Houses of the Oireachtas Library Digital Collections: Search hints

Content
We manage the collection of documents formally laid before the Houses of the Oireachtas. Government Departments and agencies can lay documents before the Houses of the Oireachtas via our online Documents Laid form and these documents can then be searched via this Oireachtas Library Digital Collections website. We also provide access to Historical Collections which have been digitized and a selection of Oireachtas publications such as research publications from the Library & Research Service and the Parliamentary Budget Office, digital versions of pre-1997 parliamentary bills (in progress). All documents have been converted to PDF (Adobe Acrobat) format and you are advised to install the Adobe Reader installed on your device to best view documents.

Technical requirements
Operating systems
The website works best with MS Edge, Firefox, Safari and Google Chrome.

Tip: To return to the home page at any stage, click on the icon on the top right hand side of the screen.
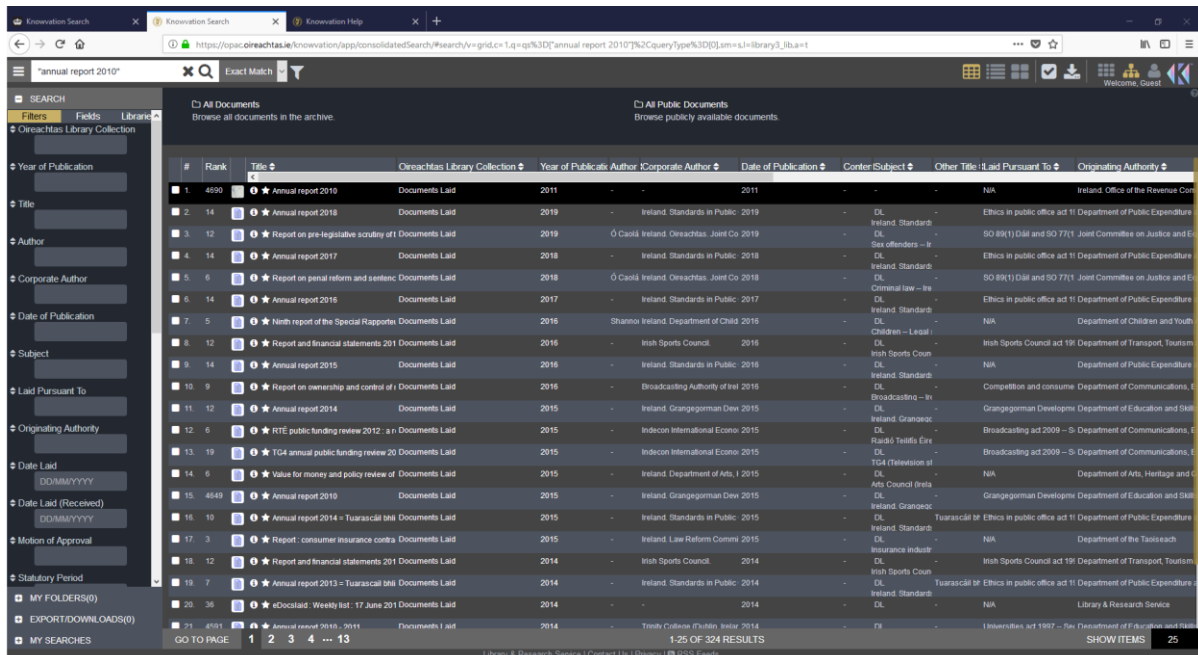
Searching
Searching can be done in 2 ways **but for most effective searching you are advised to use method b) below.**

a) *Letterbox search* Entering search term(s) in the search box (or letterbox) will search **within the full text of documents**. You are advised to first click on one of the 3 main collection tiles and then start a search from the subsequent screen. If you enter search terms on the home page, the search will be run across all 3 sub-collections – Historical, Documents Laid and Oireachtas Publications.

b) *Combined letterbox and Advanced searches:* Click on the button to access Advanced Search options (you can find this to the left of the search terms in the letterbox)
Results from a search on both the letterbox and advanced search options will provide hits only where those terms appear in **both** the metadata (descriptive data about the document such as Title and Author) and the full text of the document. If the terms appear in either the full text or metadata then no hits will be displayed.

Adding extra filter boxes within an existing advanced search field is useful if expanding for example, a title search or if adding extra publication dates (if you want to search for content between 2017-2019). Hover to the right of the box then click the + sign that appears. You also have the option of adding AND, OR, NOT options from the left of the boxes and you can choose which by clicking on them.

The default search mode in the letterbox is **Boolean**. You can select an alternative search mode by clicking on the down arrow to the right of Boolean and choosing an alternative mode.

The 4 modes of searching are:

- **Boolean** – Finds results which contain the specified query terms anywhere in the text. A query for **term1 term2** is logically equivalent to a query for **term1 AND term2** (e.g. finance Ireland returns results which contain both the term finance AND Ireland).
- **Concept** – Finds results for documents which are close in spelling to the search terms (e.g. finance, financial).
- **Pattern** - Finds results which are close in meaning to the search terms (e.g. finance, funding, money). This is the broadest way to search and may return large sets of results.
- **Exact Match** - Finds results which are match the search terms as entered

Tip: Putting search terms in quotes (in any search mode) can improve the accuracy of the search, e.g. "annual report 2010".

When you have selected a search result you can go back to the results list by clicking "x"

		2018	2018
Capital taxes	D.91	0.1	0.1
Social contributions	D.61	4.4	4.4
Property income	D.4	0.5	0.4
Other		1.8	1.9
p.m.: Tax burden		23.0	23.4
(D.2+D.5+D.61+D.91-D.995)			
Total expenditure target	TE[3]	25.0	25.8
of which:			
Compensation of employees	D.1	6.7	6.8
Intermediate consumption	P.2	3.9	4.0
Social payments	D.62, D.632	8.7	8.8
of which: unemployment benefits			
Interest expenditure	D.41	1.4	1.1
Subsidies	D.3	0.5	0.4
Gross fixed capital formation	P.51g	2.3	2.5
Capital transfers	D.9	0.5	0.7
Other		1.0	1.1

Source: Department of Finance forecasts

Table 12: Amounts to be excluded from the expenditure benchmark, per cent of GDP (unless stated)

	2018	2018	2019	2020
	€billion			
Expenditure on EU programme matched by EU funds	0.6	0.2	0.2	0.2
Cyclical unemployment benefit expenditure*	-0.4	-0.1	-0.1	0.0
Effect of discretionary revenue measures**	0.9	0.3	0.3	0.3
Revenue increases mandated by law	M	M	M	M

*The cyclical component of unemployment benefit expenditure is derived by applying a projected cost per person employed to an estimate of the unemployment gap (i.e. difference between the actual and structural unemployment rates. The latter is the estimated NAWRU consistent with the harmonised EU methodology
**This captures the multi-annual impact of all discretionary revenue measures enacted in all budget announcements to date (not just those in excess of 0.05% GDP)
M = not applicable
Source: Department of Finance forecast