



**QUICK USER GUIDE**

**to**

**SEARCHING VET-BIB**

**2005**

**Developing Cedefop's bibliographic database  
VET-Bib**

prepared by

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## Introduction

Each ReferNet national consortium contributes to the development and maintenance of Cedefop's bibliographical database VET-Bib.

Currently VET-Bib contains around 50.000 references related to the field of vocational education and training at European Union, international and national levels. Every month around 400 new entries from all over Europe are added to this database. Therefore VET-Bib is a unique and fast growing database. It provides relevant and up-to-date sources and documents.

This user guide explains the search functionalities of VET-Bib in a concise and simple way and should enable you to conduct your own searches.

With this user guide we would like to promote the result of our cooperation, namely VET-Bib. We hope that VET-Bib will become a relevant tool for all your future VET bibliographic searches.

## 1. Access to VET-Bib



### 1. Direct access

<http://libserver.cedefop.eu.int/>

### 2. Access through ReferNet ExtraNet

=> you will find the direct link on the first page, lower corner, left hand side

<http://livelink/livelink/livelink.exe/fetch/2000/199537/customview.html?func=ll&objId=199537&objAction=browse&sort=name>

### 3. Access through Cedefop website

=> Library => Information Services

<http://www.cedefop.eu.int/library.asp#3>

### 4. Access through ETV trainingvillage

=> Library => Databases => VET-Bib

[http://www.trainingvillage.gr/etv/Information\\_resources/Library/databases.asp](http://www.trainingvillage.gr/etv/Information_resources/Library/databases.asp)

### Please remember!

Registration to ETV is not required to access VET-Bib. Please feel free to link directly to VET-Bib and/or inform other interested users about its existence.

For linking purposes use the direct link: <http://libserver.cedefop.eu.int/>

## 1.1. AVAILABLE DATABASES

This option lets you choose between the available databases



<b>VET-Bib</b>	Bibliographical Database (incl. VET-eLib and VET-iR)
<b>VET-eLib</b>	Digital Library of key documents from the EU (subset of VET-Bib)
<b>VET-IR</b>	Internet Resources (subset of VET-Bib)

### Please remember!

All records are included in VET-Bib. VET-eLib and VET-IR are displaying only a subset of VET-Bib. It is generally recommended to search in VET-Bib.

## 2. Search VET-Bib

### 2.1. GENERAL SEARCH HINTS

In addition to the Search Hints at the bottom of each Search screen, following are additional rules for all types of searches. The system is not case sensitive, so you can enter lower or upper case letters for the same result.

#### 2.1.1. Boolean operators

You may use the Boolean operators **AND** and **OR** in your search string. If no Boolean operator is used, AND is assumed.

"(youth OR young) AND training" retrieves all records having youth or young in them, together with the word training.

Use **OR** to find matches for various Years.

"2001 OR 2002 OR 2003".

Use the ISO code abbreviation for **Language** together with the Boolean operators.

"EN OR FR OR DE OR ES OR EL" will retrieve documents published in English or French or German or Spanish or Greek.

### 2.1.2. *Symbols and how to use them*

The **? character** or **\* character** (asterisk) may be placed at the left, right or middle of a portion of a word, but it can never be used more than once in a text string.

The **# symbol** can be used to find variant spellings in cases where one version of the word has one more character than another version.

```
lab#r will find both "labour" and "labor"
```

The **! character** can be used to find variant spellings in cases where a single character may vary.

The **! character**, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and in the same order in which you type the words.

```
wom!n will retrieve both "woman" and "women"
organi!ation will find both "organisation" and "organization".
recognition !2 diplomas will retrieve "Recognition of
diplomas" but not "diploma recognition"
```

The **% symbol**, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and you don't care what order the words appear in.

```
vocational %4 training will retrieve "vocational training" ,
"vocational education and training".
"social %2 worker" will retrieve "social services worker" and
"social worker"
```

### 2.1.3. *Truncation*

Use the **Truncation \*** character to find matches that contain portions of words.

The **\*** character may also be used to find variant spellings.

```
"learn*" will retrieve learning and learner
"*mobility" will retrieve student mobility, geographical
mobility, occupational mobility, social mobility, etc.
"organi*ational" will find both the American spelling
organizational and the British spelling organisational.
```

Use the **\*** or **?** character to find matches that contain the same starting string.

```
"200*" will retrieve all documents published between 2000 and
2009.
```

### 2.1.4. Word Adjacency

Basic Search	
Type word or phrase	<input type="text"/>
Field to search	All Fields
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

Select YES to search for phrases: the key words will only be retrieved where they occur next to each other and in the order you typed them.

You can type in the phrase *"training programme"* and the system will understand that you want only records that have the word "training" NEXT to the word "programme".

## 2.2. BASIC SEARCH

Basic Search	
Type word or phrase	<input type="text"/>
Field to search	All Fields
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Go"/> <input type="button" value="Clear"/>	
Search hints: If you choose Yes for "Words adjacent" you will only find matches where the words are next to each other in the order you typed them. For example, <i>computer programme</i> NEXT to the word <i>programme</i> . Lower-case letters will find matches with upper-case letters. For example, <i>computer</i> will find matches with <i>Computer</i> .	

Basic search allows you to select one field and search within this field:

- Author/Corporate Source** will find authors, editors and groups responsible for a particular item
- Title** enter significant words of the title or the first few keywords. You can omit words like "the" or "and"
- Main descriptor/descriptor** enter one or more keywords from the European Training Thesaurus. The catalogue will display hits that include all of these keywords.

## 2.3. ADVANCED SEARCH

Advanced Search			
Field to search	Type word or phrase	Words adjacent?	No. of docs
All Fields	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
All Fields	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
All Fields	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Click Total number of docs to view records.			Total:

Advanced search allows you to find records by entering keywords or phrases from various fields simultaneously

- Author /Corporate Source** (as above)
- Title** (as above)
- Main Descriptor /Descriptor** (as above)
- Geographic Term** to see the terms use the Browse option. e.g. *"EU countries"* *"Spain"* *"Greece"*.

<b>Journal / Series</b>	type the name of the journal or the series name
<b>Document type</b>	to see terms use the browse option. e.g. <i>“monograph” “report” “journal article” “journal issue” “conference report”</i>
<b>All fields</b>	search in full text

### 2.3.1. Limit search

<b>Language</b>	select one of the languages available
<b>Format</b>	books, serials, internet resources, computer files
<b>Year</b>	use the * or ? truncation for a refined search

**Limit search to:**

Language:  Year:  yyyy (Use \* or ? for truncation)

Format:

## 2.4. CCL SEARCH COMMON COMMAND LANGUAGE

**Common Command Language Search**

Type command language phrase

Words adjacent?  No  Yes

The Common Command Language is a type of advanced search used mostly by librarians where abbreviations are used for each field.

Boolean Operators are used to combine the various search terms.

### 2.4.1. Headings Indexes

CNR : Eur-OP Cat. Number  
 CEN : CED Number  
 LNG : DocLanguage  
 AUT : Authors  
 CSR : Corporate Source  
 MET : Meeting name  
 TIT : Titles  
 PPL : Publisher Place  
 PUB : Publisher  
 ADD : Availability

JPL : Journal Place  
 FREQ : Frequency (Serials)  
 JTI : Journal/Series Name  
 JNR : Journal/Series Nr.  
 DTY : Document Type  
 MDE : Descriptors  
 DESE : Descriptor English  
 DGEO : Geographic Term  
 UT : Candidate Descriptor  
 FRM : Genre/Form

MPL : Meeting Place  
 HIT : Host Item  
 URL : URL  
 ULN : URL Note  
 REF : Reference Flag  
 SLC : Location (bibrec)  
 SLO : Location (items)  
 STT : Item Status  
 MTY : Item Mat. Type  
 LSB : Item Sub-Library

## 2.4.2. Words Indexes

WRD : Words	WPB : Publisher	WUL : Web Address
WYR : Year	WJR : Journal/Series	WMM : Mime Type
WLN : Language	WDT : Document Type	WRF : Reference Flag
WLB : Language Abstract	WDE : Descriptor	WLD : Date of Upload
WAU : Author	WMD : Main Descriptor	WSL : Shelf Location
WCO : Corporate Source	WGT : Geographical Term	WFT : Bibliographical Level
WMT : Meeting	WUT : Candidate Descriptor	
WTI : Title	WFR : Genre/Form	

## 3. Browse VET-Bib

The function **Browse** allows you to scroll through any one of the alphabetical indexes. Choose the index you would like to browse through, enter the text from which you would like to start browsing. This text will appear at the top of a scrollable list.

Browsable indexes are: author, corporate source, title, main descriptor, all descriptors, etc. We recommend to use **Browse** when you are not sure how the author is entered, or the descriptor, or the language or the country, etc.

The Browse List displays an alphabetical list of entries, with the number of records for each entry. Click on an underlined entry to see the associated records for the entry.

Entering "training" will give you an alphabetical list starting from "training". You will then be able to scroll down to entries such as "training market" and "training needs".

### 3.1. BROWSE TIPS

<b>Browse author</b>	<i>Sáez Fernández, Felipe</i>
<b>Browse Descriptor</b>	<i>recognition of diplomas</i>
<b>Browse Language</b>	<i>en</i>
<b>Browse Country</b>	<i>Spain</i>
<b>Browse Document type</b>	<i>journal article</i>

### 3.2. HOW TO GO TO A BROWSE LIST

- By using the Browse function and choosing an Index to browse. After typing in the text that you want to appear at the top of the list, the Browse List will be displayed.
- By using the Search function. When viewing a record, you may click on an underlined tag and receive a Browse List of entries for the tag. For example, if you click on the Author tag, you will receive an alphabetical list of authors, with the current author at the top of the list.
- While viewing a list of cross-references. Clicking on an underlined tag will present a Browse List. For example, clicking on the Heading tag will present an alphabetical list of entries with the current heading at the top of the list.

## 4. View a search result

### 4.1. FULL VIEW OF RECORD



In the **Full View**, you have the option to see the record in a variety of formats

<b>Standard</b>	All bibliographic fields with name tags
<b>Long</b>	Bibliographic data with abstract, no name tags
<b>Short</b>	Bibliographic data plus descriptors, no name tags
<b>Citation</b>	Bibliographic data only
<b>Marc format</b>	All bibliographic data with additional fields plus Marc tags

The Full View has links that allow you to jump to: a Browse List or to other similar records, e.g. other records that share the same descriptor, document type, or geographical term.

## 4.2. LIST OF RECORDS

A List of Records is displayed as a result of a Search or from a Browse List by clicking on an underlined entry. You can also choose a previous List of Records by selecting Search History.

A List of Records may be viewed in a variety of formats. You can work on the **“whole set”** or in **“selected records”**. By clicking in the empty boxes, you can select some of the records or **“select all”** or **“deselect”** and afterwards click **“View selected”**.

The default format is set using the Options/Display function. No matter which option you set as the default, you will always be able to see the Full View of the record by clicking on an underlined record number in a List of Records.

You can sort your search result by clicking in one of the following: **“Author/Year”** **“Year/Author”** **“Author/Title”** **“Year/title”** **“Title/Year”**.

Various actions may be performed on a List of Records, such as filtering, mailing and saving the list.

Selected records: View Selected   Save / Mail   Add to Basket   Save on Server				
Whole set: Select All   Deselect   Refine   Filter				
Results for Main Descriptor= ( vocational preparation ); sorted by : Year (descending)/Title Sort options : <a href="#">Author/Year(D)</a> <a href="#">Year(D)/Author</a> <a href="#">Author/Title</a> <a href="#">Year(D)/Title</a> <a href="#">Title/Year(D)</a>				
Records 1 - 20 of 43 <span style="float: right;">Save Selected   Jump to # <input type="text"/>   <a href="#">Previous Page</a>   <a href="#">Next Page</a></span>				
#	Author	Title	Year	Access
1	<input type="checkbox"/> Seyfried, Brigitte	Jugendliche mit schlechteren Startchancen : Betriebe als Anbieter von Berufsausbildungsvorbereitung / Brigitte Seyfried.	2005	DE Z 07
2	<input type="checkbox"/> Beier, Christoph	Aktuelles Stichwort Qualifizierungsbaustein : ein Baustein zur Qualifizierung / Christoph Beier und Katja Koreny.	2004	
3	<input type="checkbox"/> Zörb-Arnoldi, Jutta	Berufswahl-aktiv : mehr als ein Wegweiser zum erfolgreichen Berufseinstieg / Jutta Zörb-Arnoldi.	2004	DE Z 05
4	<input type="checkbox"/> Brötz, Rainer	Entwicklung von Qualifizierungsbausteinen : Berufsausbildungsvorbereitung : Beispiele für die Praxis / Rainer Brötz [et al.]	2004	<a href="#">↔</a>
5	<input type="checkbox"/>	Kamerleden erkennen dat er veel mis is gegaan bij fusie mavo en beroepsopleiding.	2004	
6	<input type="checkbox"/> Dawe, Susan	Moving on from enabling courses : why do some students remain in enabling courses / Susan Dawe.	2004	<a href="#">↔</a>
7	<input type="checkbox"/> De Wolf, Ad	Portretten van samenwerking in het vmbo / Ad de Wolf [et al.].	2004	<a href="#">↔</a>
8	<input type="checkbox"/> Dan Boer, Peter R.	Beroepsdilemma's als sleutel tot betekenisvol leren : Beroepsidentiteitsontwikkeling en wat onderwijs daaraan kan bijdragen / Peter R. den Boer, Annet K. Jager, Hester R.M. Smulders.	2003	NL M 785
9	<input type="checkbox"/> Proper Job Organisation	Job art : a creative approach to training and employment.	2003	<a href="#">↔</a>
10	<input type="checkbox"/> Mulder, R. H.	Succes- en faalfactoren in het VMBO : De ontwikkeling van een instrument en de resultaten van de meting 2002-2003 / R. H. Mulder [et al.]	2003	

## 4.3. SEARCH HISTORY

View   Delete   Cross   SDI Profiles			
Search History			
<input type="checkbox"/>	Database	Search Request	No. of Records
<input type="checkbox"/>	VET-Bib	Title= ( vocational preparation )	26
<input type="checkbox"/>	VET-Bib	Title= ( "vocational preparation" )	0
<input type="checkbox"/>	VET-Bib	Corporate Source= ( cedefop ) AND Year= ( 2005 ) AND Language= ( EN )	15

Tick the box(es) to select set(s) of results from previous search(es), and then use the **View**, **Delete** or **Cross** options.

**Cross between sets**

Select logical operation between sets :

And  
 Or  
 First set not second  
 Second set not first

No.	Search Request	No. of Records
1	Corporate Source= ( cedefop )	1349
2	Words= ( elearning )	989

- Use **View** to see results of a previous search;
- Use **Delete** to delete a search set from the list;
- Use **Cross** after selecting two set and in order to refine the search result and then select the logical operation available. With the cross function it is possible to modify a set by using an additional search term, or you can narrow or widen your search by using this functionality.

## 5. Refine a search result

**Refine**

Current set criteria: Corporate Source= ( cedefop ) AND Year= ( 2005 ) AND Language= ( EN )



You may modify your search by applying another search term to the set.

**Step 1:**  
Choose the Boolean operator for crossing the set with your new search term.  
To narrow a search, choose *AND* or *NOT*.  
To widen a search, choose *OR*.

And
  Or
  Not

**Step 2:**  
Choose a field to search and enter a new search term.

<b>Field to search</b>	<b>Type word or phrase</b>
<div style="border: 1px solid black; padding: 2px;">           Author           <ul style="list-style-type: none"> <li>All Fields</li> <li>Title</li> <li style="background-color: #e0e0e0;">Author</li> <li>Corporate Source</li> <li>Main Descriptor</li> <li>Descriptor</li> <li>Geographic Term</li> <li>Journal/Series</li> <li>Document Type</li> <li>Year</li> <li>Language (ISO 639 code)</li> </ul> </div>	<div style="border: 1px solid black; padding: 2px;">           Tessaring         </div>

### 5.1. REFINE BY LANGUAGE

You may modify your search by applying another search term to the set.

First choose the Boolean operator and second, the field of search and the new term.

e.g. **“language”** *en or es*

**Language abbreviations: ISO 639 code:**

bg	Bulgarian	fi	Finnish	pl	Polish
ca	Catalan	fr	French	pt	Portuguese
cs	Czech	hr	Croatian	ro	Romanian
da	Danish	hu	Hungarian	ru	Russian
de	German	lt	Lithuanian	sk	Slovak
el	Greek	lv	Latvian	sl	Slovenian
en	English	is	Icelandic	it	Italian
es	Spanish	mt	Maltese	sv	Swedish
et	Estonian	nl	Dutch	tr	Turkish
eu	Basque	no	Norwegian		

### 5.2. REFINING USING A FILTER

You can obtain a subset of your search result by filtering in predefined options such as: **“Document type”** or **“language”**, or defining your filter options through **“Range of data”** **“Text”** **“Year”** **“Created after date”**.

Filter a set of records - Corporate Source= ( cedefop ) AND Year= ( 2005 ) AND Language= ( EN )

Choose a filter to view a subset of the List of Records

Click on one of the following to define your own filter options

Range on data

Text

Year

Created after date

Select one of the following for predefined filter options

Document type:

Language:

**Filter on text**

Click on one of the following to define your own filter options

**Filter on Text**  
**Example:** Title field, and *poems* for text, will show all records in the list that have the word *poems* in the title.

Field:

Type Text:

**Filter by year**

**Filter by Year**  
**Example:** 1992 to 1995 will include all records in the list published from 1992 through the end of 1995.

Records created from:

Until:

**6. Save/Mail a search result**

- Perform your search
- Press **select all** if you want to save your complete search result or select relevant bibliographical references by ticking the related boxes and press **add to basket**

Actions		Note	Library	Author	Title	Ingrist	Year
<a href="#">full view</a>	<a href="#">delete</a>		CE001		200	[Opoto [s.n.] 2005	2005
<a href="#">full view</a>	<a href="#">delete</a>		CE001	Fogelin, Angela	Abschied von E-Learning? / Angela Fogelin, Klaus Hähne und Gert Zinke.	Bonn BIBB 2005	2005
<a href="#">full view</a>	<a href="#">delete</a>		CE001		BID - Internet - Bildungswege in der Informationsgesellschaft / Bertalomann Stiftung.	Göteborg Bertalomann Stiftung 2005	2005
<a href="#">full view</a>	<a href="#">delete</a>		CE001	Höbling, Gerhart	Blended Learning - Anstoss für innovative Unternehmenskonzepte? / Gerhart Höbling.	Berlin Arbeitsgemeinschaft Quem 2005	2005
<a href="#">full view</a>	<a href="#">delete</a>		CE001		Coastal training service - a guide to training / Bord Iascaigh Mhara.	Dublin BIM [2005]	2005
<a href="#">full view</a>	<a href="#">delete</a>		CE001	Móro, Vítorio	A Common european framework for teachers' professional profile in ICT for education / edited by V.	Ortosa Edizioni Menabo 2005	2005

- **E-Mail or Save** your results following the guidelines which are also visible on your screen:

You have 2 options:

- send the selected records by e-mail (by entering an e-mail address), or
- save the selected records locally on your PC (by leaving the e-mail blank)

The records will be formatted according to your choice. Please, note the following:

**Save:** Provide a filename with an extension (e.g. RTF, DOC, etc.) that allows you to automatically open the correct viewer (e.g. Microsoft Word). When opening the file, make sure that you chose a Unicode font (UTF-8) to properly view the data.

**Mail:** When opening the e-mail message containing the set of records received, make sure you change the encoding of the e-mail message to Unicode (UTF-8).

**E-mail or Save Basket Contents**

**You have 2 options:**

- send the selected records by e-mail (by entering an e-mail address), or
- save the selected records locally on your PC (by leaving the e-mail blank)

**The records will be formatted according to your choice. Please, note the following:**

- **Save:** Provide a filename with an extension (e.g. RTF, DOC, etc.) that allows you to automatically open the file in the appropriate application. Use a Unicode font (UTF-8) to properly view the data.
- **Mail:** When opening the e-mail message containing the set of records received, make sure you change the encoding to UTF-8.

**Documents format** Standard ▾

**Subject** Search result

**Name** Bettina Brenner

**Email** bbr@cedefop.eu.int

**Text (optional)**

**Please remember:** Currently it is not secure to use the basket functionalities. You might lose your search result. Therefore please use option “Select all” and “Mail/Save”.

- Receive the research results in your E-Mail account or save as a document

Date : 20/10/2005

Dear user,

VET-Bib is the bibliographical database of Cedefop's Library and Documentation Service. It contains references related to the field of vocational education and training at European Union, international and national levels.

VET-Bib may be found online at <http://libserver.cedefop.eu.int/>

While searching this database, the set of records below was sent to you. We hope it proves useful to you.

Yours sincerely,

Cedefop  
Library, Documentation and Archives Service  
E-mail: [library@cedefop.eu.int](mailto:library@cedefop.eu.int)

Subject: Training preparation  
Name: Bettina Brenner  
E-mail: [bbr@cedefop.eu.int](mailto:bbr@cedefop.eu.int)

[000046245]  
Job art : a creative approach to training and employment.  
; Proper Job Organisation  
Huddersfield : Proper Job Organisation, 2003-  
<http://www.jobart.org/>

## 7. Other functionalities

### 7.1. FEEDBACK

This option lets you send your comments to the developers of the system. Your constructive feedback is greatly appreciated.

Please let us know what you think about Cedefop's Library Online Catalogue.  
Your feedback will be greatly appreciated.

**Subject**

**Text**

**In order for us to send you a reply, please enter your:**

**Name**

**Email**

## 7.2. HELP

The Help appears in a separate browser window. If the Database window is not visible, you may minimize the Help window or close the Help window completely.

## 7.3. PREFERENCES

This option lets you set preferences for the display of information on your screen. For example, you can determine the language of the interface and the language of the thesaurus terms shown to you. You can also set the order in which records are sorted and you can determine the format in which records are presented. Your preferences for printing and sending mail are also set here.

# 8. Output and dissemination

The bibliographical descriptions gathered in Cedefop's bibliographical database VET-Bib available online is used by a target audience all over Europe.

Cedefop and its library and documentation service uses VET-Bib to produce the following output:

- to compile thematic bibliographies for Cedefop's stakeholders
- to create thematic online bibliographies "**Profiles**":
  - Librarian and Information Personnel
  - Lifelong Learning
  - Quality in Vocational Education and Training
  - Early identification of skill needs
  - eLearning
  - VET & Enlargement : comparative studies
  - VET & Sectoral Qualifications
  - eKnowVet profile [under construction]
  - Maastricht profile [under construction]

All profiles are available under :

[http://www.trainingvillage.gr/etv/Information\\_resources/Library/profiles.asp](http://www.trainingvillage.gr/etv/Information_resources/Library/profiles.asp)

- to produce the semi-annual publication "**Lifelong learning bibliography: a VET perspective**":  
Latest issue available under:  
[http://www2.trainingvillage.gr/etv/publication/download/panorama/6012\\_en.pdf](http://www2.trainingvillage.gr/etv/publication/download/panorama/6012_en.pdf)
- to inform about new acquired publications with the monthly "**new acquisitions list**":  
[http://www.trainingvillage.gr/etv/News/Aquisition\\_Search.asp](http://www.trainingvillage.gr/etv/News/Aquisition_Search.asp)  
to subscribe to this list, please send email to [ire@cedefop.eu.int](mailto:ire@cedefop.eu.int)
- to provide data for the bibliographic section in "**Cedefop Info**" and "**European Journal of Vocational Training**"