TERMS WITHIN THE KNOWLEDGE CENTRE

<u>COMMUNITY:</u> The top level category. Communities of information are what appear when you click on the Knowledge Centre homepage.

<u>SUB-COMMUNITY:</u> The next level down. Sub-Communities divide the broad community subject area into more specific information repositories.

<u>COLLECTION:</u> Collections allow a further division of information into particular groupings, so that individual documents with similar characteristics can be classified together.

<u>ITEM:</u> An item is the end product of a search and can be any single document, podcast, PowerPoint, image etc.

OVERVIEW OF THESE FOUR LEVELS OF INFORMATION

The top level category is called a COMMUNITY. Each Community can be divided into smaller SUB-COMMUNITIES, they in turn can be divided into COLLECTIONS and each collection contains individual ITEMS. Not all information necessitates these four layers however and some communities will skip the sub-community step and open directly to the collections and individual items within them. Each community is given a title that indicates the nature of the smaller categories contained within it.

An example of a four-layered community is the one labelled CONFERENCES. That Community is broken down into sub-communities for each conference IPWEAQ convenes, so that there is a sub-community for the state conference held in Brisbane in November 2016, another for the SWQ Branch conference held in Dalby in March and so on.

Those sub-communities contain separate collections which store all the items of similar type that the conference produced. There is a collections for Podcasts, another for articles, another for images and another for PowerPoint Presentation.

Each of those collections is then divided into the individual items for which you may be searching, so you can, for example, open a particular PowerPoint and browse its content. If the information is particularly valuable to your area of interest you can then flick back one step and access the podcast that accompanies the PPT, or an article arising form it if one was produced.

That four layered community is as complex as a Knowledge Centre search can get, but is still a relatively simple process in practice. There are quite a few Communities though that don't require that layered approach so one or two of the search levels are eliminated, enabling the user to go straight form the Community level to the collections within. *The Engineering for Public Works Journal* is one community which is structured this way to allow for easier access. The community label is 'Engineering for Public Works Journal', and that opens directly to a set of collections, each of which contain one issue of the Journal in its entirety. For user convenience there is also an additional collection here which brings together all of the feature articles from all issues of the journals.

The Knowledge centre can be browsed using the categories above and users can swap between communities and the collections within them according to their interests or search areas. If a user requires a quicker and more direct search however, there is a search bar placed at the centre top of the Knowledge Centre home page with the prompt 'Search DSpace'. This allows you to access information through the traditional Library search values of Author, Title, and Subject etc. An author search using this method will bring up any article written by that author or any article to which he or she has substantially contributed. It will also include articles in which the author has been mentioned as a subject, but those items are given lower priority and appear at the bottom of your results list.

Please contact me if you have any queries or require assistance submitting articles for the Knowledge Centre or navigating the Knowledge Centre.

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