ONLINE LIBRARY
Guidebook for users

Index:

1. SEARCHING FOR A CONCRETE BOOK

If you look for a concrete book in the online library, select a field in the drop down box and type the keywords according to its title, author, abstract, keyword, report number, journal, year, full text or reference.

In case you do not find that specific resource, click on Advanced Search and start a search with more criteria.
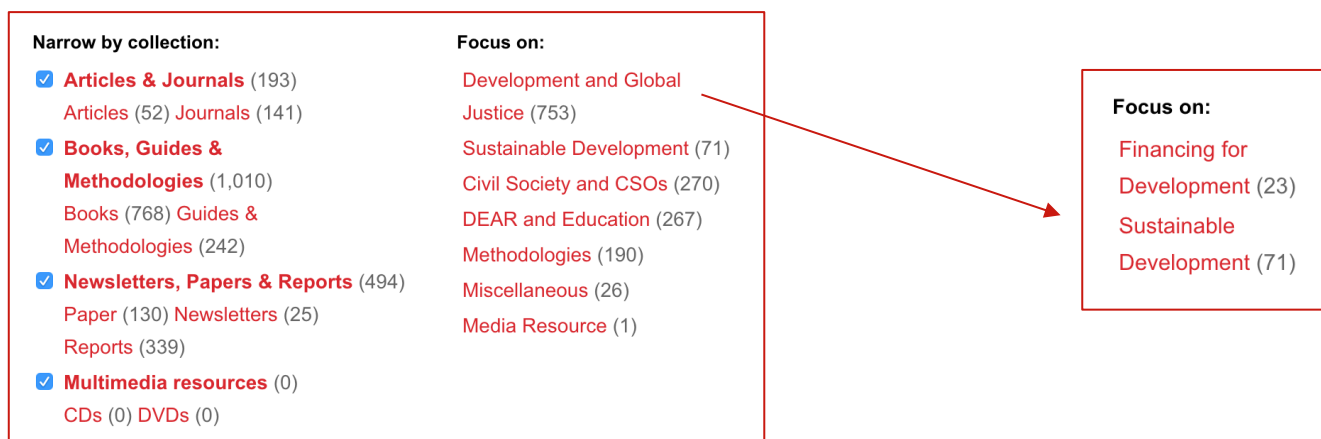
2. BROWSING ACCORDING TO DIFFERENT CRITERIA

You can search for a book according to its author, keyword, year or other criteria in Simple Search or Advanced Search as explained above.

Or you can search for a book according to the type of resource: Articles & Journals, Books & Reports, Newsletters, Papers & Reports or Multimedia resources.

Another option is to search for a book according to its topic. You can choose among the following categories: Development and Global Justice (which has 2 sub-sections: Sustainable Development and Financing for Development), Civil Society and CSOs, DEAR and Education, Methodologies, Miscellaneous or Media Resource.

Narrow by collection:
- ☑ **Articles & Journals** (193)
  Articles (52) Journals (141)
- ☑ **Books, Guides & Methodologies** (1,010)
  Books (768) Guides & Methodologies (242)
- ☑ **Newsletters, Papers & Reports** (494)
  Paper (130) Newsletters (25) Reports (339)
- ☑ **Multimedia resources** (0)
  CDs (0) DVDs (0)

Focus on:
Development and Global Justice (753)
Sustainable Development (71)
Civil Society and CSOs (270)
DEAR and Education (267)
Methodologies (190)
Miscellaneous (26)
Media Resource (1)

Focus on:
Financing for Development (23)
Sustainable Development (71)

Find below more information about each category:

DC = Development and Global Justice
Information related to all development sectors and Global Justice (for instance Aid, Sustainable Development, Gender, Inclusion, Human Rights etc.). This section has been split in 2 sub-sections:
a. **Sustainable Development** which gathers resources about the MDGs, the SDGs, the agenda 2030 and EU/UN reports.
b. **Financing for Development** which compiles statistics and researches on Aid, Development and Finances.

DE = DEAR and Education
General information about Development Education and Awareness Raising (for instance conceptual papers, studies, reports of conferences, national DEAR strategies, political documents etc.). Then you can find here resources about many different forms of education (for instance Global Education, Popular Education, Education for Sustainable Development, Development Education, and informal Education etc.).

ME = Methodologies
Information about educational methods and concepts (for instance guides, handbooks, toolkits, guidelines, games, teaching concepts, catalogues & resources' collections for practitioners etc.).

CS = Civil Society & CSOs

Publications about Civil Society and by Civil Society Organisations (for instance yearly activity reports, CSO and civic space, reflections on CSO approaches, research on movements etc.).

MS = Miscellaneous

Everything else (for instance finance, alternative economy, EU /UN policy papers etc.).

MR = Media Resource

Films and documentaries on DVDs, VHSs, CDs.

If you search for a book according to its type of collection or its topic, a list of our resources sorted by the latest registration will appear.

More information on how to search for a resource can be found on clicking on Help and then Search Tips or Search Guide.
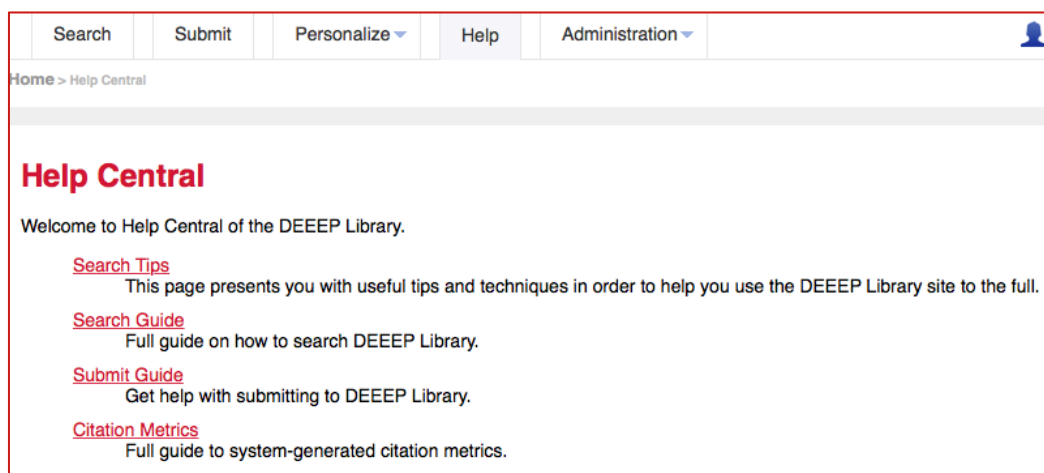
3. YOU FOUND A BOOK YOU LIKE

In case you found a book you like, you can access a more detailed description of the resource by clicking on Detailed record.

On that page (example below), you will find other important information: title of a book, author(s), year of publication, publisher, ISBN, keyword(s) and other information that are available. You can rate the book, share it on social media or find out more information about the publication by clicking on external link (if available).

You can also find a pdf version of the book which you can easily download by clicking on PDF.

In case the resource is not available online (no pdf version), you are welcome to consult this book in our library in the CONCORD office (address below). You will easily find the hard copy of your selected resource thanks to its ID - in the illustrated example below, the ID is DE-GAL-1.2. This code will show you the category (DE), the shelf (from G) and the publication (1.2).

Last but not least, you can submit a comment for each resource in the Discussion tab. This section allows you to comment on the resource, write us if the links does not work anymore or ask for help to the administrator. You can also choose to be notified by email if another user answers your comment.
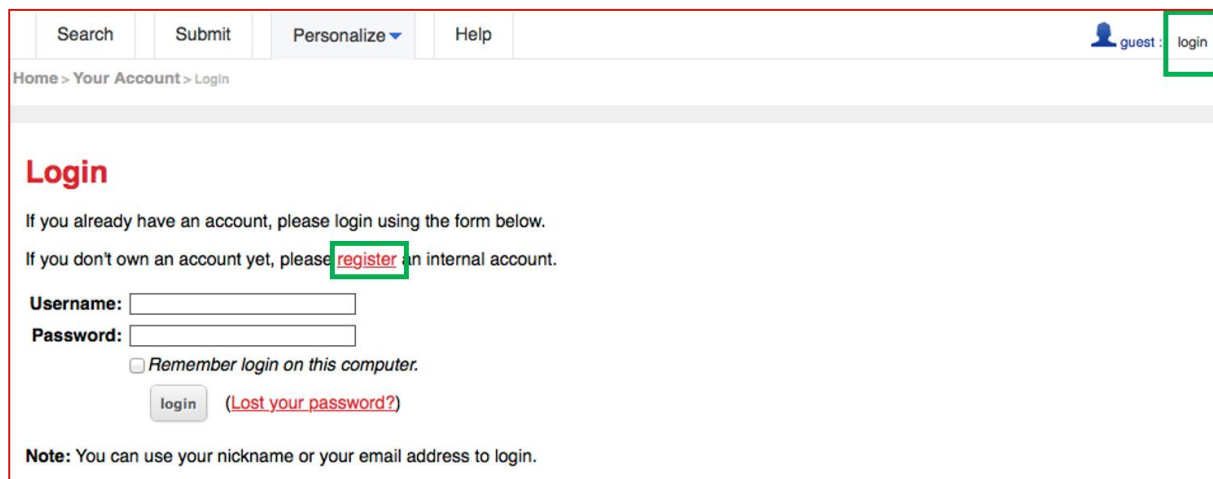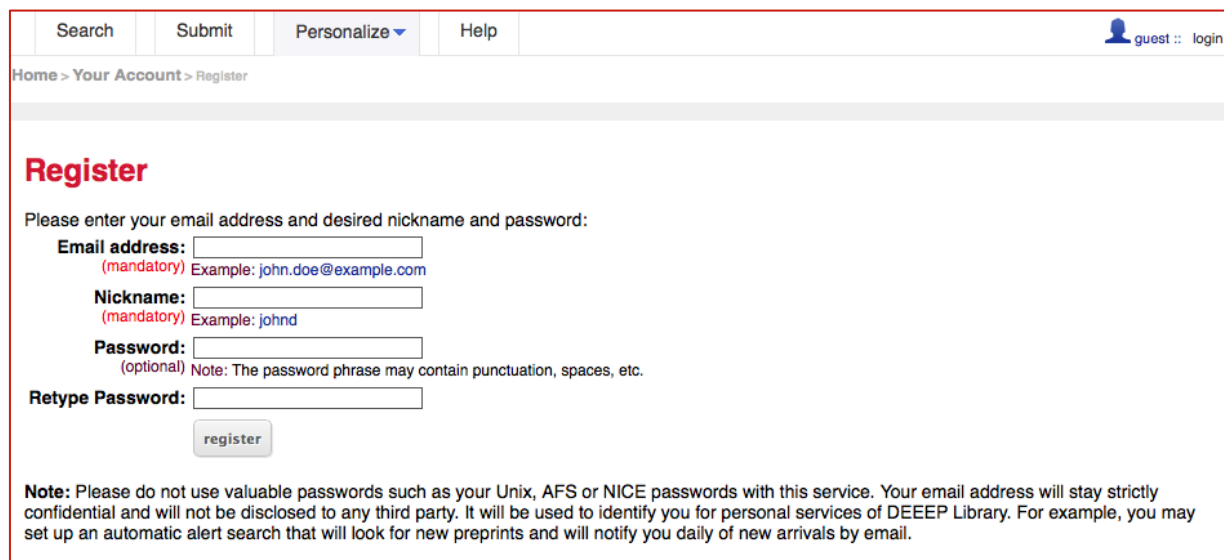
4. REGISTRATION IN THE SYSTEM

If you register into the library, you will have access to other advanced tools.

To register, click on login and then register. Follow the instructions on the web page and confirm your email address with the mail you will receive in your mail box. After confirming, your account for the library will be created (see steps below).

1. Click on login and then register

2. Register

5. YOU WANT TO BOOKMARK SOME RESOURCES

Once you are logged into the library system, you can use a tool called "basket" which will allow you to bookmark some selected resources. After a search, tick the boxes of the resources you want to add in your basket and click on Add to basket (see below).

To change the resources which you have previously added in your basket or to organise them differently, click on Personalize and then chose Your Baskets.

The list of baskets will open to you.

You can easily Create basket, Delete basket or Edit basket. This will allow you, for example, to create one basket per topic and gather the resources you are interested in.

Once you have clicked on the basket you want, the list of your resources will open. From this list, you can easily manage them.

If you click on Detailed record, you can find out more information about your books, you can Add a note, Add item, Copy item or Remove item.

6. YOU WANT TO SUBMIT A BOOK TO OUR ONLINE LIBRARY

If you want to contribute to our online library, you are welcome to submit a book. You need to be logged into the library system first (see point 4 – Registration).

Once you are logged in, click on the Submit tab and choose "CONCORD library documents".

Then you are invited to click on Submit New Record. We kindly ask you not to use the tool Modify Record.

Once you have clicked on Submit New Record, a window will open itself. To be able to submit your book into the library system, you must fill at least the mandatory fields (type, title, author and language). We kindly ask you to fill as much information as you have available to be able to find your book according to different criteria in our library (leave the other fields empty). For example, the keywords are essential for the search experience.

Once all the information has been completed, save the registration by clicking on Finish Submission (more information below).

Submit New Record

| DEEEP Documents | Submit New Record | Page: 1 | SUMMARY(2) |

Your document will be given a reference number automatically.
However, if it has other reference numbers, please enter them here:
(one per line)

Add a custom code

*Document type
○ Article ○ Journal ○ Book ○ Guide or Methodlogy ○ Newsletter ○ Paper ○ Report

*Document Title:

*Author of the Document: *(one per line)*

*Language(s)

Select one o more languages

Publisher(s): *(one per line)*

Year:

Pages:

Categories:

Select one or more categories

Keywords: *(separated by coma)*

Please do not complete the first gap! The reference number is used only for physical resources which are available in the CONCORD library.

The rest of information to complete is quite self-explicit. Note that most of the gaps work with auto-suggested fields and you need to select among the list before moving to the next gap.

Keywords: *(separated by coma)*

Add one or more keywords
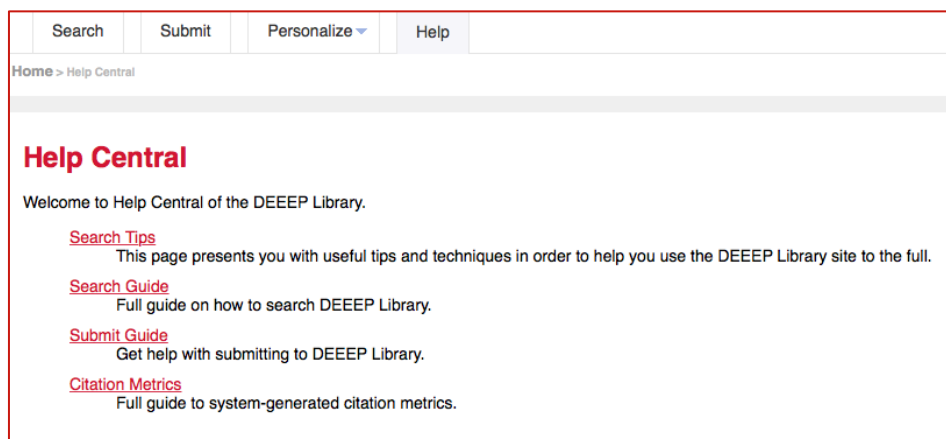
Abstract:

ISBN:

Publication:

Edition:

File:
Choose File no file selected

URL:

Aditional comments:

Finish Submission

More information on how to submit a record, can be found in the Help tab and then Submit Guide.

We hope you found this guidebook useful. In case you have still some unanswered questions do not hesitate to contact us.

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Enjoy the browsing!