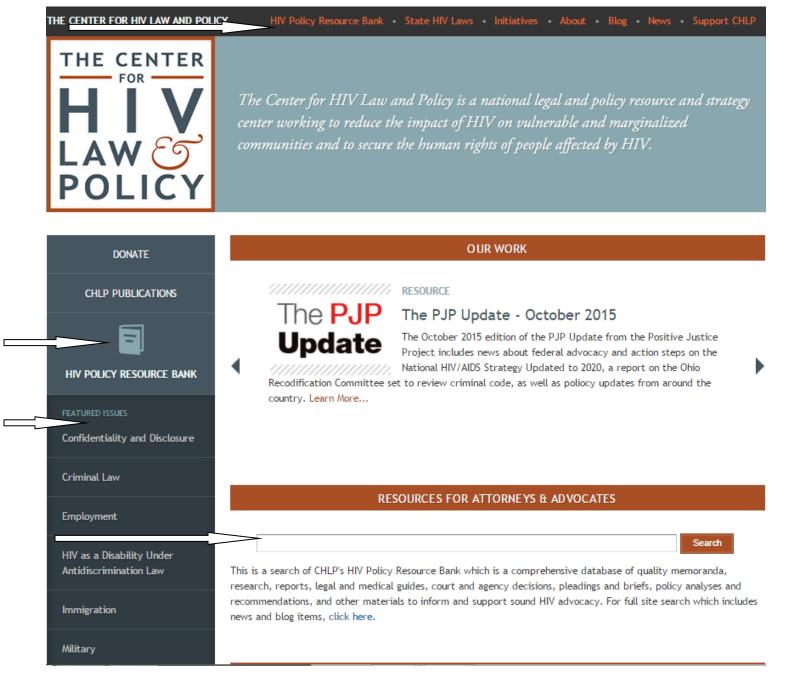
GUIDE FOR SEARCHING THE HIV POLICY RESOURCE BANK



The HIV Policy Resource Bank (RB) has more than 1,000 resources and can be accessed in one of the following ways from the CHLP homepage.

- 1. Click on the tab labeled "HIV Policy Resource Bank" in the top toolbar and choose "Search Resources."
- 2. Click on "HIV Policy Resource Bank" in the left column under "CHLP Publications" or simply visit the RB main page at http://hivlawandpolicy.org/resources.
- 3. Type in a search term or phrase in the box below "Resources for Attorneys & Advocates."
- 4. For quick access to a specific issue within the RB, click on one of the featured issues in the left column below "HIV Policy Resource Bank" or on "View all issue areas" to browse any one of the 37 issue areas in the RB from the RB main page.

NOTE: To search for news or blog items as well as all documents in the RB, click the "Full Site Search" at the bottom of the left column, or on "click here" below the "Resources for Attorneys & Advocates."

Using the first way, you will be linked to the advanced search page (http://www.hivlawandpolicy.org/resources/search-resources). You may limit your search or refine your initial search by adjusting the terms and/or by applying a filter to the search query. Filters are found on the right side of the page and include: Issues, Document Type, and Publication Date. Notice that the number of resources for each issue, document type, and publication date is provided. Multiple filters may be applied to a search. Clicking "Retain Current Filters" will apply the currently selected filters even if you change your original search term(s).

Here's an example of using the "Retain Current Filters" tool: First, select Criminal Law from the *Filter by Issue* section. Then enter the search term "assault" to view resources related to the Criminal Law issue area with the keyword "assault". Now, if you select the "Retain Current Filters" checkbox and search for the term "battery", it will continue to search only within the Criminal Law issue area rather than starting your entire query from scratch.





The second way takes you to the RB main page (shown here to the left) that enables users to browse by issue and which can be accessed at: http://www.hivlawandpolicy.org/resources. Click on the "Advanced Search" tab to go to the advanced search page described above that allows you to filter your search by issue, type of document, and publication date.

RB materials are organized by issue, document type, and publication date. Resources are often cross-referenced under multiple issue or document topics to ensure that they can be easily found by a user browsing any of the topics to which a resource is relevant. If you know the issue(s) and document type(s) you are searching for, you can select all the relevant categories in each list using the "Retain current filter" function described above.

When a user types in a search term or phrase in the "Resources for Attorneys and Advocates" on the homepage, the search results are returned as if an advanced search was performed, with the issue, document type, and publication date filters appearing to the right of the search results. Follow the guidance above for the advanced search page.

Using the fourth way allows the user to go directly to a specific issue area, such as criminal law. You can browse the resources in the issue area using the pagination bar at the bottom of the page or limit your search only to that specific issue area. Each issue area main page has a box on the top of the right column that shows the number of resources within the issue area and search button that returns those items. Clicking on the search button takes you to the advanced search page where you can limit your search using the issue, document type, and publication date filters described above. Just remember to click "Retain Current Filter" to limit your refined search to the issue area.





When you click on the desired search return resource you will arrive at the document's resource page. Each resource page includes the date the item was uploaded to the RB, related issues, the type of resource (i.e. research journal article, legal case, fact sheet, etc.), and a description of the resource and a link to download the actual document or URL for any links provided.