

Using the National Conference on Social Welfare Proceedings On-line

<http://www.hti.umich.edu/n/ncosw/>

General information. This resource comprises more than one hundred volumes, one published per year, 1874-1983, which collectively contain approximately 40,000 pages of text. The physical volumes occupy nearly five three-foot library shelves. Collectively, the volumes contain more than 5,000 articles or speeches by public- and private-sector officials and leaders on all aspects of social work and social services.

The Help button on the search screen provides useful information about the features of the DLXS software on which this data set is mounted. The configuration of this NCSW data set does not allow for full implementation of all features that appear on the various screens. The following tips focus on useful features in the NCSW implementation.

Browsing. If you are unable to define precisely what you are looking for the best approach may be to perform the digital equivalent of taking individual volumes off a library shelf and opening them to the table of contents in the front or the index in the back of the volume. Click on the "Browse the Collection" option on the main search page and then on the "Pages in document" option. This will open a list of pages, with the table of contents and index pages labeled as such. Once you have found a reference to a desired article, note the page number and use the "Go to page" feature to jump to the text.

Searching. In addition to browsing, you have three search options – Simple, Proximity, and Boolean searches. In each case you can search the entire text or limit your search to the table of contents pages. The latter allows you to focus on names appearing as authors or on words appearing in the titles of papers. The Help tab provides detailed explanations about the various options, but here are two tips worth highlighting.

- *Search in full text* looks through every page in the volumes and finds, e.g., articles by Jane Addams, mentions of her in someone else's article, and inclusion of her in a committee list in a back-of-the-volume appendix. *Search in table of contents* is limited to the pages containing tables of contents so that the search results include only articles by the person or the person's name or a subject term included in an article title.
- The Bibliographic Search option is of no value in this data set because the titles and authors of the volumes it searches are almost identical – always a variation of *Official Proceedings of the Annual Meeting...*

Another access point. At the end of the list of volumes displayed at the "browse the collection" link, after the 100+ years of annual conference proceedings are two volumes of **cumulative indexes**. The first covers the years 1874-1907 (vols. 1-33), and the second covers the first sixty years, 1874-1933. You can view the pages of these indexes to identify articles by a particular author or about a particular subject more efficiently than by going to the tables of contents or indexes in individual volumes.

Search results display. The display of the results of a search will list the volumes (years) in which any hits were found. Click on "Results detail" for a links to the specific pages within the volume. Ignore the "List of all pages" and "View first page" options.

Viewing. Once you have reached an individual page, whether by browsing or searching, you can view the page in one of three formats. Each has a different advantage.

- Image view, the default display, is most efficient for viewing on the screen and for moving from one page to the next.
- Pdf view (based on Adobe document reader functionality) offers a smaller display of the image but is preferable for printing a copy of the page.
- Text view does not display attractively, but it allows you to copy and paste into your word processor a passage that you want to quote directly.

Printing. For best results, print from the pdf view. The system arbitrarily breaks the pdf file into 10-page segments, so you will need to select the page numbers that you want to print from within those segments.