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

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

- The Rise and Fall of State Court Caseloads
- The State Court Guide to Statistical Reporting
- Extending the Core to Your Court

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”.

![Search Portal Screenshot](image-url)
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.

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.
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.
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.
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.
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.

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.