **Limitation options** for refining search outcomes (language, publication year, collection, etc.).
- Navigate using instructions in the green band (not the browser back arrow).

An advanced search delivers targeted results.

The image shows a library search interface. At the top, there is a 'Quick Search' section with radio buttons for 'Catalog', 'Keyword' (selected), 'Browse', and 'Exact'. Below this is a search input field. A red box highlights the 'Advanced Search' link, with a red arrow pointing down to the 'Advanced Search' section of the page. The 'Advanced Search' section is contained within a green header bar with 'Go Back', 'Help', and 'Logout' links. It features a table of search fields: 'author', 'title', 'subject', 'language', 'series', 'periodical title', 'ISBN - ISSN', and 'words or phrase'. Each field has a dropdown menu and a text input field. To the right of each field is an 'And' dropdown menu. Below the table are 'Search' and 'Reset' buttons. Further down are 'language:', 'collection:', 'match on:', 'pubyear:', and 'sort by:' sections, each with a dropdown menu. The 'sort by:' dropdown is set to 'New to Old'. The green header bar is repeated at the bottom of the section.

Combining terms

- Use the appropriate field(s), or select field categories from the drop-down menus.
- Advanced search is good for subject field searching with several subject keywords.
- Select two or more subject fields from the drop-down menus. Each field to contain a subject keyword for a combined subject search.

Tips

Use the browse function (Adv.search-right panel) to retrieve subject keywords to use in an advanced search.
Adding more search terms results in fewer references.

Limitation options

- When a combined search retrieves too many references, then introduce limitation options to reduce the number of references.
- Limit by Language and Collection from the drop-down menus.
- Limit by publication year by indicating:
a single year e.g. 2019
a date range e.g. 2010-2020

Tips

Remove limitation options to increase the number of references retrieved.

Example : European Arrest Warrant

Search strategy 1

Field “words or phrase” : **European Arrest Warrant**

Limitation “pubyear” : **2010-2020**

Comment:

Uses the “words or phrase” field for a maximum number of results.

Retrieves references where the term occurs in the title, the contents note, and the subject fields.

The date range limitation will refine results.

As the term was entered in English the results will be biased towards English language documents.

This search finds over 60 references.

Go Back Help Logout

Advanced Search

author	<input type="text"/>	And
title	<input type="text"/>	And
subject	<input type="text"/>	And
language	<input type="text"/>	And
series	<input type="text"/>	And
periodical title	<input type="text"/>	And
ISBN - ISSN	<input type="text"/>	And
words or phrase	European Arrest Warrant	

Search Reset

language: ANY

collection: ANY

match on: Keywords

pubyear: 2010-2020

sort by: New to Old

Go Back Help Logout

Example : European Arrest Warrant

Search strategy 2

Field “subject” : **European Arrest Warrant**

Limitation “collection” : **Book collection**

Limitation “pubyear” : **2010-2020**

Comment:

European Arrest Warrant is a subject keyword and can be used in the subject field.

The date range limitation will refine results.

Selecting the Book collection limits results to books and chapters in books

Use a subject search for targeted results.

This search finds over 30 references.

The screenshot shows an 'Advanced Search' interface with a green header bar containing 'Go Back', 'Help', and 'Logout'. The search criteria are as follows:

Field	Value	Operator
author		And
title		And
subject	European Arrest Warrant	And
language		And
series		And
periodical title		And
ISBN - ISSN		And
words or phrase		

Below the search criteria, there are additional filters:

- Search** (button) **Reset** (button)
- language:** ANY
- collection:** Book collection
- match on:** Keywords
- pubyear:** 2010-2020
- sort by:** New to Old

The 'subject', 'collection', and 'pubyear' fields are highlighted with red boxes in the original image. A green footer bar at the bottom also contains 'Go Back', 'Help', and 'Logout'.

Example : European Arrest Warrant

Search strategy 3

Field “title” : **European Arrest Warrant**

Limitation “pubyear” : **2010-2020**

Comment:

The term in the title field will find titles in English (the contents note will not be searched).

The date range limitation will refine results.

This search targets English language documents only.

This search finds 8 references.

The screenshot shows an 'Advanced Search' form with a green header containing 'Go Back', 'Help', and 'Logout'. The form includes several search criteria rows, each with a dropdown menu for the field name, a text input for the search term, and an 'And' dropdown for logical operators. The 'title' field is highlighted with a red box and contains the text 'European Arrest Warrant'. Below these rows are 'Search' and 'Reset' buttons. Further down, there are filter options for 'language' (set to 'ANY'), 'collection' (set to 'ANY'), 'match on' (set to 'Keywords'), 'pubyear' (set to '2010-2020', highlighted with a red box), and 'sort by' (set to 'New to Old'). A second green header at the bottom also contains 'Go Back', 'Help', and 'Logout'.

Search Tips

The following tips apply to basic and advanced searches.

Tips – ECtHR specific keywords

- The Court Library use specific keywords to describe content related to the Court and its case-law.
- Note the pattern for Convention articles and the Court. Similar patterns can be found for international organisations, international conventions and specific jurisdictions.
- A subject keyword is used when the content is about, or is partly about, the concept.
- Subject keywords exist in both English and French; they retrieve references to documents in any language held by the Library. This is a useful attribute in a multilingual library collection.

Subject	FR keyword	EN keyword
European Convention on Human Rights	CEDH	ECHR
Article of the European Convention on Human Rights	CEDH-1 CEDH-8 CEDH-6-3-c	ECHR-1 ECHR-8 ECHR-6-3-c
Protocol of the European Convention on Human Rights	CEDH-P1 CEDH-P7-4	ECHR-P1 ECHR-P7-4
European Court of Human Rights	COUREDH	ECHRCOURT
Case-law of the European Court of Human Rights	COUREDH-jurisprudence	ECHRCOURT-case-law
Procedure at the European Court of Human Rights	COUREDH-procédure	ECHRCOURT-procedure
Rules of the European Court of Human Rights	COUREDH-Règlement	ECHRCOURT-Rules
International Court of Justice	COURIJ	ICJCOURT
Court of Justice of the European Union	COURJUE	EUJCOURT
United Nations	NU	UN

Tips – Truncation \$

Use the truncation sign “ \$ ” to tweak result outcomes.

Examples:

minorit\$ - this will retrieve English and French variations of the root and find minority, minorities, minorité, minorités

Jans\$ - unsure if the author's name is Jans, Janse, Jansen, Janssen, Janson, Jansson

Minorit\$

- minority
- minorité
- minorities
- minorités

Jans\$

- [as author]
- Janse
- Jansen
- Janssen
- Janson
- Jansson

COUREDH\$

- COUREDH
- COUREDH-avis consultatif
- COUREDH-Grande Chambre
- COUREDH-jurisprudence
- COUREDH-Règlement
- COUREDH-procédure

Building a search strategy

Searching – best practices

- Take a few moments to analyse your research question. Move from general to specific concepts when considering search terms. Set your expectations for date, type of document, etc..
- Make notes along the way of good keywords, dead ends, relevant author names, etc.
- Examine interesting records in detail, this may help to identify vocabulary you had not considered.
- If you are surprised by a “no results” outcome, then check the spelling of the search term. The typing error **eurpe** has no results, the correct term “Europe” produces many results.
- Try various combinations of the search terms noted.
- Placing search terms in different fields (title, subject, words or phrase) will return different results.
- Switch between French and English keywords to vary results.
- Ask your Librarian for help to identify other keywords or additional sources of information.

Contact the Library team
ECHRLibrary@echr.coe.int