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# 1. About the Judicial Library

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The Judicial Library is a document management system (DMS) that provides an on-line repository of papers, publications and course material of interest to members of the judiciary. The Library was made possible through the generous support of the National Judicial Institute and the Office of the Commissioner for Federal Judicial Affairs.

## Key Features of the Judicial Library

- Papers, publications and resources organized by Topics, Courses and Conferences
- Powerful search capabilities including the ability to search the contents of documents in the Library using words or phrases
- Shared folders for sharing and collaborating on documents with peers
- Improved security

## Additional Topics: About the Judicial Library

For additional information about the Judicial Library, please scroll down to one of the following topics:

- Security
- Privacy Policy and Personal Information
- Terms and Conditions of Use
- User Conduct
- Copyright Information

## 1.1 Security

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Security of usernames, passwords and the protection of resources held within the Judicial Library is of utmost importance to us.

The Judicial Library uses what are referred to as security certificates to allow your computer to securely interact with the Library. We also have a firewall in place and all user names and passwords are encrypted to decrease the risk of computer hacking. Many websites that conduct electronic commerce (for example, on-line banking) use similar security features. While we have done our utmost to provide you with a secure Library, we are also dependent on you not to share your username or password with others.

All documents uploaded to and available for download from the Judicial Library are scanned for viruses.

Also, please note that after twenty minutes of non-activity in the Judicial Library you are automatically logged out to maintain system security. If you have been automatically logged out, you will need to re-enter your username and password to return to the Library.

## 1.2 Privacy Policy and Personal Information

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## **Our Privacy Policy**

We are committed to protecting the privacy of each person who uses the Judicial Library. Please take a few minutes to read our Privacy Policy.

### **Collection of Personal information**

We only collect personal information from users if we need it in order to serve them properly. We never collect any personal information (such as e-mail address, name or street address) unless a user has chosen to provide us with that information. We do not use techniques that collect personal information without your knowledge, nor do we sell or provide any personal information submitted through the Judicial Library to third parties.

Access to personal information submitted through the Judicial Library site is restricted to those employees who need to know about it in order to serve you properly. The personal information you submit is safeguarded using a secure password protection system. We will inform you of what personal information we have collected about you at your request. We will correct or update any personal information we have collected about you at your request.

### **Use of non-personal information**

When you visit the Judicial Library, we may automatically record certain non-personal information about your visit. We log a user's IP address, host name and time of visit. This limited non-personal information helps us to understand how traffic flows through the Library. It also assists in our planning for new content and enhancements. Most web browsers automatically accept cookies, but you can change this feature in your browser, so that you are notified each time a cookie is sent. You can also set most web browsers to block all cookies. However, if you do so, you will not be able to use the Judicial Library.

### **Policy Updates**

We may update this privacy policy from time to time in order to comply with applicable legislation and privacy standards and to better serve our users. Regardless of later updates, we will abide by the privacy practices described in this Policy at the time you provided us with your information.

### **Accountability**

The person responsible for protecting the privacy of the personal information we collect is the Communications Manager at the National Judicial Institute. At your request, the Communications Manager can tell you what personal information we have collected about you, update it, or delete it promptly. You may reach the Communications Manager at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca).

## 1.3 Terms and Conditions of Use

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### Services Available

Services are available to registered individuals only ("Registered Users").

We may make enhancements or changes to the Judicial Library in the future that will allow Registered Users the opportunity to participate in moderated discussions and to post information and share documents. Registered Users who use this functionality are solely responsible for the information and other content they post and should be aware that when they voluntarily disclose personal information to other users (e.g., name, e-mail address, telephone number), such information is generally accessible to and may be collected and used by other Registered Users, and may result in unsolicited online and offline messages from such users. Registered Users are encouraged to exercise discretion when providing personal information about themselves to other users.

### Submitted Materials

Any information or material sent to the Judicial Library or otherwise made available on or through the Site ("Your Material") for public viewing will be deemed not to be confidential or secret. By submitting or otherwise making your material available on the Judicial Library, you:

- Agree and acknowledge that your material will not be treated as confidential or proprietary.
- Represent and warrant that your material:
  - is original to you and that no other party has any rights to the material;
  - warrant that your material does not contain any content that is unlawful, threatening, harassing, profane, tortuous, defamatory, vulgar, obscene, libellous, deceptive, fraudulent, nor contains explicit or graphic descriptions or accounts of sexual acts (including but not limited to sexual language of a violent or threatening nature directed at another individual or group of individuals), invasive of another's privacy, or hateful;
  - certify Your Material does not contain a virus or other harmful component; and,
  - certify Your Material does not contain any advertising of any kind, or false or misleading indications of origin or statements of fact.

You may send materials or documents you wish to have submitted to the NJI Library Support Desk at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca) and our Librarian will respond to your request.

## 1.4 User Conduct

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You warrant and agree that, while using the Judicial Library, you shall not:

- Share your username and password with any other individual.
- Upload, post or transmit to or distribute or otherwise publish through the Library any material that violates any provision of these Terms and Conditions;
- Restrict or inhibit any other Registered User from using and enjoying the Library;
- Constitute or encourage conduct that would equal a criminal offence or give rise to civil liability;
- Impersonate, or misrepresent your affiliation with any other person or entity;
- Upload, post, publish, transmit, reproduce, distribute or in any way exploit any information or other material obtained through the Library for commercial purposes (other than as expressly permitted by the provider of such information or other material);
- Engage in spamming; or,
- Attempt to gain unauthorized access to other computer systems through the Site.
- Except as otherwise expressly permitted herein, you may not upload, post, publish, reproduce, transmit or distribute in any way any component of the Library itself or derivative works with respect thereto.
- We have no obligation to monitor any content on or through the Library and we assume no obligation. You acknowledge and agree, however, that we do retain the right to monitor the Library and to disclose any information as necessary or appropriate to satisfy any law, regulation or other governmental request, to operate the Library properly, or to protect ourselves or our users. We will not intentionally monitor or disclose any private electronic mail message unless required by law. We reserve the right to refuse to post or to remove any information or materials, in whole or in part, that, in our sole discretion, are unacceptable, undesirable, inappropriate or in violation of these Terms and Conditions. We may also suspend or terminate any User's use of the Library at any time in our sole discretion.

## 1.5 Copyright Information

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All information on or accessed through the Judicial Library, including but not limited to text, graphics, source code, photographs, trademarks, and logos, is protected under Canadian and international copyright laws. No one may copy, redistribute, reproduce, or republish in any form any information found in the pages of this website or on pages accessed through this website without advance written authorization. Copyright to any holdings within the Judicial Library remain with the author of the paper and are licensed to the NJI.

Holdings contained within the Judicial Library are provided "as is" without warranty of any kind, either express or implied. Library holdings may contain inaccuracies or typographical errors and are solely the view of the author(s).

## 2. Getting Started with the Judicial Library

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The Judicial Library is a document management system (DMS) that provides an on-line repository of papers, publications and course material of interest to members of the judiciary, accessible through an Internet browser.

You can learn more about the basic functionality and navigation of the Judicial Library by reading the information provided below.

### 2.1 How to Log in to the Library

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On-line access to the Judicial Library is restricted. To access the Judicial Library:

- **Type** your **username** in the Login box.
- **Type** your **password** in the Password box. Note that your password is case sensitive.
- Using your left mouse button, **click** the **Login** button or hit the Enter key on your keyboard.

Please note that after twenty minutes of non-activity in the Judicial Library you are automatically logged out to maintain system security. If you have been automatically logged out, you will need to log back in by re-entering your username and password.

#### Logging Out of the Library

When you have completed your visit to the Judicial Library or will be away from your computer for a period of time it is recommended that you log out of the Library to ensure the security of your account and library holdings. Using your left mouse button, **click** on the **Logout** link at the top right of the screen.

Once you have logged out, **close** the browser window by either using your left mouse button to **click** the **X** in the upper right hand corner of the browser window or by choosing, **File** then **Close** from the browser menu bar.

#### Accessing the Library from a Public Computer

There may be times when you wish to visit the Judicial Library from a computer located in a public place, e.g. a research library or a bookstore. Please note that people using the same computer after you, may be able to retrieve Library pages you have visited from the Web browser's cache and thus gain some access to your Library account. We have no means to prevent others from potentially viewing your pages if you are using a public computer. If you do use a public computer, please be aware of this limitation. Also, if possible, upon logging out of the Library, **clear** the **browser cache** by following these steps.

Open the web browser, Internet Explorer 5.5 and above, and:

- Using your left mouse button, click Tools in the browser menu bar
- Click Internet Options
- Click the General tab
- Click on Delete Cookies, click ok
- Click on Delete Files, click ok
- Click on Clear History, click Yes
- Click Ok at the bottom of the pop up window to close this window
- Close the browser window (either left click the X in the upper right corner of the screen or choose File in the menu bar and select Close in the drop down menu)

### **Forgotten Password?**

If you forget your password you may contact the Library's Support Desk directly at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca) for help. The help desk will be able to provide you with full account information (login and password). User desk support is available from 8:30 a.m. to 4:30 p.m. (EST).

### **Obtaining an Account**

On-line access to the Judicial Library is provided to provincially, territorially and federally appointed justices. To request an account, please contact the Library Support Desk at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca) and note in the subject line that you wish to open a new account. We will check that you do not already have an account and create one for you, if necessary.

## **2.2 Selecting Your Language of Preference**

At present, the Judicial Library is accessible in English only. In the near future when the French version is available, it will be easy to switch back and forth between languages by left clicking the Français or English text button located in the top right corner of the Library screens.

## **2.3 System Requirements**

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To access the Judicial Library, a computer (desktop or laptop), Microsoft Internet Explorer web browser, Internet connection and library account is required. Additional information is provided below.

- Internet Explorer 5.5 or higher is recommended for optimum compatibility.
- Any web browser that supports HTML 4.0 specification, and Cascading Style Sheets (CSS) should be compatible with the Judicial Library; however, some elements and formatting may display differently on the screen when using other browsers.
- Minimum screen resolution of 800x600 and 256 colours
- JavaScript must be enabled
- Cookies must be enabled
- This system has been tested for compatibility with Microsoft Windows 2000 / XP, Linux, and Macintosh OS X operating systems.

For additional information about the system requirements, select one of the topics below:

- Browser Compatibility
- Screen Resolution
- JavaScript Functionality
- Cookies

## **Additional Information: System Requirements**

### **Browser Compatibility**

In order to access and use the Judicial Library, you should have **Internet Explorer 5.5 or higher** installed on your computer, for optimal compatibility. Any web browser that supports HTML 4.0 specification, and Cascading Style Sheets (CSS) will function adequately, however some elements may display differently on other browsers.

To determine your version of Internet Explorer:

- Launch Internet Explorer.
- In the menu bar (located at the top of the browser window), click on **Help** and then click on **About**. The version of Internet Explorer installed on your computer appears below the Microsoft Internet Explorer logo.
- If your version of Internet Explorer is earlier than version 5.5 or it is not installed on your computer, please visit the Microsoft website (<http://www.microsoft.com>) to retrieve the most current version or consult with your IT support department.

### **Screen Resolution**

The Library is designed for viewing at a screen resolution of 800x600 or higher.

### **JavaScript Functionality**

In order to be able to access the popup menus as well as the popup windows used throughout the Library, you need to have **JavaScript turned on** in your browser. In order to turn JavaScript on in your browser please follow the steps below:

- Open Internet Explorer.
- Select Tools/Internet Options.
- Select the Security tab in the Internet Options dialog box.
- Click the Custom Level button at the bottom of the dialog.
- The Security settings dialog box will pop up.
- Scroll down the screen to the Scripting category. Under Scripting, check the Enable radio button for the following: Active Scripting, Allow paste options via script and Scripting of Java applets.
- Using your left mouse button, click OK twice to close both dialog boxes and apply the changes.

## Cookies

The Judicial Library uses cookies to ensure only Registered Users access the site. In order to access the Library, you will need to have **Cookies turned on** in your browser. In order to turn Cookies on in your browser please follow the steps below:

If you are using Internet Explorer 5.5:

- Open Internet Explorer 5.5
- Go to Tools, Internet Options on the menu.
- Click on the Security tab, and then the Custom Level button.
- Look through the list for the section titled Cookies.
- There should be two options in this section. Enable both of them.
- Click Ok to save the settings, clicking Yes when it asks if you want to change the security settings for the zone.
- Click Ok to exit the rest of the open windows and then close Internet Explorer.
- Cookies are now enabled.

If you are using Internet Explorer 6:

- Open Internet Explorer 6
- Go to Tools, Internet Options on the menu.
- Click on the Privacy tab.
- The slider on the left should NOT be set to "Block All Cookies".
- If you don't know which settings to put the slider on, put it on the "Medium" option.
- Click Ok to exit the option window and then close Internet Explorer.
- Cookies are now enabled.

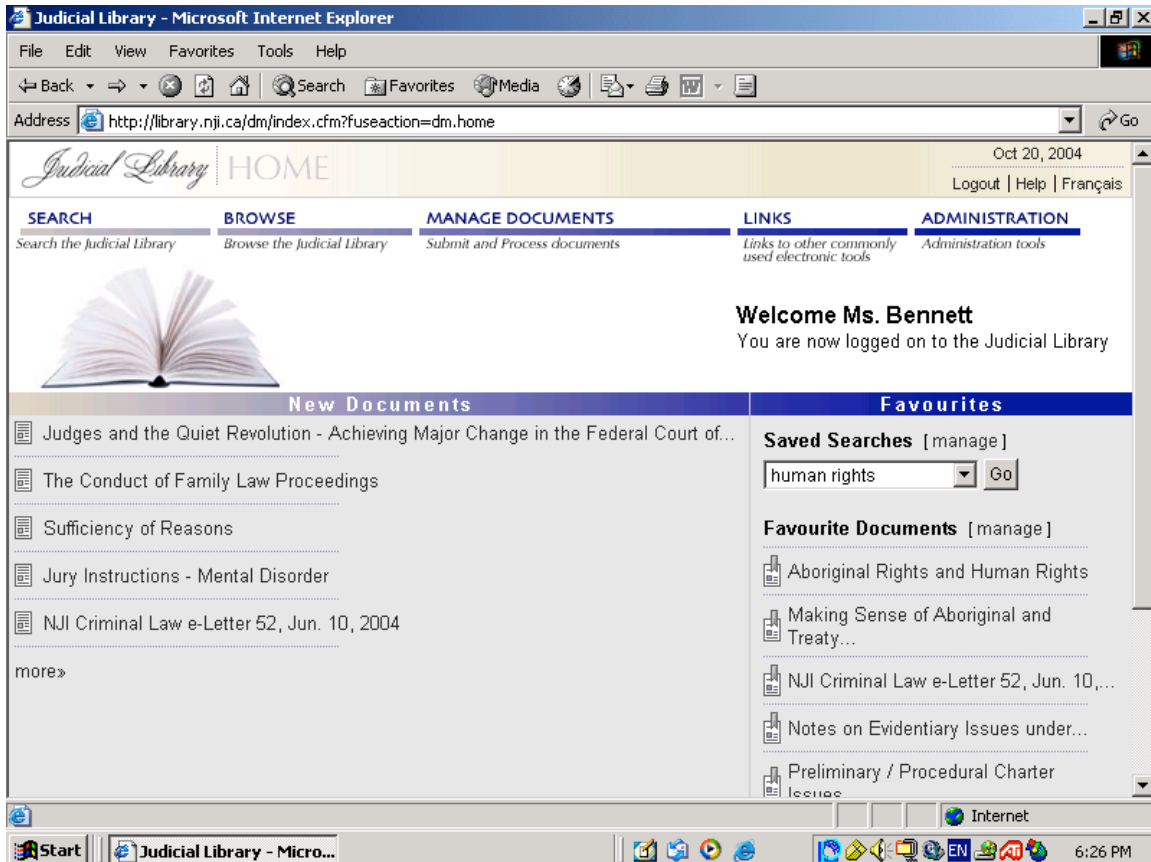
Please note that after twenty minutes of non-activity in the Judicial Library you are automatically logged out to maintain system security. If you have been automatically logged out, you will need to re-enter your username and password to return to the Library.

## 2.4 Navigating the Site

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### General Layout

The Library offers five main features: Search, Browse, Manage Documents, Links and Administration on its primary tool bar. Other features are listed below.



- **Primary Navigation Bar:** The primary navigation bar (containing Search, Browse, Manage Documents, Links, and Administration) is found on every page except where no navigation bar is needed (individual pages that open in a new window and require no other additional navigation). Select the button on the navigation bar to go to that section of the Library.
- **Secondary Drop-down Menus:** Each element of the primary navigation bar includes additional drop down navigation menus. Select an item from the drop down menu to go that section of the Library.
- **Bread Crumbs (Current Location):** Bread crumbs show you where you are in the Library. As each item of text in the bread crumb is a link, you can quickly browse back up the hierarchy. Bread crumbs are displayed on the left hand corner of each page after the completion of any of the available functions.
- **New Documents:** The most recently submitted documents are highlighted in this area of the main page. You may click on the title to open the documents noted here.
- **Favourites:** Any favourite or regularly consulted document may be bookmarked. Each bookmarked document is listed and can be viewed in the side bar to the right of the main page under Favourites.
- **Footer:** Similar to the primary navigation bar, the footer menu appears on every page except where no navigation is needed. The footer, however, includes only text links to the five core elements of the Library (Search, Browse, Manage Documents, Links, Administration).

## Primary Navigation Bar

The Judicial Library contains a primary navigation bar found near the top of each screen. The navigation bar allows the user to Search, Browse, Manage Documents, visit Links to other relevant websites, as well as manage Administration options.

- **Search:** Search provides the means to locate information within the Library.
- **Browse:** Browse provides the means to move through the Library at the subject, course or author level. The term implies you are “just looking” but also provides the ability to retrieve information.
- **Manage Documents:** Manage Documents contains features that are available to NJI staff and other designated users only.
- **Links:** Links to related organisations are provided in the Links section. Selecting a Link will open a new window with the selected link displayed.
- **Administration:** Administration provides the user with the means to change his or her name, email address and password. Additional features are provided for those users who have additional privileges (e.g. the Library Administrator).

From any page, you can also return to the home page, logout, change your language of preference (when the French version is available), and access the online help system.

- **Return to the Home Page:** Using your left mouse button, click on the Judicial Library text in the upper left corner of the screen.
- **Logout:** Using your left mouse button, click on the Logout text in the upper right corner of the screen. Choosing this ends your visit to the Judicial Library.
- **Help:** To view on-line help, using your left mouse button, click on the Help text in the upper right corner of the screen.
- **Français / English:** When the French version is launched, users will be able to quickly and easily toggle between the English or the French interface of the Library by left clicking the Français or English button text located in the top right corner of the Library screens.

## Secondary Drop-down Menus

In addition to the primary navigation bar, there are secondary, drop-down menus accessible from each of the primary navigation options (Search, Browse, Manage Documents, Links and Administration).

**Placing your mouse cursor over one of the primary navigation options accesses the drop-down menus.** The secondary menu provides the user with an alternative means to quickly navigate to another part of the Library in one click.

For example, under the primary navigation bar, click the Search tab with your left mouse button. You are presented with all available search options. However, if you only wish to search by, for example, Author, place your mouse cursor over the Search tab and a drop down menu will appear. Using your mouse to highlight the Author item, left mouse click on Author to display the Search by Author page.

## Navigating Using the Page Footer

If you prefer to use the **navigation menu** found in the **footer of each page**, simply **left click** any of the menu items in the footer. You will then be taken to the page you have selected.

The navigation options available from the page footer are identical to those found on the primary navigation bar:

- Search
- Browse
- Manage Documents
- Administration

Note: Links are only accessible from the primary navigation bar.

### **Navigating Using Bread Crumbs**

Bread crumbs serve two purposes. They identify your current location within the Judicial Library, illustrating the hierarchy or trail of navigation. They also allow you to easily “jump” back to any level in the hierarchy that you have visited to get to the page currently displayed.

Bread crumbs are displayed after the completion of any function in the Library such as a search. For example, if you were using the Search by Word functionality, on your search results page the bread crumb would look like this Home > Search > By Word > Results. To go back up the hierarchy or to retrace your steps, using your left mouse button, if you were to click on the following in the bread crumb:

- **By Word** which would take you back to the Search By Word screen;
- **Search** which would take you back to the primary Search screen;
- **Home** which would take you back to the Library home page.

### **Returning to the Home Page**

From any page, to go back to the main page after you’ve logged on, **place your mouse cursor over the Judicial Library graphic** located in the upper right side of the screen and **click** your left mouse button.

Alternately, you may select Home from the bread crumb trail located just below the primary navigation bar.

### **Using Popup Windows**

When using the Judicial Library, you will find instances where upon clicking on an item or link, a new browser window opens. These are known as popup windows.




















For example, if you navigate to Administration>My Profile, scroll to the bottom of the page and using your left mouse button click on the Change Password box, a new

window is opened with which makes it possible for you to change your password. This is a popup window.

To close this window, you would either choose **Save** to save the information you entered, or choose Cancel to not save or make any changes. Closing the popup window by using your left mouse button to click on the X in the upper right corner of the popup window has the same result as choosing **Cancel**.

## Icons Used in the Library

As you use the Judicial Library, you will notice a number of which icons, which represent functionality. For your convenience, icons used throughout the Library are defined here.

-  Visit the National Judicial Institute (NJI) website.
  -  Visit the Office of the Commissioner for Federal Judicial Affairs (FJA) website.
  -  Signifies that a document exists.
  -  Signifies a folder of sub-categories exists.
  -  Get more information on the document.
  -  Bookmark this document for future reference
  -  Signifies that the document is available to download as a WordPerfect file.
  -  Signifies that the document is available to download as a Word file.
  -  Signifies that the document is available to download as a text file.
  -  Signifies that the document is available to download as an Adobe Acrobat file.
  -  Signifies that there is an Internet hyperlink.
  -  Print Search Results
  -  View the version history of the document.
  -  Download the document.
  -  French language document.
  -  English language document.
  -  Access denied - you do not have access to this item or functionality.
  -  Click to access on-line help.
  -   Relevance ranking signifying relevance of returned results to your search criteria.
- ... The ellipsis button signifies that a popup window can be launched to permit you to select additional information.

## 2.5 Basic Features of the Library

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The Judicial Library is an online document management system that provides access to a variety of judicial resources. It replaces the search engine currently found on the National Judicial Institute website and on Judicom. At present, Library holdings comprise resources from the National Judicial Institute (NJI) and the Office of the Commissioner for Federal Judicial Affairs (FJA) but plans are to expand the Library to contain resources from other judicial education organisations such as the Canadian Institute for the Administration of Justice(CIAJ) and FJA resources.

**The Main Page:** Welcomes you to the Judicial Library and identifies new documents added to the Library, new documents added within Library categories and lists your favourite (or bookmarked) documents. This page is also the launch point for Search, Browse, Document Management, Links and Administration functionality.


**Searching for Resources:** Permits the user to conduct a variety of searches against the library holdings including searching by Word, Subject, Course, Author, Date, Type, and Interest. In addition, all individual search functionality is also included under an advanced search option.

**Browsing Resources:** Rather than undertaking a search, the user can browse for documents in the Judicial Library by subject area or by author.

**Submitting Documents;** Users may ask to have documents submitted to the Library. They are reviewed and then upon approval, documents are added by the Librarian for the perusal of all Library users.

## 2.6 Questions and How to Get Support

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On-line help is available by consulting the help files. We recommend that you first consult on-line help by using your **left mouse button to click** on the **Help text** located in the upper right corner of the screen. Additionally, in some instances, the  icon identifies the availability of online help. If you see this icon, left click it.

As well, a tutorial is available that will walk you through the basic features of the Library. You may request this tutorial by contacting the Library Support Desk at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca).

If either on-line help or the tutorial does not address the specific question or problem that you have, please contact the Library Support Desk at [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca).

## 3. Searching the Judicial Library

The Judicial Library provides a number of ways to search library holdings. For example, you can search by word or phrase, subject, course, author, title, date, type of resource, and interest. You can also conduct an advanced search, which combines the features of all individual search functionality into one search screen.

**Left click Search** in the primary navigation bar and then **select one of the search options** presented.

### 3.1 Searching by Word or Phrase

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The **Search by Word** option is designed as a quick way to perform full text searches on all resources in the Library. You may use it to search all or part of a word, phrase, name,

title, subject or category. Search by Word will return all results that contain the search term that you used.

To search by word or phrase, using the left mouse button **click** on **Search** in the primary navigation bar and then click on **By Word** from the secondary drop down menu.

Search by Word will produce different results depending on how the search criteria are entered. For example, typing “Charter” will produce a different results because it assumes you want only those documents with the word, “Charter”, beginning with a capital while “charter” searches for all documents beginning with a lower or upper case letter.

As well, **be careful to avoid search phrases that contain stop words (e.g. and, or, of, the, etc.)**. For example, searching “Charter of Rights” brings back all documents containing the word, “of.” You would instead want to Search by Exact Phrase. To search an exact phrase, please see “Search by Exact Phrase” below.

### **Searching for Specified Words or Near Matches.**

A **single word** or **phrase** can be searched for and the Library will return the most relevant documents that contain some or all of those words, including conjugations and derivatives of the word (i.e. searching for the word *mined* will return matches for *mine* or *mining*).

In the Search text box, **type** the word you want to search against. Use your left mouse button and **click** on the **Search icon**.

#### **Searching for an Exact Phrase**

You can search for an **Exact Phrase** within the Judicial Library. Note that **you must use double quotation marks (“ ”)** around the exact phrase being searched for to indicate an exact phrase search. Remember to separate multiple phrases by a comma.

For example, if you wanted to search for the Supreme Court and the Charter of Rights and Freedoms, you would **type** “Supreme Court”, “Charter of Rights and Freedoms” in the **Search text box**.

**Left click the Search icon** once you have entered the exact phrase search criteria in the search text box.

### **Searching by Verity or Boolean Syntax**

**By Word** searches can be made **more specific by combining** the word(s) with **operators**. Operators (also known as Verity or Boolean operators) are special symbols that are used to define a logical relationship between entries.

- + Finds documents containing **both words**. Example: **evidence + civil** (i.e. evidence AND civil) will search for both words.
- , Finds documents containing **either of the words**. Example: **provincial, federal** will search for either, or both words (i.e. provincial or federal).

- Finds documents containing the **word preceding it** and **excludes documents** containing the word **that follows** it. Example: **courts - civil** will search for courts but NOT civil.
- % Represents **any one character**. Example: Use a % to specify the first letter of a word.
- \* Wildcard operator that represents **one or more characters**. The wildcard can be placed at the beginning, end, or middle of a word. Example: a search for **inter\*** will retrieve **international, interference, and Inter-American, etc.**

### **Restricting your search by document language**

By default, the Judicial Library conducts a search against all English and French holdings. If you wish to search against only English or only French documents, choose the corresponding language that you want to conduct your search against by using your left mouse button to **click** on the **radio button beside the desired language**.

### **Using accents when searching in French**

If you choose to search all documents (both English and French) or French documents only, it is not necessary to use accented letters in the French words that form part of your search criteria. For example, searching for the word *admissibilite* rather than the word *admissibilité* (note the accented é) would return all results containing both the word *admissibilite* and *admissibilité*.

However, there are instances where the same word exists in both the English and French language but each word has a different meaning. In this case, using the properly accented French word(s) in your search criteria will improve the relevancy of your search results.

For example, if you search for the word “the”, the results would return all the documents in the Library. **Stop words such as “the”, “and”, and “or” should not be included in your search criteria.** However, if you were to search for the word “*thé*”, all documents containing that word would be returned.

Thus, to narrow your search to find only instances of a French word it is recommended that you use the properly accented word to find instances of it in the holdings of the Judicial Library.

To type accents, common keyboard shortcuts for Macintosh and Windows operating systems are provided below.

#### **For Windows**

**Depress the Num Lock key** located above the numeric keypad on your keyboard. **Depress and hold down the ALT key** and **type the three-digit number** in your numeric keypad representing the accented letter required.

**Note, you must use the numeric keypad** and not the number keys located on the top row of your keyboard.

128 Ç 129 ü 130 é 131 â 132 ä 133 à 135 ç 136 ê 137 ë 138 è 139 ï  
140 î 141 ì 142 Ä 143 Å 144 É 145 æ 146 Æ 147 ô 148 ö 149 ò 150 û  
151 ù 152 ÿ 153 Ö 154 Ü 160 á 161 í 162 ó 163 ú 164 ñ 165 Ñ

## Macintosh

In most cases, **hold down the Option key** on the keyboard and then **type a regular character key** as indicated below. Nothing will appear on your screen at this point. **Release both keys**, and then **type the letter**, which should carry the diacritical. For some special characters press Option and one key together.

To find characters others than those listed below, choose Key Caps from the Apple menu for a diagram of your particular keyboard. Vary the font that is displayed by selecting other fonts from the new menu Key Caps, which will have appeared at the right of your menu bar.

acute á: é, í Option + e, the letter

grave è: à, ù Option + ` , the letter

tilde ñ Ñ: Option + n, the letter

circumflex ê: Ê Option + i, the letter

umlaut ä Ä: Option + u, the letter "a" or Option + u, Shift and the letter for capital "A"

umlaut ö Ö: Option + u, the letter "o" or Option + u, Shift and the letter for capital "O"

umlaut ü Ü: Option + u, the letter "u" or Shift and the letter "U"

cedilla ç Ç: Option + c

## 3.2 Searching by Subject

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**Search by Subject** permits you to select one or more subjects from a list and retrieve documents related to those subjects.

**To search by subject**, choose **Search** from the primary navigation bar and then choose **By Subject** from the secondary drop down menu.

### Selecting one or more subjects

By default, when you conduct a Search by Subject, the entire Judicial Library is searched. To search only one or some subjects:

Type your search criteria in the search text box.

- **Hold down your left mouse button** and the **Shift** key to **select a group of subjects** to search against; then **click** the **Search icon** or
- **Hold down the Ctrl key** and **use your left mouse button to selectively click subject categories** to search against and then **click** the **Search icon**.

Using either option but not entering any search criteria in the search text box will return all documents from those categories.

It is possible to secure a listing of all documents held in the Judicial Library. To do so, **select Library** from the list of subject categories and then **click the Search icon** (note – leave the search text box blank).

### **Narrowing your search to specific words or phrases**

Type either **partial** or **full words**, or a **search phrase** in the Search text box in order to **narrow your Search by Subject**. You can also search using Verity or Boolean operators (e.g. exact phrases can be found by surrounding search criteria in quotation marks). **Click the Search icon**.

## **3.3 Searching by Course**

---

**Search by Course** permits you to select one or more of the course categories and to retrieve documents related to those courses.

**To search by course**, choose **Search** from the primary navigation bar and then choose **By Course** from the secondary drop down menu.

### **Selecting one or more Courses**

By default, when you conduct a Search by Course, the entire Judicial Library is searched. To search only one or some courses:

**Type your search criteria** in the **search text box**.

- **Hold down your left mouse button** and the **Shift** key to **select a group of courses** to search against; then **click the Search icon** or,
- **Hold down the Ctrl key** and **use your left mouse button to selectively click from the list of courses** to search against and then **click the Search icon**.

Using either option but not entering any search criteria in the search text box will return all documents from the list of courses.

It is possible to secure a listing of all documents related to courses held in the Judicial Library. To do so, **use your left mouse button** and the **Shift** key to **scroll down the list of courses** (highlighting them all). **Click the Search icon**.

### **Narrowing your search to specific words or phrases**

Type either **partial** or **full words**, or a **search phrase** in the Search text box in order to narrow your Search by Course. You can also **search using Verity or Boolean**

**operators.** For example, for exact phrases can be search by surrounding your search criteria in quotation marks. **Click the Search icon.**

### 3.4 Searching by Author

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**Search by Author** permits you to retrieve documents held in the Judicial Library that were produced by the author you specified in the author's search text box.

**To search by author,** choose **Search** from the primary navigation bar and then choose **By Author** from the secondary drop down menu.

#### Searching for an Author's Name


**Type** in all or part of the author's name in the author's search text box and then **click** on the **Search icon**. Documents containing the author's name or parts thereof will be displayed. For example, searching for the author surname of "Jackson" will return matches for "Jack" and "Jackson" or "jack" and "jackson." **Searches are not case sensitive** and only become case sensitive when you search using double quotes (" ").


#### Searching using stemming or wildcards

A **partial word** or **wildcard author search** can be performed by combining a part of the author's name with an asterisk (\*). The wildcard can be placed at the beginning or at the end of part of the author's name. For example, a wildcard author search for M\* would return results for those author's first name, middle name, last name beginning with an M.

#### Specifying a Date Range

You can also further **refine or expand your search by author's name** by **changing the date criteria**. For example, searching for the author's name or parts thereof using a timeframe of January 1, 2002 to October 7, 2003 will return results that include the author's name that you searched for and that are found in documents held in the Library from the beginning to the end of that time period. Narrowing the date field will search a shorter date period and thus return potentially fewer results.

In the **From** search box, **left click the calendar icon** . **Select** a Month and a Year from the drop down menus then **select a date**. To scroll to a different month in the calendar use, use the < back or forward > icons.

In the **To** search box, left click the **calendar icon** . **Select a Month and a Year** from the drop down menus then **select a date**. To scroll to a different month in the calendar, use the < back or forward > icons.

**Click the Search icon.**

### 3.5 Searching by Title of Document

---

**Search by Title** permits you to retrieve documents from the Judicial Library that contain part or all of the title you specified as your search criteria.

**To search by title**, choose **Search** from the primary navigation bar and then choose **By Title** from the secondary drop down menu.

#### Specifying the Title of the Document

**Type** all or part of the document's title in the **Search** text box. **Click** the **Search icon**.

You can also **search** for the **title of a document** by searching for specific words or phrases that may exist in the title. In the **Search** text box, **type partial, full words or a phrase** and then **click** the **Search icon**. You can also search for exact phrases by surrounding your search criteria in quotation marks.

For example, to search for Constitutional Law in a document title, you could enter the following words in the search text box: Constitutional Law, "Constitutional Law", Law, or Constitutional. The results that are returned will include all documents that include these words or exact phrase in their title.

#### Searching using stemming or wildcards

A **partial word** or **wildcard title search** can be performed by combining a part of the document title with an asterisk (\*). The wildcard can be placed at the beginning or at the end of part of the document title. For example, a wildcard title search for Con\* would return results for Context, Constitution, Constitutionally, Concerning.

#### Restricting your search by document language

By default the Judicial Library conducts a search against all English and French holdings. If you wish to search only English or only French documents, choose the corresponding language that you want to conduct your search against.


### 3.6 Searching by Date or Date Range


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**Search by Date** permits you to retrieve documents from the Judicial Library that were published during the time period you specified in your search criteria.

**To search by date**, choose **Search** from the primary navigation bar and then choose **By Date** from the secondary drop down menu.

#### Specifying a Date Range

In the Date Range **From** search box, **left click the calendar icon** . **Select a Month and a Year** from the drop down menus then **select a date**. To scroll to a different month in the calendar use, use the < back or forward > icons.

In the **To** search box, **left click the calendar icon** . **Select a Month and a Year** from the drop down menus then **select** a date. To scroll to a different month in the calendar, use the < back or forward > icons.

**Click the Search icon.**

### **Narrowing your search to specific words or phrases**

To narrow your Search by Date to find specific words or phrases, **enter partial, full words or a search phrase in the Search text box** and then **enter** a set of dates to search against. You can also search for exact phrases by surrounding your search criteria in quotation marks.

**Click the Search icon.**

## **3.7 Searching by Resource Type**

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**Search by Resource Type** permits you to retrieve documents from the Judicial Library that match the resource type you specified as your search criteria.

**To search by resource type**, choose **Search** from the primary navigation bar and then choose **By Type** from the secondary drop down menu.

### **Selecting one or more Resource Types**

By default, when you conduct a Search by Resource Type, the entire Judicial Library is searched. To search only one or some “types”:

- **Hold down your left mouse button** and the **Shift** key to **select a group of subjects** to search against; then **click the Search icon** or,
- **Hold down the Ctrl key** and **use your left mouse button** to **selectively click subject categories** to search against and then **click the Search icon**.

Using either option but not entering any search criteria in the search text box will return all documents from those resource categories.

It is possible to secure a listing of all documents categorized by resource type in the Judicial Library. To do so, **select Resource Categories** from the list of resource types and then **click the Search icon** (note – leave the search text box blank).

### **Narrowing your search to specific words or phrases**

To narrow your Search by Resource Type to find specific words or phrases, **type partial, full words or a search phrase in the Search text box** after you have selected the Resource Types you wish to search against. You can also search for exact phrases by surrounding your search criteria in quotation marks.

Click the **Search icon**.

### 3.8 Searching by Interest

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**Search by Interest** permits you to retrieve documents from the Judicial Library that match the Of Interest to Target Audience you specified as your search criteria.

To **Search by Interest**, choose **Search** from the primary navigation bar and then choose **By Interest** from the secondary drop down menu.

#### **Selecting one or more Interest Groups (Target Audiences)**

By default, when you conduct a Search by Interest, the entire Judicial Library is searched. To search only one or some “interests”:

- **Hold down your left mouse button** and the **Shift** key to **select a group of interest** to search against; then **click** the **Search icon** or,
- **Hold down the Ctrl key** and **use your left mouse button** to **selectively click of interest** to categories to search against and then **click** the **Search icon**.

Using either option but not entering any search criteria in the search text box will return all documents from those Of Interest To categories.

It is possible to secure a listing of all documents categorized by Of interest to in the Judicial Library. To do so, **select Of Interest To...** from the list of target audiences and then **click** the **Search icon** (note – leave the search text box and date range fields blank).

#### **Narrowing your search to specific words or phrases**

To narrow your Search by Interest to find specific words or phrases, **type partial, full words or a search phrase in the Search text box** after your have selected the **Of Interest To** target audience(s) you wish to search against. You can also search for exact phrases by surrounding your search criteria in quotation marks.

Click the **Search icon**.

### 3.9 Performing an Advanced Search

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Performing an Advanced Search permits you to retrieve documents from the Judicial Library that match a variety of search criteria determined by you. For example you can conduct an Advanced Search by simultaneously searching by date, keyword, subject, course, author, title, type and target audience or combinations thereof.

To undertake an advanced search, choose Search from the primary navigation bar and then choose Advanced from the secondary drop down menu.

From the Advanced Search screen, you can choose to:

- **Search by word** using the fields available:
  - All of the words (will find documents containing all words in the search string)
  - The exact phrase (will find papers containing those words exactly in the specified order in the search string)
  - At least one of the words (searches documents that contain at least one of the words in the search string)
  - Not the words (will exclude papers containing the words specified)

Then, use your left mouse button to select:

- **Language** to Search (default selection is All)
- **Date Range:** Using either all dates or the calendar function, choose a From and a To date. Leaving one or the other of the date fields blank will return all documents prior or subsequent to the date you have entered.
- **Author:** Enter the entire or partial name of an author to search.
- **Title:** Enter a title you wish to search.
- **Subject:** Choose either single or multiple subject categories. You can select multiple categories by using either your Shift key and mouse scroll wheel or Ctrl key and left mouse button.
- **Courses:** Choose either single or multiple courses to search. Multiple courses may be selected by using either your Shift key and mouse scroll wheel or Ctrl key and left mouse button.
- **Interests:** Choose either single or multiple subject categories. You can select multiple categories by using either your Shift key and mouse scroll wheel or Ctrl key and left mouse button.
- **Type:** Choose either single or multiple courses to search. Multiple courses may be selected by using either your Shift key and mouse scroll wheel or Ctrl key and left mouse button.

## 3.10 Managing Saved Searches

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### Saving a Search

Any search you perform can be saved. First **choose the category** (Word, Title, Author, etc.) you wish to search and **enter the search criteria**. **Left click** on **Search**. Once the search results are displayed, save the search by **clicking** on the **Save Search** button, located in the middle of the page, directly below the Search button. A pop up window will appear. It will ask you to **name the search** you want to save. **Click** the **Save** button. The search is now saved. You may have to refresh your page to update the list of saved searches.

### **Accessing a Saved Search**

All saved searches can be found in a list to the right of the search results page (Saved Searches). Left **click** on the **arrow** to view your full **list of saved searches**. **Highlight the search** you want to review and **click Go**. This will bring up the results of the saved search.

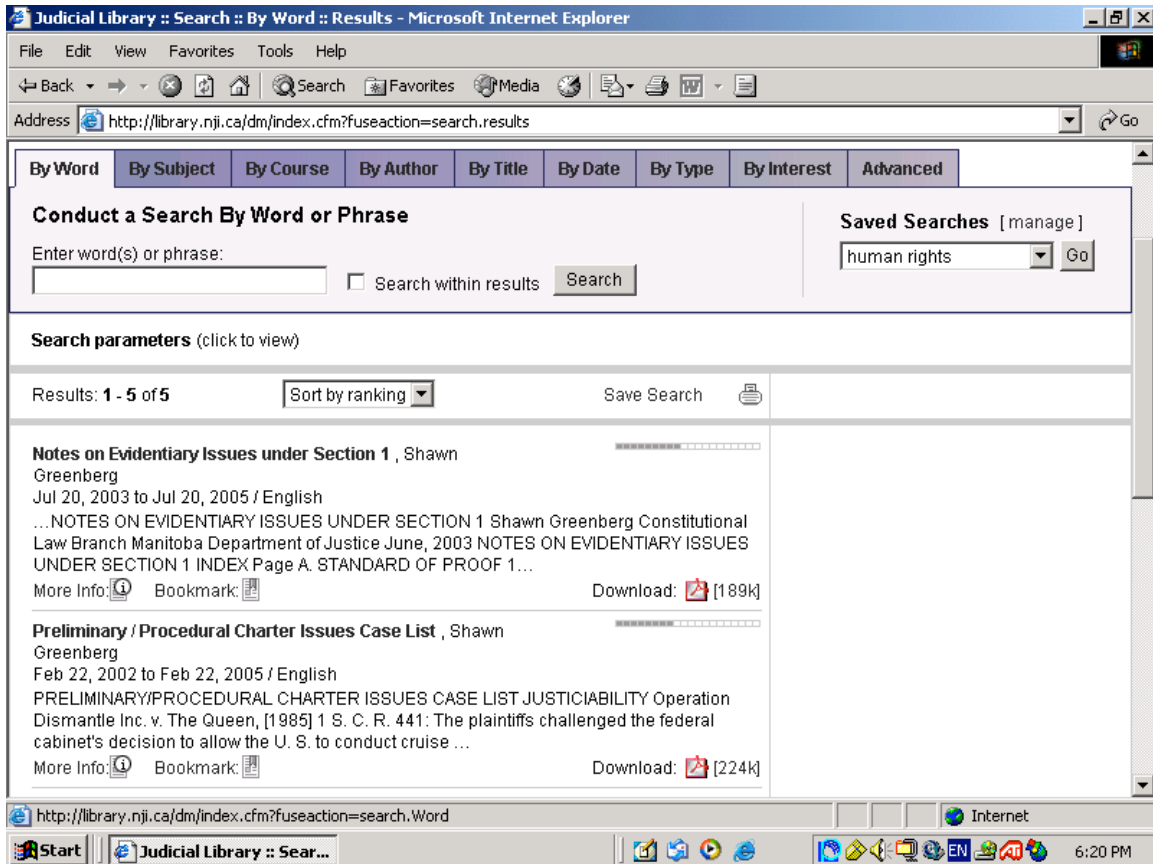
### **Deleting a Saved Search**

To delete a search, **click** on **Manage** to the right of Saved Searches. This will bring up a pop up window containing your full list of saved searches. Left **click the box next to the name of the saved search** you wish to delete. Click **Delete**, located at the bottom left of the pop up window. Your list will be refreshed and the saved search will no longer be listed. Click on Close Window to continue to search the Library.

## **4. Working with Search Results / Folder Contents**

Upon execution of a search, the Library holdings are examined and the applicable results are returned to you in the browser window. Once search results are displayed on the screen, the user has a number of ways to interact with the results.

### **Viewing Document Records**

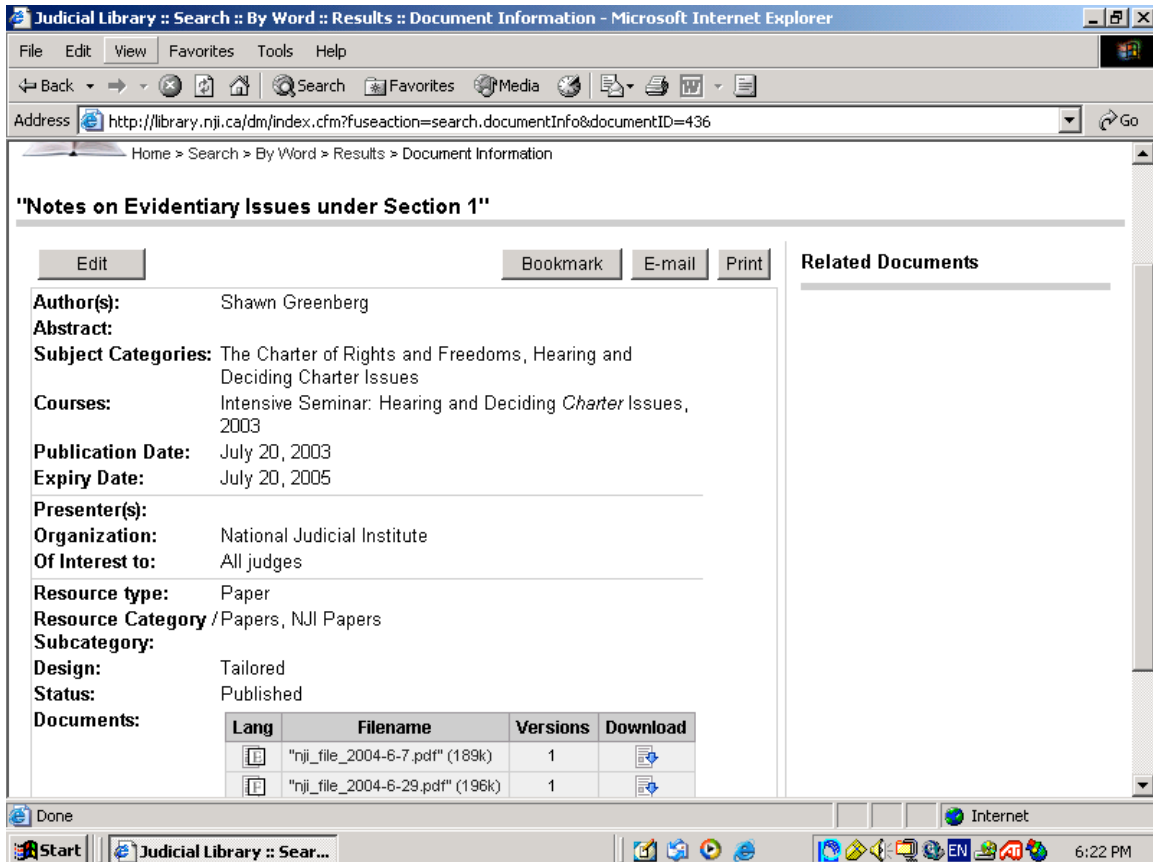


A list of search results will be displayed (see above) after the completion of a search of the Library. This list contains individual records that note the pertinent information attached to each document such as title, author and abstract. At this point, you are given the opportunity to **click on different options to see More Info, Bookmark the document, or Download it.**

#### 4.1 The Document Abstract

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##### View More Information for the Document



For any document held in the Library, additional information (beyond the standard abstract) is available. Additional information includes, for example, author names, document abstract, subject category and publication date.

**To view more information** for the document, **conduct a search** and then using your left mouse button, **click** on the **More Info** link (or icon beside the link) located in the bottom left corner of the abstract results screen for the document. Here, you will find the full metadata that is kept on a record, including the version history of a document. Usually, the most recent version of a document is available for viewing. However, we do on occasion track and store previous versions of a document. These versions are only available upon request to [njilibrary@judicom.gc.ca](mailto:njilibrary@judicom.gc.ca).

A publication and expiry date are also documented. The date of publication is the date that the particular document or version was made available (often, it marks the start of a conference) while the expiry date is used to denote that a paper's relevancy and content must be checked internally by NJI staff.

### Download or View a Document

Users have the option to review all documents on-line or to download library holdings to the user's own computer for reference.

To download a document, follow these steps:

- Conduct a search
- Review search results
- Left mouse button **click** the icon that appears beside the phrase **Download** at the bottom right of the document abstract information on the screen. A File Download popup window appears.
- Left mouse button **click Open** to view the document on your computer screen now. If you choose this option, you will need to follow the method for saving documents as dictated by your word-processing software.
- You may also save the document directly to your computer hard drive. Left mouse button **click Save to save the document** to your computer hard drive. A Save As popup window will appear. When it does, choose the location to save the file (note this location so that you will be able to find the file on your computer) and left mouse button click Save. When download is complete, depending on how your computer is set up, a Download Complete popup window may appear.
- Repeat these steps for each document you wish to download.

### **Bookmark a Document**

**Bookmarking** allows you to **gain quick access to documents**, without downloading or saving them directly to your computer or network.

Documents may be bookmarked in **two ways**. The first involves conducting a search by Word, Subject, Course, Author, Title, Date, Type, Interest, or Advanced. The Search Results page with a listing of the documents found is displayed. For each document record, you will see Title, Author, Publication Date, Language and Abstract information is given. Left **click** the **Bookmark symbol**, which can be found under the abstract. A pop up window telling you the selected document “has been bookmarked” will appear.

You may also bookmark documents once you are in a specific document record. Conduct a search and the search results page appears. Left **click** on the **More info** section of the document which is of interest to you. The full document record appears. **Click on the Bookmark button** at the top centre of the screen and follow the same instructions as above to bookmark the document.

### **Retrieving Bookmarked Documents**

**Bookmarked documents are located under the Favourites column** on the right of the Main Page (the page which appears immediately after your login and lists new documents recently uploaded to the Library). **Left click on the document in the list that you are interested in viewing**. The document record will appear. **To view** the document, scroll down to the Documents part of the record and **left click on Download**. In certain records, you may have your choice of choosing either a French or English version of the document or it may be available only in English or French.

After clicking on Download, **a pop up window appears** and gives you **the choice to either Open the document directly without saving it to your computer** or to **Save it to your computer’s hard drive, a diskette or to a network**. If you Save the document, you must note the location of the saved document so you may go to that location and

open it for viewing. If you Open a document directly, it will not be saved anywhere on your computer.

### **Deleting a Bookmark**

To **delete a bookmark, go to Favourites on the Main Page**. To the right of Favourites, you will find Manage documents. Left **click Manage** and a pop up window appears, containing your list of bookmarked documents. Left **click on the box to the left of the document** you wish to delete. Left **click the Delete** box and then do the same for Close Window, which will take you back to Main Page where you can begin another search or continue working with your bookmarked documents.

### **Emailing a Document**


In future versions of the Library, you will be able to email a paper or document to yourself or another person. Further instructions will be made available when this feature is functioning.

### **Printing a Document**

In future versions of the Library, you will be able to print the paper without either viewing it first or saving it to your computer or network. More detail on this feature will be made available at a later date.

### **Relevance Ranking**

Search results are displayed in an order that is determined by a system called relevance ranking. The most "relevant" document (which contains the terms – words, phrase, names, etc. that you searched for) appears at the top of your results list with a maximum score of 100%; the least "relevant" appears at the bottom of the list with a score of 1%. As a general rule, document scores should decrease gradually from the top to the bottom of your results list. Typically, documents with a score of less than 50% are not very "relevant" to your search and may not be worth retrieving, unless you are fairly certain of their contents and their significance to your topic.

To **view relevance rankings** for any document, conduct a search. In the search results window, you will see a small bar . Place your mouse cursor over the bar. **A small text message will appear telling you that Relevance Ranking of this document is X percentage.**

### **Search Parameters**

To review or remind yourself of the search terms used in a search you've just completed, **click on Search parameters. The search words you used will appear.**

## **4.2 Navigating the Results Set**

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After you complete a search, the Library will respond with a list of documents that contain your search term(s). This list is referred to as the Search Results.

By default, ten results are displayed on your computer screen.

To **view search results, scroll down the screen.**

To **view any information related to a particular document, click on the More Info link.**

To **view subsequent search results** (if they are available), **scroll to the bottom** of the search results screen. At the bottom middle of the screen, you will see something similar to this: "Result Page: 1 2 3 Show all results." The page currently displayed, in this case page 1 of search results, appears in bold. **To view the next page, use your left mouse button and click on 2.** Follow the same process to review search results on subsequent pages.

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### **4.3 Changing the Sort Order**

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You can sort the search results display in one of four ways.

#### **Sort by ranking**

This is the default setting. Search results are displayed with the most relevant document listed first and the least relevant listed last.

#### **Sort by title**

This displays search results in alphabetical order by document title.

#### **Sort by author**

This displays search results in alphabetical order by author last name.

#### **Sort by date**

This displays search results by the date of the document.

To change from the default display (by ranking) look for the drop down box with the phrase Sort by ranking. This box appears at the top, middle of the search results page. Using your left mouse button, click on the drop down box and choose from the available commands to display the search results by ranking, title, author or by date.

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### **4.4 Searching Within Results**

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You may find after conducting a search that you have been presented with many documents matching your search criteria. The Judicial Library provides the ability to

narrow your search further by allowing you to search within the results that have been returned.

To search within results, enter a new search word or phrase in the search text box displayed at the top of the search results screen and then left click the Search button.

#### **4.5 Performing a New Search**

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If you have conducted a search and results returned were not what you were looking for, it is possible to conduct a new search. There are two ways to conduct a new search.

From the primary navigation bar, left click Search and follow the necessary steps.

From the bread crumbs, left click Search and follow the necessary steps.

#### **4.6 Displaying All Search Results**

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In addition to viewing individual search results pages, you may also **display all search results** in one screen. To do so, using your left mouse button **click** on the **Show all results** link found at the bottom of the screen.

#### **4.7 Printing the Search Results**

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There may be occasions when you do not want to download any documents but instead want to print a copy of the returned search results for future reference.

To **print a listing of your search results**, it is recommended that you first **select Display all Search Results**. Once you have done that, you have **two means to print** the results.

Left mouse button **click the printer icon**  which can be found at the top, right hand corner of the search results page or using your left mouse button, navigate to the web browser menu icons (found at the very top of your computer screen). Click on **File**. From the drop down list, choose **Print**. Select your printer and other options, then click OK.

### **5. Browsing the Judicial Library**

Browse provides the means to move through the Library at the level of subject, course or author. The term implies you are “just looking”. However, browsing does provide the option to retrieve information.

#### **5.1 Browse Resources by Subject**

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The Judicial Library is organized across more than thirty subject areas. Subject areas range from Aboriginal Law through to Youth Criminal Justice. In addition to the primary

subject areas, each also has subcategories. The subcategories exist to narrow down your browse by subject area.

To **Browse Resources by Subject**, left click **Browse** in the primary navigation bar. **By default, Browse by Subject will display** on your computer screen.

Left click one of the subject areas of interest. For example, if you were to choose Aboriginal Law, all documents held in the Judicial Library related to Aboriginal Law are displayed.

You can then conduct a more **detailed browse by using your left mouse button** to click on one of the **subcategories that appears near the top** of the screen. Any documents held in the Library that meet both your browse criteria (category and subcategory) are displayed.

Similar to functionality within Search, browse results can also be sorted and displayed by ranking, title, author and date. Please see Search for additional information on this functionality.

## 5.2 Browse Resources by Author

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To **Browse** all Judicial Library holdings **by author surname**, from the primary browse menu, **left click By Author**. In the screen that is displayed, by default, authors with surnames beginning with “A” are displayed. To choose an author with a surname that begins with a different letter, left click one of the letters displayed near the top of the screen. Alternatively, **you can also display all authors who have documents within the Library by left clicking All**.

All documents held in the Library by a chosen author will be displayed. You can retrieve additional information on that author’s documents by left clicking the More Info link. Additionally, you can also click on the icon Download to open or save that author’s document to your computer.

As with the Search function, Browse by Author results can be sorted and displayed by rank, title, author and date. Please see Search for additional information on this functionality.

If you are **unsure of an author’s surname** or you have not found a particular author’s name in any of the results displayed, you can also search by all or parts of a surname. To do so, **Browse by Author** and then **enter all or part of the author’s surname** in the Search text box displayed on the right side of the screen. When you have entered your search criteria, left click the Search button. All author surnames matching your search criteria are then displayed.

## 6. Administration

Administration provides the means to edit your user profile including changing your password. In addition, depending on your administrative privileges within the Library, other features may be active such as managing users, groups, authors and subjects.

## 6.1 Viewing My Profile

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**To view your user profile**, choose Administration from the primary navigation bar and then choose My Profile from the secondary drop down menu.

**To change your title**, left click an appropriate title in the drop down title box.

**To change your First Name, Last Name or e-mail address**, replace the applicable text with your updated information.

**To change your preferred language**, select either English or French in the Preferred Language line.

**Your login name is presented to you.** This can only be changed by the Librarian. **To change your login name**, please contact **the help support desk at njlibrary@judicom.gc.ca.**

**To change your password**, left click the **Change Password** icon. A new window will popup. You must **type your old (existing) password** in the old password field. Type your **new password in the Password - New field**. Type your new password again in the Password – Confirm field.

**Click the Save** icon to save your new password. **Click the Reset icon** to start over on this page (your old password will work until you Click Save.) **Click the Cancel** icon if you **wish to discard all changes** and keep your existing password. The popup will automatically close as soon as you click either the Save or Cancel icon.

**Click the save** icon on the **My Profile** page to save all changes to your profile. Choosing cancel will discard any changes you have made to this page. However, please note that if you have already successfully changed your password it will still be active even though you may have discarded any changes you made on the My Profile page.