

EURAXESS TOP IV  
Task 8.8 Improving EURAXESS library search efficiency

# EFFICIENT USE OF EURAXESS LIBRARY

Prof. Dr Miroslav Trajanovic

Online training for the EURAXESS staff

28.2.2022.



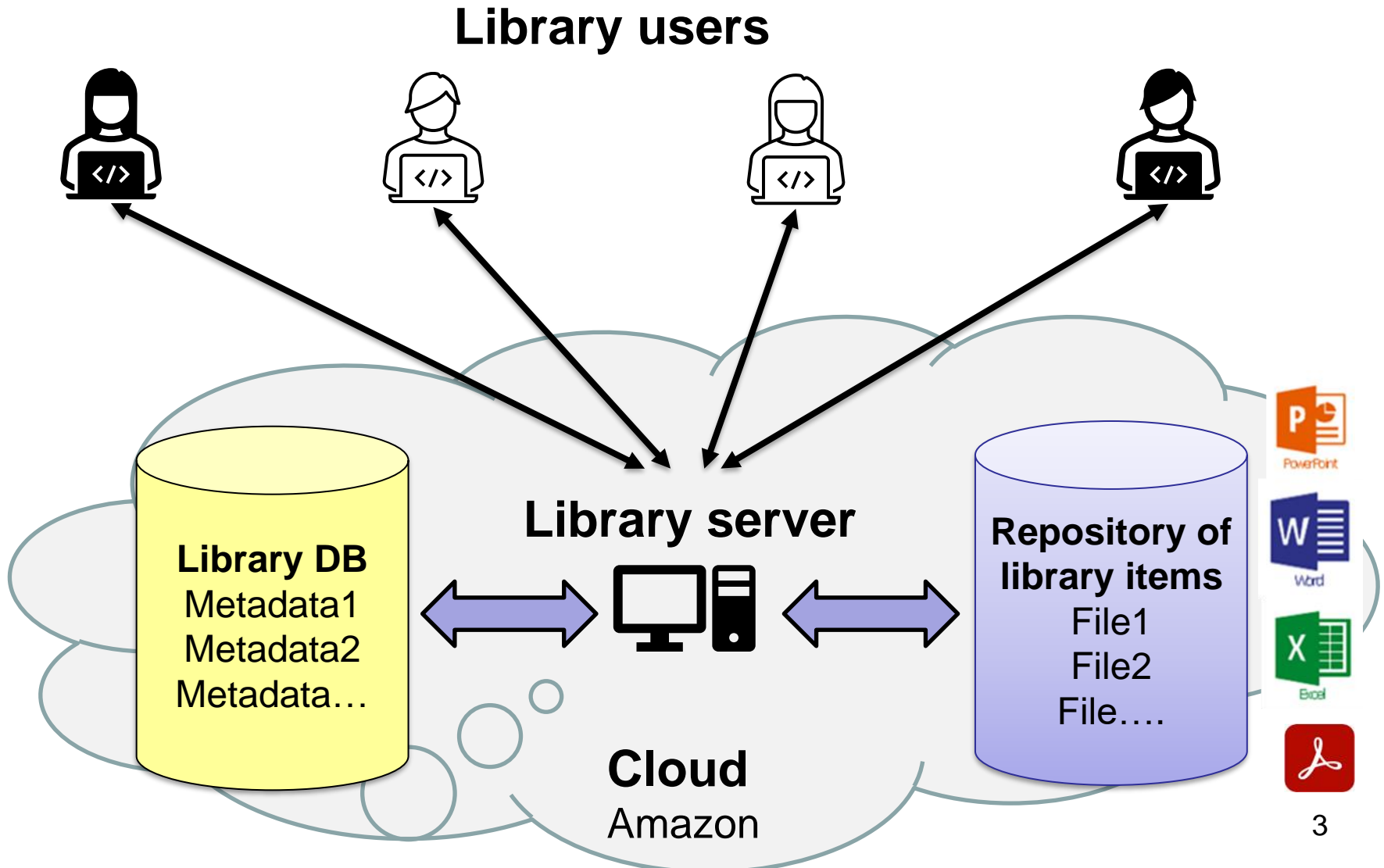
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# The EURAXESS Library

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- The library stores around 1800 important bibliographical units, such as
  - documents,
  - presentations,
  - tables,
  - training materials,
  - other content
- Supported formats: zip, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, ppsx, odt, ods and odp.
- **Great help for EURAXESS staff**
- **Lack of knowledge about the use of the Library prevents its efficient use**

# Structure of the Library



# Definition

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- **Entity** – One entity consists of a Library item and the associated Metadata.
- **Library item** - A single computer file uploaded in the **Library** . It is always one file even it is a compressed file that consists of many files (zip file).
- **Metadata** – Data which describes an **Entity**. Metadata includes: Title, Body, Filename, Topic, Subtopic, County, Language, Creation date, Creation time, Size. Title, Body, Filename, Topic, Subtopic, County, and Language information is defined by the user. Creation date, Creation time and Size information is defined by the portal.

**Entity = Library item + Metadata**

# Definitions

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- **Title** – Name of the entity, reasonably short, which describes the content of the [Entity](#).
- **Body** - Text, reasonably long, that summarizes and describes the contents of the [Library item](#).
- **Filename** – Name of the uploaded computer file. Example “presentation123.ppt”. The Filename is the same as in the computer from which is uploaded.
- **Topic** – One of the options selected by the user from the available topics list and associated to the Library item. The user can associate one or more topics to one Library item. The topic list is edited by the Library administrator (Intrasoft). The user may ask the Library administrator to add new topics. A topic may include none, one or more subtopics.

# Definitions

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- **Subtopics** – One of the options selected by the user from the available subtopics list of specific topics and associated to the Library item. The subtopics list is edited by the Library administrator (Intrasoft).
- **Country** - Country of origin of the Library item. It is possible to list more than one country if several have countries participated in the creation of the Library item including EC.
- **Language** – Language of the Library item content.
- **Creation date** – Date when the Library item was uploaded in Library.
- **Creation time** – Time when Library item was uploaded in Library.
- **Size** – Size of the uploaded Library item in KB or MB.
- **Author** – Author or authors of the Library item content. Do not mix with the person who uploaded Library item.
- **Content** – Type of the content of a Library item.

# Content types

- **agenda**
- **minutes**
- **report**
- **newsletter**
- **release**
- **flyer** – brochure or leaflet
- **reading**
- **instruction**
- **text**
- **mix** – compressed library item
- **poster**
- **presentation**
- **table**
- **illustration**
- **photo**
- **audio**
- **video**
- **template**

# Search for a library item in the Library

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- Searching for a Library item in the Library can be performed by specifying the values of none, one or more criteria.
- There are 5 available criteria.
- If the no criteria is selected, all Library items will be listed.

## Search in Library

Enter keywords

TOPICS

SUBTOPICS

COUNTRY

LANGUAGE





# Search criteria – Keyword(s)

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- The user can enter none, one or more **keywords** or **phrase** in the "Enter keywords" field.
- If a phrase is entered (a series of words in a specific order), then the words of the phrase should be entered between quotation marks (example of a phrase: “some good examples”).
- The result of the search will be list of only those Library items which contain all specified keywords and fields in the Library items Title or Body (logical operation AND).
- It should be borne in mind that the content of the Library item is not searched.

Example: training photo “career development”

# Search criteria – Topic(s)

- The user can select none, one or multiple topics from the list of available topics.
- The result will contain all Library items to which at least one of the selected topics is associated.
- Logical operation OR in a case or two or more topic selected
- First select topic
- Then press button 
- Then select subtopic
- Press again button 

# Search criteria – Available Topic(s)

- Conferences
- EURAXESS - Researchers in Motion
- EURAXESS National Portal/s
- EURAXESS Rights
- EURAXESS Services
- EURAXESS T.O.P.
- EURAXESS T.O.P. II
- EURAXESS T.O.P. III
- EURAXESS TOP IV
- EURAXESS Hubs
- ERA TALENT Platform
- EURAXESS Projects
- Other projects
- EURAXESS Worldwide
- Meetings
- Policy area
- Researchers Career Development
- Trainings for EURAXESS staff
- Industry
- Entrepreneurship
- Refugee researchers
- Other
- **Archive**



# Search criteria – Subtopic(s)

- Conferences
  - 2004 - Baden bei Wien, Austria
  - 2005 - Bled, Slovenia
  - 2007 – Sitges, Spain
  - 2009 - Potsdam, Germany
  - 2011 - Limassol, Cyprus
  - 2013 – Dubrovnik, Croatia
  - 2015 – Heraklion, Greece
  - 2017 – Hague, Netherlands
  - 2019 – Prague, Czech Republic
  - 2022 – Nantes, France
- Meetings
  - Bridgehead Organisations
  - EURAXESS Stakeholder Dialogue
  - Portal Administrators
  - Working groups

# Search criteria – Country & Language

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- **Country**

- The user can select none, one or more countries from the list of available countries, including the European Commission.

- **Language**

- The user can select none, one or multiple languages from the list of available languages.

# Creating new library Entity





ADD DOCUMENT

## Create Library Document

NEED HELP?

Title \*

Body \*

**B** *I*     Format  



# Creating new library Entity

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- Add standard keywords on the end of Body
- author=Miroslav Trajanovic
- author=Svetlana Dimitrova
- content=presentation

# Creating new library Entity

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File \*

Choose File No file chosen

UPLOAD

Topics

Conferences



ADD

All selections

Nothing has been selected.



# Creating new library Entity

2005 - Bled, Slovenia

2007 - Sitges, Spain

2009 - Potsdam, Germany

2011 - Limassol, Cyprus

2013 - Dubrovnik, Croatia

2015 - Heraklion, Greece

2017 – Hague, Netherlands

2019 – Prague, Czech Republic

2022 – Nantes, France



ADD

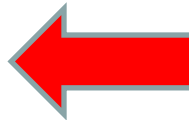
# Creating new library Entity

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ADD

All selections

Conferences > 2011 - Limassol, Cyprus ×



Country

Choose some options

Language

Choose some options

SAVE

# Creating new library document

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File \*

Choose File No file chosen

UPLOAD

Topics

<none>

ADD

All selections

Nothing has been selected.

Country

Choose some options

Language

Choose some options

SAVE

# Edit

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Scientific Diaspora Network Database - updated 01/2019 

[Edit](#) 



**CREATED** 21/01/2019 - 13:31

**CHANGED** 28/02/2022 - 11:42

**SIZE** 60.69 KB

Topic: EURAXESS Worldwide, Scientific Diaspora | Country: Israel | Language: ENGLISH  
The Revised Scientific Diaspora Network Database, in the framework of Top IV WP7.

Author=Moria Aricha

content=table



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Thank you for your attention

Miroslav.trajanovic@gmail.com

# Implementation

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- Task: Improve EURAXESS Library search efficiency
- Task leader: MEF (5 PM)
- Beneficiary: CERTH (5), SU (5), UNIBL (5), IP&D (3)
- Task start date: 1.9.2021. (M37)
- Task end date: 28.2.2022 (M42)
- Milestone Mxx - Develop a comprehensive taxonomy of units in the library (M38)
- Deliverable Dyy - Training for using the EURAXESS Library (M41)
- Deliverable Dzz – Enhanced EURAXESS Library (M42)

# Budget

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- **Total personnel cost**      **65,130**
- **Overhead**                      **16,282**
- **Total**                              **81,412**

# Description of task

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- The EURAXESS library currently has around 1800 documents, which are a real treasure because they represent a source of knowledge necessary for the daily work of the EURAXESS centers staff. However, finding the requested documents is very difficult because they are not well described and tagged.
- This task has 4 goals. The first goal is to develop a taxonomy based on existing documents and predicted in the future, which makes it possible to accurately and unambiguously classify documents in the Library. The meaning of each class in the taxonomy should be described so that users can unambiguously determine the tags of a library units.
- The second goal of the task is to process each document in the Library individually and, if necessary, redefine and complete the following elements of the document description: document title, document type, document format, summary including keywords, country of origin, document language and tags.
- The third goal is to formulate proposals for improving the functions of the Library and the last fourth, to prepare instructions and to train staff to use the library.



# What are the benefits for the EURAXESS network?

- Easily find the content you are looking for
- Better use of existing knowledge
- Facilitated learning of newcomers

**With an improved library, your results will be reachable in a seconds.**

