SEARCH GUIDE

How to make effective searches in the catalogue
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Search tips

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Quick search mode
Quick search features

• One search box on a “words or phrase” default.

• Drop-down menu options (author, title, subject etc.).

• Search options: Keyword, Browse, Exact.

• Navigate using instructions in the green band (not the browser back arrow).
Search strategy 1

Words or phrase (default)

• Your terms are searched across all fields in the record, including the contents note field.

• Returns a maximum number of hits.
Search strategy 2

Select a field (increases precision)

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

**Tips**

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

*Title* – stop words (A, An, The, Le, La, Les, L’, Die, Der, Das etc.) at the beginning of titles are excluded from the selection. Start directly with the 2nd word or use the default search.
Browse strategy 1

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

**Tips**

*Author* – useful for identifying a specific author out of several with the same name; the number of records held by the author is also displayed.
Browse strategy 2

- Quick search – Browse strategy is particularly useful for exploring concepts in the subject fields.

- Subject keywords in English and French present in one long bilingual list in alphabetical arrangement.

**Tips:**

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

English collocates terms around adjectives, eg. criminal
French collocates related concepts around nouns, eg. enfant
Browse strategy 2 cont.

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

<table>
<thead>
<tr>
<th>Catalog Browse by Subject: “freedom of expression”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. freedom of cultural expression</td>
</tr>
<tr>
<td>2. freedom of expression</td>
</tr>
<tr>
<td>3. freedom of information</td>
</tr>
<tr>
<td>4. Freedom of Information Act, 2000 (UK)</td>
</tr>
<tr>
<td>5. freedom of movement</td>
</tr>
<tr>
<td>6. freedom of religion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Browse by Subject: “liberté d’expression”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. liberté d’exercice de profession</td>
</tr>
<tr>
<td>2. liberté d’expression</td>
</tr>
<tr>
<td>3. liberté d’information</td>
</tr>
<tr>
<td>4. liberté d’objection</td>
</tr>
<tr>
<td>5. liberté d’opinion</td>
</tr>
<tr>
<td>6. liberté du commerce et de l’industrie</td>
</tr>
</tbody>
</table>
Browse for ECtHR case-law

- Case-law titles are also used as subject keywords when describing a document’s content.

- Case-law is expressed as a subject keyword in this manner (in French only):
  
  affaire + name of case
  
  e.g. affaire Bărbulescu

- Use the browse mode to search for references on specific case-law.

More Search tips
Advanced search
Advanced search features

- Multi-field search options for **combining terms** in several fields.

- **Limitation options** for refining search outcomes (language, publication year, collection, etc.).

- Navigate using instructions in the green band (not the browser back arrow).

An advanced search delivers targeted results.
Combining terms

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

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

Limitation options

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

Tips
Remove limitation options to increase the number of references retrieved.
Example: European Arrest Warrant

Search strategy 1
Field “words or phrase”: European Arrest Warrant
Limitation “pubyear”: 2010-2020

Comment:
Uses the “words or phrase” field for a maximum number of results.
Retrieves references where the term occurs in the title, the contents note, and the subject fields.
The date range limitation will refine results.
As the term was entered in English the results will be biased towards English language documents.

This search finds over 60 references.
Example: European Arrest Warrant

Search strategy 2
Field “subject”: European Arrest Warrant
Limitation “collection”: Book collection
Limitation “pubyear”: 2010-2020

Comment:
European Arrest Warrant is a subject keyword and can be used in the subject field.
The date range limitation will refine results.
Selecting the Book collection limits results to books and chapters in books
Use a subject search for targeted results.

This search finds over 30 references.
Example: European Arrest Warrant

Search strategy 3
Field “title”: European Arrest Warrant
Limitation “pubyear”: 2010-2020

Comment:
The term in the title field will find titles in English (the contents note will not be searched).
The date range limitation will refine results.

This search targets English language documents only.

This search finds 8 references.
Search Tips

The following tips apply to basic and advanced searches.
Tips – ECtHR specific keywords

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>FR keyword</th>
<th>EN keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Convention on Human Rights</td>
<td>CEDH</td>
<td>ECHR</td>
</tr>
<tr>
<td>Article of the European Convention on Human Rights</td>
<td>CEDH-1, CEDH-8, CEDH-6-3-c</td>
<td>ECHR-1, ECHR-8, ECHR-6-3-c</td>
</tr>
<tr>
<td>Protocol of the European Convention on Human Rights</td>
<td>CEDH-P1, CEDH-P7-4</td>
<td>ECHR-P1, ECHR-P7-4</td>
</tr>
<tr>
<td>European Court of Human Rights</td>
<td>COUREDH</td>
<td>ECHRCOURT</td>
</tr>
<tr>
<td>Case-law of the European Court of Human Rights</td>
<td>COUREDH-jurisprudence</td>
<td>ECHRCOURT-case-law</td>
</tr>
<tr>
<td>Procedure at the European Court of Human Rights</td>
<td>COUREDH-procédure</td>
<td>ECHRCOURT-procedure</td>
</tr>
<tr>
<td>Rules of the European Court of Human Rights</td>
<td>COUREDH-Règlement</td>
<td>ECHRCOURT-Rules</td>
</tr>
<tr>
<td>International Court of Justice</td>
<td>COURIJ</td>
<td>ICJCOURT</td>
</tr>
<tr>
<td>Court of Justice of the European Union</td>
<td>COURJUE</td>
<td>EUJCOURT</td>
</tr>
<tr>
<td>United Nations</td>
<td>NU</td>
<td>UN</td>
</tr>
</tbody>
</table>
Tips – Truncation

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

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

Jans$ - unsure if the author’s name is Jans, Janse, Jansen, Janssen, Janson, Jansson
Building a search strategy
• Take a few moments to analyse your research question. Move from general to specific concepts when considering search terms. Set your expectations for date, type of document, etc..

• Make notes along the way of good keywords, dead ends, relevant author names, etc.

• Examine interesting records in detail, this may help to identify vocabulary you had not considered.

• If you are surprised by a “no results” outcome, then check the spelling of the search term. The typing error eurpe has no results, the correct term “Europe” produces many results.

• Try various combinations of the search terms noted.

• Placing search terms in different fields (title, subject, words or phrase) will return different results.

• Switch between French and English keywords to vary results.

• Ask your Librarian for help to identify other keywords or additional sources of information.
Contact the Library team
ECHRLibrary@echr.coe.int