

Quick Guide - How to Search

HOW TO SEARCH THE INVENTORY

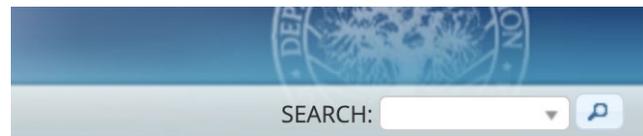
The search function is key-word based, and collects results from the series, study and variable levels of each data collection. The following highlights important search functions of the Ed Data Inventory, guiding first-time users in navigating the application.

PERFORMING A BASIC SEARCH

A basic search will perform a default boolean “And” search for multiple search terms. For example, searching on “*child care*” will yield results that contain both “*child*” and “*care*”. The last five search terms from your current session will be saved.

How to perform a basic search:

- Type your search terms into the **search box** located in the upper-right hand corner of the navigation bar.
- Click the **magnifying glass button**  to perform a search.



The search results show all series that match your query, as well as the number of studies within each series that contain the search term. By default, the list of studies and the number of variables within each study that match your query are hidden from view.

To view the list of studies and variables that are associated with your search terms:

- Click “**Expand All**” to view all matching studies and variables; *or*
- Click the **plus icon**  under a specific study to view the matching studies and variables.



Viewing series information:

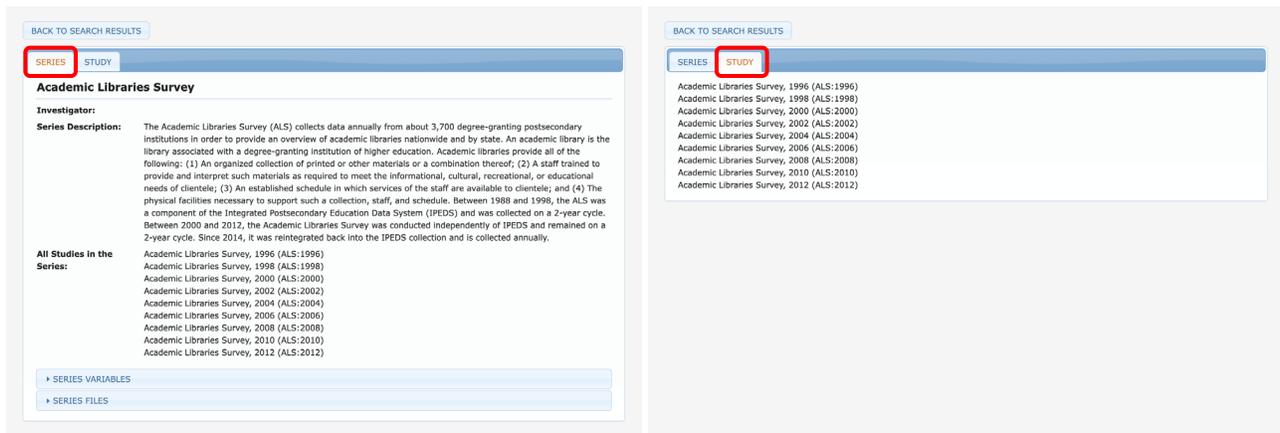
A series is a group of studies or collections conducted by the Department of Education (ED), associated with the Office of Management & Budget (OMB) data collection package.

- To view the series details, click the series title link.



When clicking the series title link, there will be a *Series* and *Study* tab.

- Under the *Series* tab, you will be able to view the series details (investigator, series description, all studies in the series) and associated variables and files.
- Under the *Study* tab, you will be able to view the studies associated with the series.



To return to the search results at any time, click the **Back to Search Results** button at the top left of the screen.

Viewing study information:

A study is a single implementation of the collection (or series). For example, a grant program may conduct an annual data collection. The program collection is the series, while each time the collection is conducted (in this case annually), it is listed as a study.

- To view the study details, click the study title link.



When clicking the study title link, there will be a *Series* and *Study* tab.

- Under the *Series* tab, you will be able to view the series details (investigator, series description, all studies in the series) and associated variables and files.
- Under the *Study* tab, you will be able to view the scope of the study (alternative title, bureau code, program code, summary, series, persistent URL, unique identifier, subject terms, geographic coverage, date of data collection, periodicity, study population, data types, data collection purpose, authorizing law, system of record note (SORN), SORN URL), access notes, study variables, study files, and methodology.

BACK TO SEARCH RESULTS

SERIES STUDY

Academic Libraries Survey, 1996

SCOPE OF STUDY

| | |
|---|---|
| Alternative Title ⓘ : | ALS:1996 |
| Bureau Code: | 18:50 |
| Program Code: | 018:007 |
| Summary: | The 1996 Academic Libraries Survey (ALS:1996) is a study that is part of the Academic Libraries Survey (ALS) program; program data are available since 1996 at <https://nces.ed.gov/surveys/libraries/aca_data.asp>. ALS:1996 (https://nces.ed.gov/surveys/libraries/academic.asp) is a cross-sectional survey that summarizes services, staff, collections, and expenditures of academic libraries in degree-granting postsecondary institutions in the 50 United States and the District of Columbia. This study provides information pertinent to libraries at degree-granting postsecondary educational institutions. |
| Series ⓘ : | Academic Libraries Survey |
| Persistent URL ⓘ : | https://nces.ed.gov/surveys/libraries/academic.asp |
| Unique Identifier: | ALS:1996 |
| Subject Terms: | Research libraries; Research librarians; University libraries; College libraries; University librarians; College librarians; Library staff; Library expenditures; Library collections; Library services; Electronic services |
| Geographic Coverage: | National Data; State Data; School/Institution Data |
| Date of Data Collection ⓘ : | 09/04/1996 - 11/15/1996 |
| Periodicity ⓘ : | Biennial |
| Study Population: | ALS collects data on the libraries in the entire universe of accredited institutions of higher education and on the libraries in non-accredited post-secondary institutions with a program of four years or more. |
| Data Types: | Universe Survey; Cross-sectional |
| Data Collection Purpose ⓘ : | Voluntary |
| Authorizing Law: | NESA 1994: 20 U.S.C. § 9001 |
| System of Record Notice (SORN) ⓘ : | 18-13-01 |
| SORN URL: | https://www2.ed.gov/notices/pai/pai-18-13-01.pdf |

ACCESS NOTES

STUDY VARIABLES

STUDY FILES

METHODOLOGY

PERFORMING AN ADVANCED SEARCH

Advanced search allows you to select the boolean search operator to be used in your query: “*And*”, “*Or*” or “*Exact Match*”. The last five search terms from your current session will be saved.

How to perform an advanced search:

Locate the **Advanced Search** function on the EDI Home Page.

- Type a new search term or select a previously entered search term from the drop-down list.
- Select a search operator:

- **And:** narrows the search to include data containing all of the words entered.
 - **Or:** broadens the search to include data containing any of the words entered.
 - **Exact Match:** Narrows the search to include data containing the exact search term.
- Click the **Search** button to perform your search.

ADVANCED SEARCH

1 Enter or select search term

2 Select search operator

And Or Exact Match

3 Click search button

SEARCH

SEARCH TIPS

Advanced search allows you to select the boolean search operator to be used in your query: "And", "Or" or "Exact Match". The last five search terms from your current session will be saved.

To perform an advanced search:

1. Enter a new search term or select a previously entered search term, e.g., "Time Use"
2. Select search operator
 - a. "And" - Narrows the search to include data containing all keywords, e.g., "Time" and "Use"
 - b. "Or" - Broadens the search to include data containing any keywords, e.g., "Time" or "Use".
 - c. "Exact Match" - Narrows the search to include data containing the exact search term, e.g., "Time Use"
3. Click search button

Search results explained

Search results show all series that match your query, as well as the number of studies within each series that contained the search term. If you can't find the term you were searching for among the returned results, click on the "Expand All" link to reveal studies and variables that match your query.

The search results show all series that match your query, as well as the number of studies within each series that contain the search term. By default, the list of studies and the number of variables within each study that match your query are hidden from view.

To view the list of studies and variables that are associated with your search terms:

- Click **"Expand All"** to view all matching studies and variables; *or*
- Click the **plus icon** under a specific study to view the matching studies and variables.

Expand All
Sort Descending
16 series match your query

| |
|--|
| <p>Academic Libraries Survey</p> <p style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">+ 16 studies match your query</p> |
| <p>Civil Rights Data Collection</p> <p>+ 1 study matches your query</p> |
| <p>Early Childhood Longitudinal Studies Program</p> <p>+ 6 studies match your query</p> |
| <p>Education Longitudinal Study of 2002</p> <p>+ 1 study matches your query</p> |

Viewing series information:

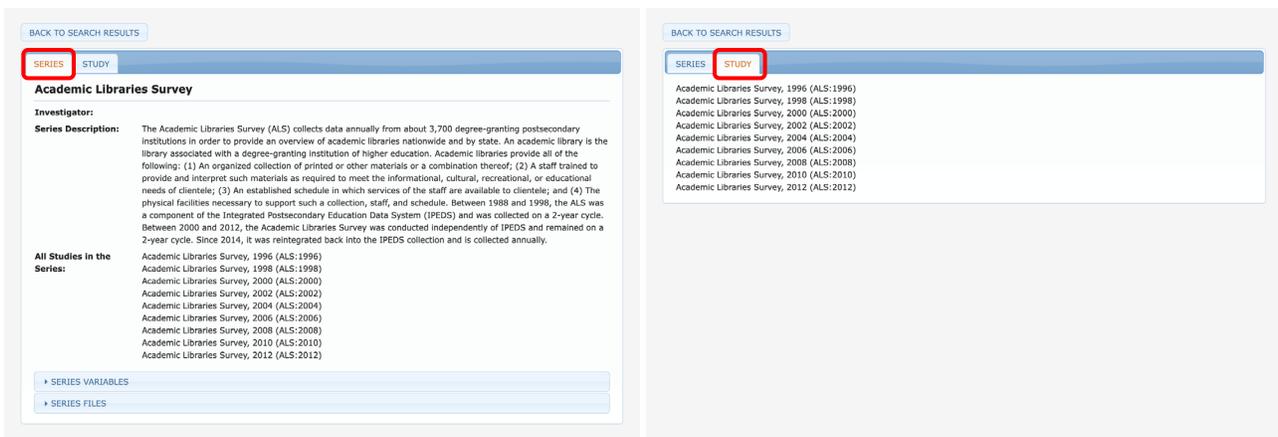
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- Under the *Series* tab, you will be able to view the series details (investigator, series description, all studies in the series) and associated variables and files.

- Under the *Study* tab, you will be able to view the scope of the study (alternative title, bureau code, program code, summary, series, persistent URL, unique identifier, subject terms, geographic coverage, date of data collection, periodicity, study population, data types, data collection purpose, authorizing law, system of record note (SORN), SORN URL), access notes, study variables, study files, and methodology.

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| Series ⓘ : | Academic Libraries Survey |
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| Subject Terms: | Research libraries; Research librarians; University libraries; College libraries; University librarians; College librarians; Library staff; Library expenditures; Library collections; Library services; Electronic services |
| Geographic Coverage: | National Data; State Data; School/Institution Data |
| Date of Data Collection ⓘ : | 09/04/1996 - 11/15/1996 |
| Periodicity ⓘ : | Biennial |
| Study Population: | ALS collects data on the libraries in the entire universe of accredited institutions of higher education and on the libraries in non-accredited post-secondary institutions with a program of four years or more. |
| Data Types: | Universe Survey; Cross-sectional |
| Data Collection Purpose ⓘ : | Voluntary |
| Authorizing Law: | NESA 1994: 20 U.S.C. § 9001 |
| System of Record Notice (SORN) ⓘ : | 18-13-01 |
| SORN URL: | https://www2.ed.gov/notices/pai/pai-18-13-01.pdf |

▶ ACCESS NOTES

▶ STUDY VARIABLES

▶ STUDY FILES

▶ METHODOLOGY

PERFORMING A VARIABLE SEARCH

You are able to search for variables both within a series or study by locating the **SERIES VARIABLES** tab in either the *Series* or *Study* tabs of your search results. All variables can also be exported to CSV.

How to perform a variable search:

To search variables within a series or study:

- From the *Series or Study* tab, click the **SERIES VARIABLES** section header to show the search bar

BACK TO SEARCH RESULTS

SERIES STUDY

Academic Libraries Survey, 1996

▼ SCOPE OF STUDY

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|---|---|
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▶ ACCESS NOTES

▶ STUDY VARIABLES ←

▶ STUDY FILES

▶ METHODOLOGY

- Type a new search term or select a previously entered search term from the drop-down list.
- Select a search operator:
 - **And**: narrows the search to include data containing all of the words entered.
 - **Or**: broadens the search to include data containing any of the words entered.
 - **Exact Match**: Narrows the search to include data containing the exact search term.
- Click the **Search** button to perform your search.

▼ STUDY VARIABLES

Search Variables Within Study: And Or Exact Match

SEARCH

The search results show all variables within the series that match your query. By default, the variable value labels are hidden from view. Word(s) that match your search term will be highlighted in yellow.

- Click the **“Expand All Value Labels”** link to view all variable value labels; *or*
- Click the **plus icon**  or **“Value Labels”** link for a particular variable.

▼ SERIES VARIABLES

Search Variables Within Series: And Or Exact Match

Export To CSV | [Expand All Value Labels](#) 16 variables match your query | << << Displaying variables 1 to 16 >> >>

| <input type="checkbox"/> | Variable Name ▲ | Variable Label ▼ | Variable Extended Definition ▼ | Variable Detail ▼ | Study Name ▼ | File Name ▼ |
|--------------------------|-----------------|--|--------------------------------|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> | HLOFFER | Highest Level of education Offering | |  Value Labels | Academic Libraries Survey, 2004 | ALS_2004_P.2.A |
| <input type="checkbox"/> | HLOFFER | Highest Level of education Offering | |  Value Labels | Academic Libraries Survey, 2004 | ALS_2002_P.2.A; ALS_2002_R.2.A |
| <input type="checkbox"/> | HLOFFER | Highest Level of education Offering | |  Value Labels | Academic Libraries Survey, 2004 | ALS_2004_P.2.A |

Exporting Variables to CSV

- Click the **checkbox** to the left of the variable name you want to select.
- Click the **“Export to CSV”** link to download the file(s).

▼ SERIES VARIABLES

Search Variables Within Series: And Or Exact Match

[Export To CSV](#) | [Expand All Value Labels](#) | 16 variables match your query | << << Displaying variables 1 to 16 >> >>

| <input type="checkbox"/> | Variable Name ▲ | Variable Label ▼ | Variable Extended Definition ▼ | Variable Detail ▼ | Study Name ▼ | File Name ▼ |
|-------------------------------------|-----------------|--|--------------------------------|--|---------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | HLOFFER | Highest Level of education Offering | |  Value Labels | Academic Libraries Survey, 2004 | ALS_2004_P.2.A |
| <input checked="" type="checkbox"/> | HLOFFER | Highest Level of education Offering | |  Value Labels | Academic Libraries Survey, 2004 | ALS_2002_P.2.A; ALS_2002_R.2.A |
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