

Standards Library User Guide

Purpose

This guide will support a users' understanding of the search functionality of the ACEM Standards and Advocacy Library.

Search types

Keyword

The free text (or 'user defined') search function retrieves exact word matches appearing in the Title, the Document Synopsis (abstract) or within any Subject Categories with which that record has been indexed.

Truncation or use of 'stem' terms is not supported (for instance searching 'hom*' or 'home' will not retrieve 'homeless').

The entry of multiple words will automatically search for exact phrases rather than retrieve records that feature any or all of those words. For instance typing 'homeless and disadvantaged' in the keyword field will only retrieve records which feature that exact phrase (including the 'and'), not records which include the terms 'homeless' and/or 'disadvantaged'.

Tips

- 1 Use a single keyword and run separate searches for variants of that term. For instance, if 'homeless' returns no records hit the 'Reset' button and try 'homelessness' instead.
- 2 If you are looking for documents that are regionally specific to Aotearoa New Zealand or a particular Australian state or territory these terms have generally been included in the Synopsis field. Search using the full name, for example, 'New South Wales' or try the acronym 'NSW' if unsuccessful.
- 3 Keyword searching is most effective if you already know the title of a specific document you are looking for, or you need to see if content is available with respect to a precise subject with standard terminology (for instance 'donation' as a search term for organ donation).

Subject category

All documents in the library have been indexed against a number of relevant subject categories, reflecting their content and drawn from the ACEM Taxonomy of Emergency Medicine. This enables 'controlled language' searching by user selection. To find all records in a broad topic area, regardless of document type, tick the relevant subject category, for instance 'Geriatric EM', and then press 'Update Results'.

Selecting two topics, for instance 'Geriatric EM' and 'End of Life Care' will retrieve all records assigned with either of the categories rather than both, i.e. (retrieves Geriatric EM OR End of Life Care).

Tip

If you are looking for all content that ACEM has published on a particular subject, it is best to only use the Subject Category search in the first instance. You can refine your search by adding in Document Type if you require more specificity. Remember to 'Update Results' if you add in any further terms to the search.

Document type

All documents in the library have been indexed against one of four document types.

- 1 Standards (ACEM's collective word for policies, position statements and guidelines)
- 2 Reports
- 3 Submissions (ACEM's responses to consultations run by government and other organisations)
- 4 Other resources (other 'tools' that do not fit within the above categories)

Document Type searching should be used in combination with a Subject Category search and can also be used in combination with a Keyword search. If 'Geriatric EM' and 'Standards' are selected from 'Category' and 'Document Type' drop-downs this will retrieve the subset of records that have been indexed as having content related to 'Geriatric EM' and that are also tagged as an ACEM Standard i.e. (Geriatric EM AND Standards).

Results

Retrieved records will display chronologically by publication date (most recent first), regardless of document type (unless you limit the search to a specific document type).

Don't forget to click 'Reset' when you want to clear your search terms to begin a new search.