CLIR

Cross-linked Information Resources
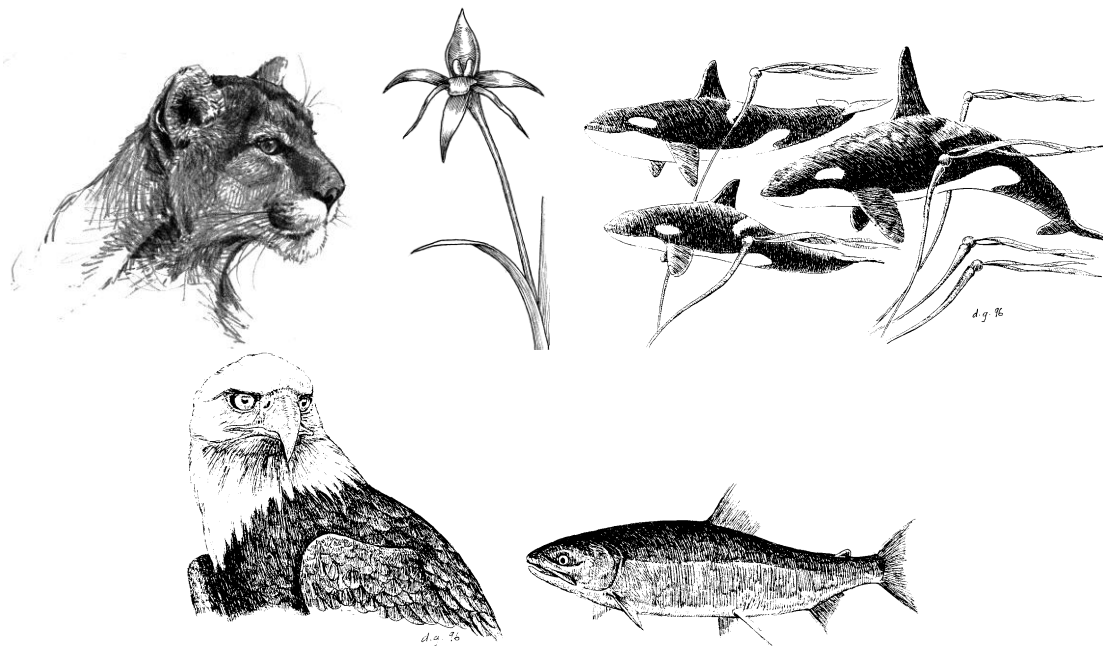
CLIR User Guide

BRITISH COLUMBIA
The Best Place on Earth

Ministry of
Environment

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Cross-Linked Information Resources User Help Guide

Introduction

CLIR (Cross-Linked Information Resources) is an umbrella application that allows public and staff (government IDIR) users to search multiple e-libraries simultaneously through a single search window.

The e-libraries included under this umbrella application are:
- BCSEE   BC Species and Ecosystems Explorer;
- Ecocat   Ecological Reports Catalogue;
- EIRS – BDP   EIRS Biodiversity / Environmental Information e-library;
- EIRS – EPD   EIRS Environmental Protection Information e-library;
- MoFR Library BC Ministry of Forests and Range Library *(Ministry of Environment 2011);*
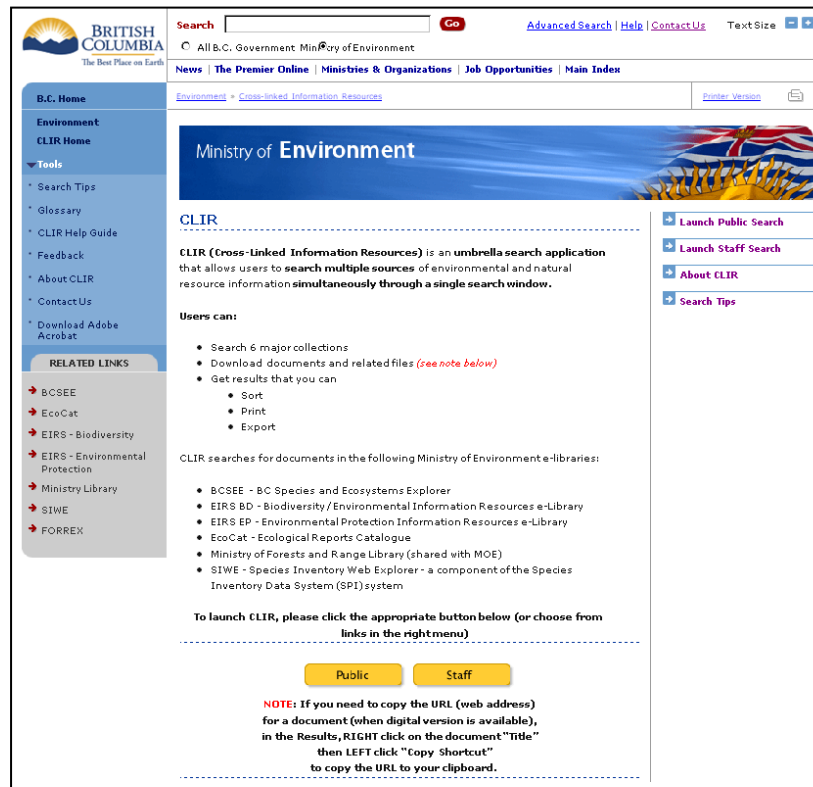- SIWE   Species Inventory Web Explorer.

Documents stored in the various libraries are tagged with searchable information. You can perform basic and advanced searches against this information by entering values in the various search fields. CLIR **does not** search within the body of the documents.

Appendix 1 identifies the searchable (tagged) information for each e-library. **Note: not all CLIR search criteria are available for all libraries (e.g., SIWE author search returns no results).**

Getting Started: Launching CLIR

You can access the application at http://www.env.gov.bc.ca/clir/

CLIR Home Page

The CLIR Home Page provides an overview of what you can expect to find using the CLIR application. You can launch a public or staff search, and link to tools and information such as search tips, a glossary and the individual e-libraries.

A public search allows non-government users to access documents tagged for public viewing. The staff search allows authenticated users to access documents tagged for both internal and public viewing.

Launch a public search by clicking either the **[Public]** button or the **Launch Public Search** link on the right navigation bar. Launch a staff search by clicking either the **[Staff]** button or the **Launch Staff Search** link on the right navigation bar.

Navigation

Top Navigation Bar
The top navigation bar links to the main B.C. Government web site. Table 1 describes the links:

Table 1. Top Navigation Bar.

Advanced Search	Links to the **B.C. Government Advanced Search** page.
Main Index	Links to the **B.C. Government Main Index** page.
Contacts	Links to the **B.C. Government Contact Us** page.
Help	Links to the **B.C. Government Website Help** page.

Right Navigation Menu
The right menu contains links that launch the CLIR application, Search Tips and information about the application. Table 2 describes each of these links:

Table 2. Right Navigation Menu.

Launch Public Search	**Note:** Your browser's **Back** button returns you to the CLIR Home page.	Links to the **Basic Search** screen.
Launch Staff Search	Click the link and enter a valid IDIR user name and password. **Note:** Your browser's **Back** button returns you to the main page.	After an authentication challenge is displayed, links to the **Basic Search** screen.
About CLIR	**Note:** Your browser's **Back** button returns you to the CLIR Home page.	Links to the About CLIR page describing the applications and the publications accessed through CLIR. http://www.env.gov.bc.ca/clir/aboutpub.html .
Search Tips	**Note:** Your browser's **Back** button returns you to the CLIR Home page.	Links to the **Search Tips** page - quick help tips for performing effective searches. http://www.env.gov.bc.ca/clir/tips.html

Left Navigation Menu

The left menu contains links to the CLIR Tools and Related Links (individual e-library websites). Table 3 describes these links.

Table 3. Left Navigation Menu.

Tools	
Search Tips	Links to the **Search Tips** page - contains quick help tips for performing effective searches. http://www.env.gov.bc.ca/clir/tips.html
Glossary	Links to the **CLIR Glossary** page - terms frequently-used in CLIR and related e-libraries. http://www.env.gov.bc.ca/clir/glossary.html
CLIR Help Guide	Links to the **CLIR User Guide** containing detailed help for CLIR users. http://www.env.gov.bc.ca/clir/help/html
Feedback	Links to the **Feedback** page containing the email address for the application administrator and a link to the Contact Us page for e-library contact information. http://www.env.gov.bc.ca/clir/contactUs.html
About CLIR	Links to the **About CLIR** page describing the applications and the publications accessed through CLIR. http://www.env.gov.bc.ca/clir/aboutpub.html
Contact Us	Links to the **Contact Us** page, which contains email addresses and other contact information for the application administrator and the various e-libraries. http://www.env.gov.bc.ca/clir/contactUs.html
Download Adobe Acrobat	If you do not have Acrobat Reader, you can download the free application through this link.
Related Links	
BCSEE	Links to the **B.C. Species and Ecosystems Explorer** home page. http://www.env.gov.bc.ca/atrisk/toolintro.html
EcoCat	Links to the **EcoCat (Ecological Reports Catalogue)** home page. http://www.env.gov.bc.ca/ecocat/
EIRS – Biodiversity	Links to the **EIRS Biodiversity / Environmental Information Resources e-library** home page. http://www.env.gov.bc.ca/eirs/bdp/
EIRS – Environmental Protection	Links to the **EIRS Environmental Protection Information Resources e-library** home page. http://www.env.gov.bc.ca/eirs/epd/
Ministry Library	Links to the **BC Ministry of Forests and Range Library** search page. http://www.library.for.gov.bc.ca/#focus
SIWE	Links to the **Species Inventory Web Explorer** home page screen. http://www.env.gov.bc.ca/wildlife/wsi/siwe.htm

Searching using CLIR

Basic Search

The basic search allows you to perform a keyword search for documents and related files in the e-libraries accessed through CLIR. Refer to the table in the Appendix of this document for the searchable information for each of the libraries. If you are looking for a specific document and know some of the key information (e.g., the title, author, etc.), the advanced search function will narrow the search and give you more relevant results more quickly.

Access the **Basic Search** screen by clicking on either the [Public] button or the [Staff] button, or by clicking on the **Launch Public Search** link on the right navigation menu or the **Launch Staff Search** link on the right navigation menu on the CLIR home page. You can also access the **Basic Search** screen from any screen within the CLIR application.

Perform a Basic Search
To perform a basic search:
1. Enter the keyword(s) you want to use (up to 250 characters) in the **Keywords** field. Separate each keyword by a space. Refer to the Search Tips screen for additional information about performing effective searches.)

2. Select a search type by clicking the applicable radio button.
   Use the **Search for all words** search type if you are searching for documents that contain **all the words** you entered as keywords.

   Only documents that contain at least one occurrence of <u>all</u> of the search words are returned.

*For example, using **climate change forest** returns all documents in which <u>all three words</u> (**climate** and **change** and **forest**) occur.*

Or

Use the **Search for exact phrase** search type if you are searching for documents that contain a specific phrase.

Only documents that contain at least one occurrence of the <u>exact</u> search words are returned. *For example, using **white tailed deer** returns only those documents in which the <u>phrase</u> **white tailed deer** occurs.*

Or

Use the **Search for any words** search type if you are searching for documents that contain any of the words you entered as keywords.

Only documents that contain at least one occurrence of <u>any</u> of the search words are returned. *For example, using **habitat restoration protection** returns all documents in which **habitat or restoration or protection** occur.*

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3. Identify the libraries you want to include in the search by checking or un-checking the applicable checkbox(es). **Default is all libraries are included.**

4. Click the [Search] button to start your search.

Advanced Search

The advanced search allows you to narrow your search results by entering search criteria in one or more fields. Use the advanced search when you are searching for a specific document and you know something about it (e.g., the title, author, publication date, etc.). The more detailed the search criteria you enter, the faster the search and the more relevant the search results.

Access the **Advanced Search** screen by clicking the **Advanced Search** link on the left navigation menu from any screen within the CLIR application.

Please note that you can enter criteria in one or more fields, and the search will use ALL criteria entered.

On-Screen Mouse-Over Help

Mouse-over help (hover text) is available for the **Title**, **Author**, **Year Published (YYYY)**, **To (YYYY)**, **Species Name**, **Other Identifier** and **Keyword** fields on the **Advanced Search** screen.

Perform an Advanced Search

1. Enter the search criteria you want to use. You may enter values in one or more of the search fields. Refer to the table in Appendix 1 for the searchable (tagged) information for each of the e-library. Refer to the Search Tips screen for information about performing effective searches.

    Use the following guide to enter advanced search criteria. Please note that you can enter criteria in one or more fields, and the search will use ALL criteria entered. For example, if you enter climate change in the Title field and smith in the author field, search results will contain only those documents that have climate change in the title AND primary or contributing author named smith.

Table 4. Advanced Search Fields.

Title	Enter one or more words of the title of the document (up to 250 characters).	Use % or * wildcards to expand your search
Author	Enter the **last name (Surname)** of the author of the document (up to 250 characters).	Both the Primary Author and Contributing Author fields are searched, but only the Primary Author is displayed on the **Search Results** screen.
Year Published (YYYY)	Enter the earliest year the document may have been published (in YYYY format).	You may also use a combination of the % or * wildcards with digits (e.g., 2007, 200%, 20%, 2%, %, 200*, 20*, 2*, *) If you leave the **Year Published (YYYY)** field blank and enter a date in the **To (YYYY)** field, results are displayed for any publication date on or before the date in the **To (YYYY)** field. E.g., enter 2000 and results will be for all documents published in or before 2000.
To (YYYY)	Enter the latest year the document may have been published in YYYY format.	You may also use a combination of the % or * wildcards with digits (e.g., 2007, 200%, 20%, 2%, %, 200*, 20*, 2*, *) If you enter a date in the **Year Published (YYYY)** field and leave the **To (YYYY)** field blank, results are displayed for any publication date on or after the date in the **Year Published (YYYY)** field. E.g., enter 2000 and results will be for all documents published in 2000 **to the present**.

Species Name	Enter all or a portion of the English or scientific species name (up to 250 characters).	Use % or * wildcards to expand your search. Note that entering the complete name restricts the search and significantly reduce the number of results.
Species Name Radio Buttons	Click the **English**, **Scientific** or **Either** radio button.	The **Either** radio button (default) allows you to enter either English or scientific name as search criteria.
Other Identifier	Enter additional search criteria (up to 250 characters).	Refer to the table in Appendix 1 for the searchable (tagged) information for each of the libraries. The **Other Identifier** field is not available for all libraries.
Keyword	Enter keyword(s) (up to 250 characters).	Separate each keyword by a space. If you are searching for a specific phrase, enclose the phrase in double quotes (e.g., "*rattlesnakes sunning themselves*").
Results sorted by (radio buttons)	Choose sort order by using the **Title (A to Z)**, **Author (A to Z)** or **Year Published (New to Old)** radio buttons	Leave the **Title (A to Z)** radio button selected (default) to display the search results by title in ascending order. Click the **Author (A to Z)** radio button to display the search results by primary author in ascending order, then by title in ascending order. Click the **Year Published (New to Old)** radio button to display the search results by year published in descending order, then by title in ascending order.
e-Library Check Boxes	Identify the libraries you want to include in the search by checking or un-checking the applicable checkbox(es).	Default is all libraries are searched.

2. Click the [Search] button. The search is initiated.

Search Results – Results Display Features

The **Search Results** screen is displayed when the search is complete (see sample **Search Results** screen below).

Note: If no results are found matching your search criteria, the message "No results found" is displayed.

If all the libraries were checked on the search screen, a message similar to the following one is displayed on the **Search Results** screen: ***250 (of 300) results returned for: grass from All e-Libraries***. If one library was checked, a message similar to the following one is displayed: ***12 results returned for: grass from BCSEE***. If more than one but not all libraries were checked, a message similar to the following is displayed: ***20 results for: grass from BCSEE (2 of 2), EIRS – BDP (10 of 10), EIRS – EPD (8 of 8)***

The total number of search results that may be displayed is 250, regardless of the actual number of search results found. This 250 is comprised of up to 50 search results from each library. If more than 250 results are found, the message "The search criteria specified resulted in a larger than allowable number of documents. Please try a more narrowly defined search" is displayed.

Note: For some libraries, some publications with large files have been broken into subdocuments to allow faster downloading. Some publications with large file sizes have been broken into subdocuments to allow faster downloading. Subdocuments are also used to attach relevant files with different file formats. The presence of subdocuments will be shown by [multiple] following the title.

Table 5. Search Results details

Title	The title(s) of the document(s) retrieved are displayed in the sort order you selected. The title of each document is a hyperlink to the digital document	The default sort attribute is the title and the default sort order is alphabetically by title.
Author	If available, the names of the author(s) of the document(s) retrieved are displayed in the sort order you selected.	Only the Primary Author is displayed on the **Search Results** screen.
Year Published	If available, the publication year(s) of the document(s) retrieved are displayed in the sort order you selected.	If the publication year is unavailable for a document, nothing is displayed under the **Year Published** heading. **Note:** for EIRS libraries, year published is a mandatory field and must be filled in. In cases when the year published is unknown, 1111 will be displayed.
Details ✔	Clicking the ✔ expands or contracts the details section for each document.	View contributing authors, English and scientific species names, publisher, other identifier, and abstract
e-Library	The name(s) of the libraries in which the document(s) reside(s) are displayed.	
Request Hardcopy ✔	If a hardcopy of a document is available, a ✓ is displayed in the Request Hardcopy column. Clicking the ✔ generates an email to the supplier of the hardcopy.	Emails are pre-populated with some information about the documents including the document title, author, publisher, publication year, ISSN and ISBN. Users must add their own contact information.
Page Indicator ≪ ❮ 1 2 3 4 5 6 7 8 9 ❯ ≫	Up to 10 search results are displayed per page of **Search Results**. If the search returned more than 10 results, a page indicator with navigation arrows is displayed at the top and the bottom of the screen.	Click the page numbers to move from page to page. If you click a navigation arrow, the next page of results is displayed. If you click a specific page number, the results for the page number you selected are displayed.

Title Up Down arrows	The ↑ or ↓ arrows beside the column heading Title allow you to choose sort order for results.	If you click the ↑ arrow, the results are displayed by document title in ascending order (from A to Z). If you click the ↓ arrow, the results are displayed by document title in descending order (from Z to A).
Primary Author Up Down arrows	The ↑ or ↓ arrows beside the column heading Author allow you to choose sort order for results.	If you click the ↑ arrow, the results are displayed by author name in ascending order (from A to Z) and then document title in ascending order by author. If you click the ↓ arrow, the results are displayed by author name in descending order (from Z to A) and then document title in ascending order by author.
Year Published Up Down arrows	The ↑ or ↓ arrows beside the column heading Year Published allow you to choose sort order for results.	If you click the ↑ arrow, the results are displayed by publication year in ascending order (from oldest to newest) and then document title in ascending order by publication year. If you click the ↓ arrow, the results are displayed by publication year in descending order (from newest to oldest) and then document title in ascending order by publication year.
e-Library Up Down arrows	Click the ↑ or ↓ arrow beside the e-library name.	If you click the ↑ arrow, the results are displayed by e-library name in ascending order (from A to Z). If you click the ↓ arrow, the results are displayed by e-library name in descending order (from Z to A).

View and Download Document

To **open (view)** a document, **left** click on the title.

To **copy the URL** (shortcut), **right** click on the title.

> **NOTE**: To copy the URL (web address) for a document (when digital version is available) and send or paste it into a document, DO NOT copy the URL showing in the Address field while the document is open. This will result in "session expired" and will not link you to the document. **In the Results, RIGHT click on the document "Title" then LEFT click "Copy Shortcut" to copy the URL to your clipboard.**
>
> Note: For some libraries, some publications with large files have been broken into subdocuments to allow faster downloading or to attach files in different formats(e.g., PDF and .xls). This will be indicated by [multiple] following the title. The title will be linked to a page with live links to all related subdocuments.
>
> For other libraries, an index page containing hyperlinks to the various sections of the document and/or related files is displayed. If this page is displayed, click on the hyperlink for the document and/or related files you wish to view. The applicable file is displayed.
>
> If a document has **not** been broken into several parts, the applicable document or image is displayed when the hyperlink is clicked.

To **download** a document

To **save (download) a copy** of a document, while the file is open in your browser window either choose File>Save As and save to a folder of your choice, **OR** click on the browser icon of a floppy disk.

Modify Search/New Search

Use the following guide to modify the current search, or start a different search.

Table 6. Modify/New Search.

Modify Search button	If you used the basic search functionality, you are returned to the **Basic Search** screen. The search variables are still set.
	If you used the advanced search functionality, you are returned to the **Advanced Search** screen. The search variables are still set.
New Search button	If you used the basic search functionality, you are returned to the **Basic Search** screen. All the entered values are cleared from the fields and the default values are **reset**.
	If you used the advanced search functionality, you are returned to the **Advanced Search** screen. All the entered values are cleared from the fields and the default values are **reset**.

Print Results

Click the **Printer-Friendly** button to display your search results in a printer-friendly format and print them. Note: the **Printer-Friendly Search Results** screen is displayed **in a new browser window**, and the search results are displayed in exactly the same manner as they are displayed on the **Search Results** screen - with the following exception: the details will be closed even if you have expanded them prior to clicking the Printer-friendly button. If you wish to print with details expanded, you will need to click on the checkmark to expand them while in the printer-friendly window.

- Print and Close button - the **Print** dialogue box is displayed. You can select the applicable printer and print the search results, and the Printer-friendly Search Results screen is closed.
- Close screen button - the Printer-friendly Search Results screen is closed **without** printing

Export Results

Click the **Export Results** button to display the **Export Search Results** screen. Choose the format in which you wish to view/save your search results: comma separated values (csv); or tab separated values (tsv) file format.

- Export to TSV Button - the **File Download** screen is displayed. Click the [Save] button. Search results are exported in TSV format.
- Export to CSV Button - the **File Download** screen is displayed. Click the [Open] button. The results are displayed in Excel in CSV format.

Appendix 1. Searchable information for each e-Library.

e-Library	Basic or Advanced Search?	CLIR Search Criteria	Searchable Information in e-library
BCSEE	Basic	Keyword	Species Scientific Name or English Name
	Advanced	Species Name Scientific	Species Scientific Name
		Species Name English	Species English Name
EcoCat	Basic	Keyword	Title
			Author
			Short Description
			Long Description
	Advanced	Title	Title
		Author	Author
		Year Published	Date Published
		Species Name Scientific	Subjects
		Species Name English	Subjects
		Other Identifier	Short Description
			Long Description
			Old Reference Number
		Keyword	Title
			Author
			Subject
			Short Description
			Long Description
EIRS BDP and EPD	Basic	Keyword	Title
			Author
			Contributing Authors
			Publication Date
			Publisher
			Series Title
			Topic
			Abstract
			Report Number
			Scientific Species Name
			English Species Name
			Other Report Numbers
			Keywords
	Advanced	Title	Title
		Author	Author
			Contributing Authors
		Year Published From	Publication Date
		Year Published To	Publication Date
		Species Name Scientific	Species Scientific Name
		Species Name English	Species English Name
		Species Name Either	Species Name
			Species English Name

e-Library	Basic or Advanced Search?	CLIR Search Criteria	Searchable Information in e-library
		Other Identifier	Report Number
			Other Report Numbers
			ISBN
			ISSN
			Series
		Keyword	Keywords
			Abstract
MoFR Library	Basic	Keyword	Title
			Author
			Subject
			Abstract
			Notes
	Advanced	Title	Title
			Title Variant
		Author	Personal Name
			Conference Name
		Year Published	Date of Publication
		Other Identifier	Dewey Classification
			Local Classification
			ISBN
		Keyword	Title
			Author
			Subject
			Abstract
			Notes
			Series
SIWE	Basic	Keyword	Title
			Abstract
			Results
			Project Name
			Location Description
	Advanced	Title	Project Name
		Year Published From	Project Start Date
		Year Published To	Project End Date
		Species Name Scientific	Scientific Name
		Species Name English	English Name
		Other Identifier	SPI Projects
		Keyword	Title
			Abstract
			Results
			Project Name
			Location Description
			Melp Region