

eCollection User Guide

About the NCSC eCollection



The NCSC eCollection contains 5,988 items and is regularly added to with NCSC produced materials. Although this collection is only a small part of the National Center for State Courts holdings, it highlights the unique and critically important work of NCSC employees, initiatives, and projects. The aim of the eCollection is to enhance access to the intellectual content of NCSC produced materials, increase functionality, and to stimulate others to use and reuse the data and media contained in the collections. Since 2009, the Library has been the official repository for all SJI grant – funded final reports and products. Therefore, a significant portion of the collection is SJI materials.

Begun in late 2004, the eCollection contains a range of materials related to the administration of justice, and courts. The purpose of this guide is to orient you to the digital library, so that you can navigate the digital collections. The NCSC Library assumed a digitization project in which it identified reports and other publications created or published by the National Center for State Courts to be digitized initially. The types of materials contained in the eCollection are: SJI grant – funded reports and other products, *Trends in State Court* articles, ICM Fellow papers, task force products, and court and justice – related association documents, such as CCJ/COSCA resolutions. Most items added to the collections now are born – digital. The digital library contains 20 collections and some include:

- Access & Fairness,
- Children, Families & Elders;
- Jury;
- Problem Solving Courts; and
- Technology

Journals Available

- *The Court Manager* (1985 – present)
- *The Justice System Journal* – house (available 1988 – 2014) previously published in – house

As a part of NCSC’s Knowledge and Information Services Division, the Library is committed to continually improving our services and resources to address the needs of NCSC employees, state court judges, court administrators, and the greater court community.

What is CONTENTdm?

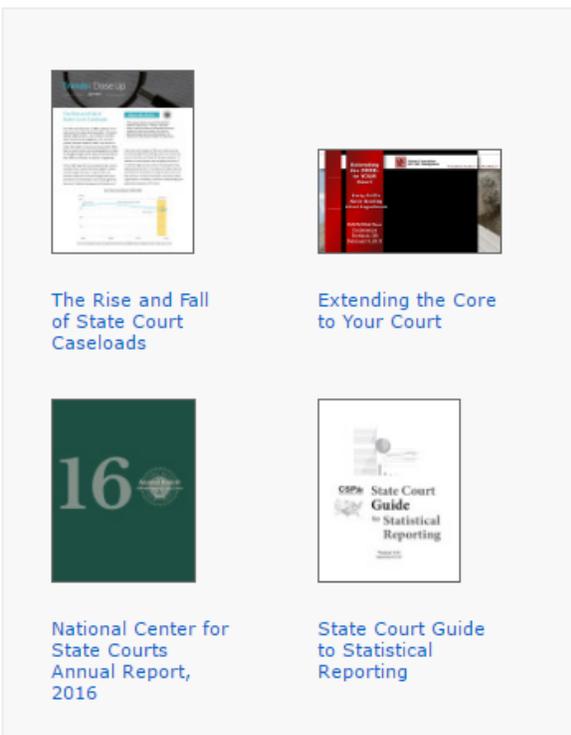
The NCSC Library’s eCollection is powered by CONTENTdm, a digital asset management tool used by university and research libraries across the country, and is organized into several different topic-based collections, each with its own home page providing search and browse options. Every item contains a description (or “metadata”) associated with it. This is the information that is used to retrieve items in your “results page”, when you perform a search.

Using the eCollection

Browsing Digital Collections

Materials in the eCollection are currently organized in a simple hierarchy. Our digital gallery is composed of 22 collections. An individual can easily [browse by Collection](#) and view “Recent Additions”, which are the newest items added to a collection.

Recent Additions



When you navigate to a collection, you can discover the resources by browsing or searching within this collection. Every collection contains an “[About this collection](#)”, and by reviewing this description, you can determine the range of topics that may be found in this collection.

Searching the Collections

A. Searching the eCollection

1. Search Portal

The eCollection search portal is located on the [NCSC Library home page](#). It provides access to full – text search of the digital library.

1. The main search box is in the upper – left of the page. A link to the *Advanced Search* option to the right of the main search button, which allows you to search on different fields (title, creator, date) (see #3 *Advanced Search Option*).
2. If you want to begin at a broad level, use the simple search box to enter a keyword, phrase, or name.

A search has been entered here using the phrase “jury management”.

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Proven Solutions.
Better Courts.

NCSC Library eCollection

Home About Browse All Contact Us

Search jury management Search Advanced Search

National Center for State Courts

All Collections

Access & Fairness

This digital collection offers resources to structure the courts in a readily accessible manner for individuals with varying degrees of accessibility issues and disparities. Some of these topics include, but are not limited to, gender and racial fairness, indigent defense, public access to court records, court interpretation, the ...

more...

Alternative Dispute Resolution (ADR)

This ADR collection of digital titles provides materials about court connected ADR programs, including the different types of programs available (arbitration, mediation and other dispute resolution processes), funding issues, certification of neutrals, and established standards.

Appellate

The appellate collection of state court titles examines various areas of appellate case management, from the resources gathered to how it is monitored and used to manage cases. Topics include court performance, volume and delay, organization, procedure, and court jurisdiction. This section likewise provides resources on the goals of ...

more...

About the collections

Use the Search features above to view items in the collection. Throughout your search, you can get help with search functions by clicking the help link in the top navigation bar.

B. Search Results

Search results appear in the body of the page, with thumbnails where available.

1. Results can be sorted by Relevance, Title, Subject or Date. Select the drop – down menu next to “Sort by” to select your preference.
2. You can select desired collections to refine your search.
3. You can also use the links or facets in the “Narrow your search by” column on the left to further refine your search. For instance, selecting “Creator” provides you with a list of authors that you may select.
4. Clicking on a title will take you to the individual record view.

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NCSC Library eCollection

Home About Browse All Contact Us

Search within results Search Advanced Search

Refine

Add or remove other collections to your search:

- Access & Fairness
- Alternative Dispute Resolution (ADR)
- Appellate
- Children, Families & Elders
- Civil
- Court Community
- Courthouse Facilities
- Court Management
- Criminal
- Federal Relations
- Financial
- Human Resources
- Judicial Officers
- Jury
- Legal Services
- Media
- Problem Solving Courts
- Special Collection (media)
- Special Jurisdiction
- Technology

Hide

Narrow your search by:

- Creator
- Date
- Subject
- Title

You've searched: All Collections

All fields: jury management

Sort by: Relevance

Display: 20

Organization, Management, and Technology Review for the Courts of the Commonwealth of the Northern...

National Center for State Courts Annual Report, 1982

Kentucky Model Circuit Courts Project: A Conceptual Evaluation

Job Classification, Pay Plan, and Employee Performance Appraisal System: Tennessee Supreme Court

A Survey and Analysis of Juror Satisfaction in the Billings Municipal Court

The Court Manager, Volume 27, Number 4 (Winter 2012-2013)

Data Model of the Michigan State Court Administrative Office: Laying the Foundation of a Database

Missouri Statewide Automation: A Work in Progress

Review of Jury System Management in Sangamon County, Illinois

King County Superior Court Evaluation of the Jury Debriefing Program: Final Report

Jur-E Bulletin, January 19, 2007

Introduction to Functional Standards

5. Special note: On the results page, you may hover over an item and discover basic information about the material (title, author, date and collection).

C. Individual Record View

Descriptive information is located below the item. First, you will see the image itself with a description.

1. The description provides you with contextual information about the material or metadata elements (basic facts about the item), which will connect you with other related items.
2. Links under “Description” can be selected and will take you to related items with the same information. For instance, selecting the author “[Munsterman, G. Thomas](#)” will take you to other materials by this same author/creator.
3. At the top right of the page displays the total number of results. Click on the forward or back arrow to view other items from the results list.

The screenshot displays the NCSC Library eCollection interface. At the top, the NCSC logo and tagline "Trusted Leadership. Proven Solutions. Better Courts." are visible. The navigation bar includes "Home", "About", "Browse All", and "Contact Us". A search bar is present with a "Search" button and a link to "Advanced Search". In the top right corner, a "Results 15 of 98" indicator is shown with navigation arrows, highlighted by a red box and arrow.

The main content area shows the document viewer for "21.pdf" (page 1 of 13). The document image contains the text "Northeastern Regional Office" and "REVIEW OF JURY SYSTEM MANAGEMENT IN SANGAMON COUNTY, ILLINOIS". Handwritten notes on the right side of the document include "VCC", "1988", "79", "11", "218", and "C.2.". Navigation controls for the viewer are visible on the right.

Below the viewer, the "Description" section is highlighted with a red box. It contains the following metadata:

Rating	☆☆☆☆☆ Based on 0 rating(s)
Author	Munsterman, G. Thomas
Title	Review of Jury System Management in Sangamon County, Illinois
Subject	Juries
Sub-topic	Jury Management
Publisher	National Center for State Courts
Contributors	Steelman, David C.
Date	1988

3. Advanced Search Option

Use the “[Advanced Search](#)” option to search across multiple fields, such as “title, creator, or subject”. From the main page select the “Advanced Search” link. First, you may choose to conduct an advanced search across all collections or search only in desired collections (see below). To configure these fields further, you may use the far-left column with the drop-down menu under “Find results with”. A user can add up to three fields and you can search by date. You can also search by “Date”, and using the drop-down menu allows you to select a desired temporal period.

Home	About	Browse All	Contact Us	
Search	<input type="text"/>	Search	Advanced Search	

National Center for State Courts

All Collections

 National Center for State Courts	Trusted Leadership. Proven Solutions. Better Courts.	NCSC Library eCollection			
Home	About	Browse All	Contact Us		
Search	<input type="text"/>	Search	Close Advanced Search ✕		
Find results with:				Searching collections: All Collections Add or remove collections	
All of the words	<input type="text"/>	in	Title	and	
The exact phrase	<input type="text"/>	in	Creator	and	remove
None of the words	<input type="text"/>	in	Subject	and	remove
Add another field					
<input checked="" type="checkbox"/> Search by date					
from	<input type="text" value="mm/dd/yyyy"/>	to	<input type="text" value="mm/dd/yyyy"/>		
Search	Clear All				

Search within a Specific Collection

Additionally, you may conduct an advanced search in a *specific collection*. For instance, by selecting a collection such as “Juries” from the main page will allow you to search only within this collection.

Home About Browse All Contact Us

Search Search Close Advanced Search ✕

Find results with:

The exact phrase in All fields and

The exact phrase in All fields and remove

Add another field

Search by date

Search Clear All

Searching collections:

- Jury

[Add or remove collections](#)

[Home](#) >> [Juries](#)

Juries

About this collection

The jury collection of state court digital titles describes the guidelines and facets of the jury system and how it functions within the court structure. Topics include jury utilization and management (qualifications, summoning, exceptions, juror fees), as well as selection, trials, and deliberations, including innovations, note-taking procedures, and stress management.

Recent Additions



Viewing Content in CONTENTdm & Tools and Functionality

CONTENTdm is the NCSC's viewing application. Every item page contains a search box on the top left and other tools for your use.

1. Under the search box is the bread crumb trail.
2. Below that is the "Reference URL". Click on the "Reference URL" to copy a permalink.
3. To download the content as a PDF click "Download".
4. You may print directly from this record view the individual page or the entire document.

The screenshot displays the NCSC Library eCollection interface. At the top, the NCSC logo (National Center for State Courts, Est. 1971) and the text "Trusted Leadership. Proven Solutions. Better Courts." are visible. The main header reads "NCSC Library eCollection". Below the header is a navigation menu with "Home", "About", "Browse All", and "Contact Us". A search bar is located on the right side of the header.

The main content area shows a breadcrumb trail: "Home >> Courthouse Facilities >> Green Computing - Green Courthouses". Below the breadcrumb trail is a "Reference URL" button, which is highlighted with a red box and a red arrow. Other buttons include "Share", "Add tags", "Comment", and "Rate". A "Download" button is also circled in red. The "Print" button is visible next to it.

The PDF viewer shows the first page of a document titled "Green Computing - Green Courthouses". The page content includes "E-Courts 2008" and "James E. McMillan". The NCSC logo is visible in the bottom right corner of the PDF page.

A "Reference URL" dialog box is open at the bottom of the page, showing the following text:

Reference URL Close x

To link to this object, paste this link in email, IM or document

<http://ncsc.contentdm.oclc.org/cdm/ref/collection/facilities/id/126>

To embed this object, paste this HTML in website

`Green Computing - Green C`

Alternative Page View

1. Some materials with extensive pages have a different page view.
2. A column on the right - side of the page contains two tabs: thumbnails and content. Use the “thumbnails” option to view pdf images or click “content” to have a direct link to a page. Therefore, you may view the thumbnails by scrolling, or you may select the page number to taken directly to that page.

The screenshot displays the NCSC Library eCollection website. At the top, the NCSC logo (National Center for State Courts, Est. 1971) is on the left, and the text 'Trusted Leadership. Proven Solutions. Better Courts.' is in the center. The title 'NCSC Library eCollection' is on the right. Below the header is a navigation bar with links for Home, About, Browse All, and Contact Us, along with a search bar and a language dropdown set to English. The main content area shows a document titled 'What Works in Child Access Mediation: Effectiveness of Various Mediation Strategies on Short and Long Term Outcomes'. The document is currently on Page 5 of 135. On the right side of the document viewer, there are 'Download' and 'Print' icons. Below the document viewer is a sidebar with 'Thumbnails' and 'Content' tabs. The 'Thumbnails' tab is active, showing a list of page thumbnails for pages 8, 9, and 10. A red arrow points to the 'Download' icon, and another red arrow points to the 'Page 8' thumbnail in the sidebar.

3. On the top right of the item are the “Download” and “Print” icons. Clicking on “Download” will download the item as a pdf for you to save to your computer. Clicking on the “Print” icon will open the item in a new window to print for your convenience.
4. There is also an option to adjust the view to zoom in and out.

Contact US

We hope that you find the eCollection useful and welcome your feedback and questions. Please use the “Contact Us” link at the top of every page to send us an email. The Librarian can be contacted at dpiazzon@ncsc.org.