

SWANA eLibrary User Guide

SWANA's eLibrary is a repository for all of the papers and presentations presented at past SWANA events, as well as other important SWANA documents. Currently, the eLibrary holds over 300 documents from SWANA events held between 2007 -2009 as well as SWANA's Management and Technical policies, bylaws, and legislation, regulation and litigation reports. As more events are held and more policies and reports are developed, more papers will be added to the eLibrary, so be sure to visit often. Below you will find the definition of commonly used terms, as well as instructions for how to find specific papers in the eLibrary.

Definition of terms

1. eLibrary – The **eLibrary** is a database containing papers and presentations from SWANA events.
2. Libraries – There are nine unique **Libraries** where individual documents are stored. These libraries are:
 1. Collection & Transfer
 2. Communication, Education and Marketing
 3. Landfill Gas
 4. Landfill Management
 5. Legislation, Regulation and Litigation Reports
 6. Planning & Management
 7. Recycling & Special Waste
 8. SWANA Management Policies, Technical Policies and Bylaws
 9. Waste to Energy

Each document in the eLibrary is placed in the library most closely corresponding to its subject matter, i.e. landfill gas-related papers are stored in the "Landfill Gas" library.

In addition to the seven subject-organized libraries, the eLibrary contains two additional libraries. The "SWANA Management Policies, Technical Policies and Bylaws" library houses documents related to the organization and functioning of SWANA itself. The "Legislation, Regulation and Litigation Reports" library houses current as well as historical SWANA reports and submitted comments related to legislative and regulatory developments affecting SWANA members.

3. Document – A **Document** is a folder within a Library in which Files are placed. For example, a paper presented at a SWANA conference will have its own unique Document. The title of the paper will be the Document's name. The fields within the Document will list the title, authors, summary and Tags (see below). The Files contained in the Document will be actual paper itself, the presentation and any other accompanying files. All files will be in pdf format.
4. File – A **File** refers to a single downloadable pdf. A document may contain multiple files.
5. Tag – **Tags** are special descriptors used to identify individual documents within each Library. In SWANA's eLibrary Tags will be used to identify year and the name of the conference where the paper was presented.
6. Keyword – **Keywords** are used by the eLibrary search function to retrieve files and documents containing a specific word or phrase. eLibrary users can search a document by keyword, entered in the search field. The eLibrary will search all words in a file to find matches during the keyword search process.

The following chart illustrates the structure used to organize content in the eLibrary:

```
>>> eLibrary
    >>> Library
        >>> Document
            >>> File
```

How to Use the eLibrary

Browsing and Searching the eLibrary: SWANA's eLibrary offers three distinct ways to find content: **browsing** individual libraries, **search by keyword**, and **search by tags**.

1. **Browsing** – To **browse** the contents of the eLibrary you can select one of the nine libraries from the home page to see all of the documents it contains. After selecting a library you will see the following details for each of the documents:

A "Complete View" of Backing Operations

Posted in: [Collection and Transfer](#)

Regan, M. R. This PowerPoint presentation presents an overview of applications technology both "Active" (actively alerts/communicates with the [\[More\]](#))

File(s) in this Document:
 [Regan Mark-WC2008](#) 3.59 MB

Tags/Keywords
Event: [WASTECON](#) **Year:** [2008](#)



Score 0.2/5

0 Ratings
0 Favorited
0 Comments
23 Views
1 Files
1 Downloads

- a. Click on [More] or the document name, in this case, "A "Complete View" of Backing Operations", to read the full description of the document.
- b. Click on the file name, "Regan_Mark-WC2008" to download the file.

2. **Search Libraries** – You can also search all or some of the 9 libraries for a specific word or phrase. To do this, put your cursor over the eLibraries tab on the left part of your screen, and select "Search Libraries". You will then be taken to a screen that looks like this:

Search

Search Document Contents?

Posted Date(s)

Posted By/Author(s)

All Words ▼

Yes No

[Search for Specific Tags/Keywords](#)
[Search Specified Libraries](#)
[Search for Specific File Types](#)

Advanced Search

You can then search all nine libraries for a term, keyword or phrase by typing it into the search box or you can refine your search entering an author's name, company name, or specific dates.

You can further refine your search by selecting "Search for specific Tags/Keywords" and checking your selection in the boxes that will appear.

[Search for Specific Tags/Keywords](#)

Event

Landfill Gas Symposium

Landfill Symposium and Planning and Management Conference

NAWTEC

Recycling and Special Waste Symposium

Senior Executive Seminar

WASTECON

Year

2006 2007 2008
 2009

Or you can search specific libraries, if you know that you are looking for information in a specific category.

Search Specified Libraries

<input type="checkbox"/> Collection and Transfer	<input type="checkbox"/> Communication, Education and Marketing	<input type="checkbox"/> Landfill Gas
<input type="checkbox"/> Landfill Management	<input type="checkbox"/> Legislation, Regulation and Litigation Reports	<input type="checkbox"/> Planning and Management
<input type="checkbox"/> Recycling and Special Waste	<input type="checkbox"/> SWANA Management Policies, Technical Policies and Bylaws	<input type="checkbox"/> Waste to Energy

3. **Search by Tags** – You can also search for papers in the eLibrary by the specific year and conference at which they were presented. Each paper in the eLibrary contains one tag identifying the year it was presented and another tag identifying the conference or symposium at which the document originated.

To search the eLibrary using these tags, click on the “Search Libraries” link and select the “Search for specific tags/keywords” option once again. Check the boxes next to the year and event desired to limit search results to a specific event or events. For example, simply checking the “NAWTEC” box will return all papers from all NAWTEC events; checking “NAWTEC” and “2007” will return only papers from NAWTEC 2007; checking only the “2007” box will return papers and presentations from ALL 2007 events.

Sorting Search Results: You can sort the documents produced by your search in three ways: **alphabetical sort**, **sort by date**, and **sort by relevance**.

1. **Alphabetical Sort** – this option will display documents in alphabetical order based on the title of the Document. For instance, a Document entitled “Adding Metals Recovery Systems to Existing WTE Facilities” will be displayed above a document titled “Case Study of WTE and Gasification.” ***Alphabetical sorting is based on the title of the Document, not individual Files contained with the Document.***
2. **Sort by Date** – this option will display Documents in the order that they were added to the eLibrary. It does not automatically sort Documents by the year or date in which the material was presented. Documents that were added more recently are displayed first. To display Documents based on the year they were presented, simply select the tag for the desired year or years, as described in the “Searching and Browsing” section above.
3. **Sort by Relevance** – this option displays Documents based on the number of times the word or phrase in the Search term appears in the Files contained within each Document. For example, if a searched phrase appears 15 times in the text of one File and 9 times in the text of another File, the Document containing the first File will be displayed first.