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Accessing the GLA Information Service database

To access the database, go to http://www.glainformationservice.co.uk. There is a link to register for the service under the login boxes, and also a link to receive an email reminder of your password if you have forgotten it. Once you have logged in, the homepage will look like this:

To select a database to search, click on the highlighted ‘Search the databases’ link.

N.B. – this guide only covers the Idox Information Service database, which is the first database listed on the ‘Search the databases’ page. For guidance on how to search the other databases which are available through the GLA Information Service, you can call us on 0141 275 4205 to speak to one of our Research Officers, or email glaenquiries@idoxgroup.com.
2. Summary – getting started

- Type a few words into the search box, then press Enter or click the Search button. The system will retrieve records that contain all the words that you enter, omitting common words such as a, the, in, etc.

- To search for an **exact phrase**, check the exact phrase option in the advanced search.

- To search for a specific item, enter the document reference number in the basic search or use the **Ref no** field in the advanced search.

- To truncate words, ensure that the **start of word** option is selected in the advanced search.
3. Quick Search

The quick search will search in all fields and looks for words with the same stem. The results can be sorted by year or title, in descending or ascending order.

Quick search

Please enter a word or words in the box and click Search. You can sort your results by date or alphabetically by title.

Search for

Sort results by

Advanced search

Get help with your search - submit an enquiry

View user guides
4. Advanced search

The advanced search allows you to specify the particular fields in which you wish to search. You can search for terms in the Abstract, Author, ISBN, Keywords, Publisher, Ref no and Title fields. It is possible to search in up to two fields in addition to the main search box, e.g. you could search for records containing built environment, with ‘Anderson’ in the author field and ‘housing’ in the keywords field. Searching in the main search box will look for the term in any field of the record. The system can look for records which contain all of your search terms (AND search), any search term (OR search), or an exact phrase. It is also possible to search for items by geographic location. The advanced search offers the same sorting options as the basic search, and also allows you to restrict the results to a particular date range, either by year of publication or the date that the record was added to the database. You can use the clear button if you return to the search pages and want to start a new search.

Advanced search

Please enter a word or words, or a phrase in the box and click Search. If you want to look for an exact phrase then check the Exact phrase button underneath the search box. You can sort your results by date or alphabetically. You can also limit your results to words in a specific field such as Title, or to a specific date range to help narrow your results.
The advanced search is particularly useful, as it provides you with ways of eliminating irrelevant material, e.g. if you are only interested in current material you can use a date range to filter out older results. It is also possible to search for all the articles from a specific journal title by typing ‘journal article’ in the publisher field and the title of the journal in the title field, as demonstrated below:

```
Advanced search

Please enter a word or words, or a phrase in the box and click Search. If you want to look for an exact phrase then check the Exact phrase button underneath the search box. You can sort your results by date or alphabetically. You can also limit your results to words in a specific field such as Title, or to a specific date range to help narrow your results.

Search for:
- Match [All words, Any word, Exact phrase]
- Word match [Start of word, Whole word]

Restrict to date range:
- Year of publication (yyyy)
- Date added to database (dd/mm/yyyy)
- From [ ] To [ ]

Search for words in specific fields:
- Search for words in field 1
  - Publisher [ ]
  - Journal article [ ]
  - Search phrase 1
    - All words [ ]
    - Any word [ ]
    - Exact phrase [ ]
    - Start of word [ ]
    - Whole word [ ]
  - Search phrase 1 match
    - All words [ ]
    - Any word [ ]
    - Exact phrase [ ]
    - Start of word [ ]
    - Whole word [ ]
  - Search for words in field 2
    - Title [ ]
    - Envirotec [ ]
    - Search phrase 2
      - All words [ ]
      - Any word [ ]
      - Exact phrase [ ]
      - Start of word [ ]
      - Whole word [ ]
    - Search phrase 2 match
      - All words [ ]
      - Any word [ ]
      - Exact phrase [ ]
      - Start of word [ ]
      - Whole word [ ]
  - Search by geographic location:
    - Year (Nearest to Oldest) [ ]

Sort results by:
```
5. Search results

The search results page displays your results according to the sorting options that you have selected: year newest to oldest, year oldest to newest, title A to Z or Title Z to A. It displays the title of each record, the full abstract and the year of publication. Each record has a check box next to it, which allows you to mark records to create a reading list (see section 6).

Search results

5990 records have been found - click on each title to see full details, download or order from library.
You can build up your own bibliography by clicking the box by the side of each record. Please use the Back to Search Results link when moving between the full record display and the results list, and not your web browser’s back button.
If you’d like help in finding the most relevant titles for you, contact the GLA Information Service team on 0141 275 4206.

<table>
<thead>
<tr>
<th>Showing page 1 of 300 (5990 records)</th>
</tr>
</thead>
<tbody>
<tr>
<td>« Previous 1 2 3 4 5 300 Next »</td>
</tr>
<tr>
<td>Sort publications by: Title (A to Z) Title (Z to A) Year (Newest to Oldest) Year (Oldest to Newest)</td>
</tr>
</tbody>
</table>

Back to search page
Save search as an alert | Save marked records to reading list

☐ A child rights impact assessment of the Welfare Reform Bill
  Examine the likely impact of the legislative provisions set out in the Welfare Reform Bill on the promotion and realisation of children’s rights, particularly those of children vulnerable to poverty and social exclusion. Focuses on the parts of the Bill that could impact on children’s welfare: the benefit cap, Housing Benefit (determination of appropriate maximum), Universal Credit, the Social Fund, and social mobility and the Child Poverty Commission. Assesses the Bill against the rights set out in the United Nations Convention on the Rights of the Child (UNCRC), the Human Rights Act 1998 (which incorporates provisions of the European Convention on Human Rights (ECHR) into domestic law), and other international human rights obligations and case law. Looks at ways in which the Bill’s proposals may disproportionately impact upon children from disadvantaged backgrounds, including disabled children, refugees, ethnic minorities, those living in poor housing, those with disabled lone parents, and those living in economic hardship.
  Publication year 2012

  Examines new Leisure Trust (LIT) structures in public leisure providers relative to direct, in-house managed facilities and privately run Leisure Management Contractor (LMC) facilities. Looks in particular at

Clicking on the title link will take you to the record, which allows you to view further bibliographic details: the author and publisher, and the date that the record was added to the database. Options for full-text access are displayed under the keywords at the bottom of the record (including URLs for content which is freely available online):
Publication details


REF NO: A239057

Author: Means, Robin
Publisher: Journal article
Published: 2012 | Added: 25/03/2012 | Pages: 19

Explores the extent to which current social care policy for older people in England represents a complete break with the past, by reflecting on the Flicker Report (1946) on the breakup of the Poor Law; the Seabourn Report (1969) on the personal social services; the Griffiths Report (1992) on community care; and The Royal Commission on Long Term Care (Sunderland Report, 1999). Focuses on how social care is defined, how services are to be delivered, how quality is understood, and the assumptions made about who will be able to access services. Considers key continuities in policy assumptions, such as the primary of family, and the ongoing debate about how social care can be distinguished from health care. Argues that the voluntary sector has always been seen as a key player in social care. Uses the analysis of the four reports to trace the ever-changing role of local authorities in the planning, purchase, and provision of social care services for older people.

Keywords

Market | Quality | Community care | Local government | Elderly people | Policy | Definitions | Social services | England | United Kingdom

Download PDF copy

Links back to the search results and search page are displayed both above and below the record. You can scroll forwards and backwards through the pages of results using the numbered links at the top and bottom of each results page.
6. Email alerts

It is possible to save searches you are particularly interested in as email alerts. To do this, carry out a search as normal, e.g.

**Search for**

planning gain

The results page will have a ‘Save search as an alert’ link:

Search results

1024 records have been found - click on each title to see full details, download or order from library.

You can build up your own bibliography by ticking the box by the side of each record. Please use the Back to Search Results link when moving between the full record display and the results list, and not your web browser’s back button.

If you’d like help in finding the most relevant titles for you, you contact the GLA Information Service team on 0141 275 4265.

Showing page 1 of 52 (1024 records)

Sort publications by: Title (A to Z) Title (Z to A) Year (Newest to Oldest) Year (Oldest to Newest)

This will then open a window which allows you to choose a name for your alert and decide how often you would like to receive it: this can be daily, weekly, fortnightly or monthly.

You will then start to receive email updates with lists of records that match your search. (NB – If there are no items in the selected time period that match your results, you will not receive any emails.). It is possible to edit your alert on the My Alerts page in the My Account section. To do this, click on the ‘Edit’ link on the relevant alert on the My Alerts page.
My account

This opens a window which allows you to change the frequency of the alert:

You can also suspend the alert while you are away and reactivate it on your return by unchecking and checking the box under the alert frequency dropdown menu. It is also possible to delete alerts from the My Alerts page by clicking on the ‘Delete’ link next to the alert on the My Alerts page. You will then be asked to confirm this action.
7. Creating a reading list

You can mark records from your results set to create a reading list. To do this, click on the box next to each record that you wish to add, then click the ‘Save marked records to reading list’ box.

Search results

1024 records have been found - click on each title to see full details, download or order from library.

You can build up your own bibliography by clicking the box by the side of each record. Please use the Back to Search Results link when moving between the full record display and the results list, and not your web browser’s back button.

If you’d like help in finding the most relevant titles for you, contact the GLA Information Service team on 0141 275 4205.

Financing Infrastructure: Community Infrastructure Levy (Standard Note SN05/3890)

Provides an overview of the Community Infrastructure Levy (CIL), the tax on developers brought in by the Community Infrastructure Levy Regulations 2013 to help finance infrastructure needed to increase the supply of housing in areas of high demand. Explains the changes to the CIL brought about by the coalition government in November 2010. Outlines the proposals put forward by the government’s consultation on the future of the CIL in October 2011. Looks at the arguments over whether the Localism Act 2011 allows for the buying of planning consent by developers and contracting out CIL functions.

Publication year: 2012

Greater Manchester growth plan

Summarises Manchester’s economic progress since the beginning of the recession, and sets out recommendations for action to improve growth in Greater Manchester, based on the policies developed and implemented through the Greater Manchester Strategy (GMS) strategic framework. Recommends that Manchester should gain additional powers (similar to those already exercised in London) in order to drive forward economic recovery in Greater Manchester. It sets out a number of recommendations for action, some of which are contained in the Economic Growth Unit’s green paper, including the establishment of a Greater Manchester Development Corporation (MGDC).

Publication year: 2012

This will open a window which will allow you to save the list or add the items to a previously saved list:
It is then possible to view the reading list on the ‘My reading lists’ page in the My account section, which allows you to print, email, download or delete the list:

**My account**

**My reading lists**

View or print your saved reading lists here:

Click on ‘List name’ to view reading list contents. You can remove items from the reading list or re-save a subset of the reading list under a new name. Click on ‘Edit’ to rename a reading list or add a comment.

**Reading lists**

<table>
<thead>
<tr>
<th>List name</th>
<th>Comments</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning gain (5)</td>
<td></td>
<td>Edit 📝 Print 📧 Email 📥 Download text file 🗑️ Delete</td>
</tr>
</tbody>
</table>

You can remove records from a reading list by opening the list, clicking on the checkboxes next to the records, then clicking ‘Delete marked records from reading list’:

**Reading list: Planning gain**

6 items are currently included in your reading list.

You can view the full details for each item by clicking on the title. You can delete items from the reading list by marking the checkbox at the side of individual records and then clicking ‘Delete marked items from Reading list’. You can also save a sub-set of these records under a new name, by using the check boxes and then selecting ‘Save marked Records to Reading List’.

To print the list, email it to yourself or download it in text format, please use the Back to My Reading Lists link:

**Delete marked records from reading list**

- Financing infrastructure: Community Infrastructure Levy (Standard Note SN/SC/3890)
  Provides an overview of the Community Infrastructure Levy (CIL), a locally based development tax to help finance the infrastructure needed to increase the supply of housing in areas of high demand. Explains the changes to the CIL brought about by the coalition government in November 2010. Outlines the proposals put forward by the government’s consultation on the future of the CIL in October 2011. Looks at the arguments over whether the Localism Act 2011 allows for the buying of planning consent by developers and contracting out CIL functions.
  Publication year 2012

- Greater Manchester growth plan
  Summarises Manchester’s economic progress since the beginning of the recession, and sets out recommendations for action to improve growth in Greater Manchester, based on the policies developed and implemented in the Manchester Growth Plan 2008 to 2010.
8. Other website functionality: sharing topic updates and bulletins

It is possible to share copies of the weekly bulletin and topic updates with colleagues. To do this, click on either the ‘View weekly bulletins’ or ‘View topic updates’ link in the ‘Keep up to date’ section of the website:

Each document will have a ‘Share this bulletin’ or ‘Share this topic update’ link as appropriate. When you click on this link, this will open a box which will allow you to enter the recipient’s email address and edit an accompanying message:

When you click send, a confirmation message will appear on the screen to confirm that the process has been completely successfully.
The recipient will receive an email with a link that will allow him or her to log in to the GLA Information Service website and access the appropriate document.
9. Other website functionality: booking an event on the event calendar

The event calendar lists all the events which are taking place each month. The details for each event can be viewed by clicking on the link.

Event calendar

We provide events to help you improve your skills for searching and using information.

Event type: (Any)

Filter

Events for September 2012

- **Intro session**
  - Idox Training Course
  - A one-hour information and library services induction session with online database demonstration.

- **Librarian one-to-one**
  - Idox Training Course
  - Meet a member of the library team

To reserve a place at an event, click on the ‘Book a place’ link at the bottom of the event description:

**Event details**

**Intro session**

Date: 05/09/2012, 11:00 - 12:00
Event type: Idox Training Course
Location: City Hall
Organiser: Laura Delia
Suitable for: All GLA staff who are interested in finding out how to get the most out of the information and library services
Email: laura.delia@ldogroup.com | Telephone: 01415741924

A one-hour information and library services induction session with online database demonstration.

The introduction provides:

- An overview of the features of the information and library services
- Advice on how to get the most out of the service in your day-to-day work, with tips on how to stay abreast of the latest research and developments in your field
- Information on how material for the database is selected and evaluated, with pointers on how to assess the documents that you come across in your own searching
- A detailed description of how to search the database, access documents, submit enquiry requests, create reading lists and set up email alerts in your areas of interest

Book a place

This will open a pre-populated form. Please ensure that all fields are completed before you submit the form.
A confirmation message will appear on the screen, and you will receive an email to confirm that your request has been forwarded to the event organiser.

To cancel an event reservation, select ‘My events’ from the drop down menu under ‘My account’. This page lists all the events for which you have reservations, and you can cancel your reservation by clicking on the ‘Cancel booking’ link next to the event. This will open a message box prompting you to confirm this action, and you will also receive a confirmation email.

If you need further assistance with searching the database, the Information Service team are happy to help. Our Research Officers are available from 9.00am to 5.30pm Monday to Friday and can be contacted by telephone on 0141 275 4205, or email at glaenquiries@idoxgroup.com.