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1. What is Lear?

Lear is the Linguistic Electronic Archive of the University of Venice.

Lear is run using **DSpace**, an open source software jointly developed by **the MIT Libraries** and **Hewlett-Packard (HP)** in Cambridge, Massachusetts.

Lear collects a **wide range of documents**, such as journal articles, conference papers and proceedings, book chapters, doctoral theses, working papers, teaching materials and research papers by professors, researchers, PhDs or doctoral students and scholars interested in linguistics and language studies.

For each document in Lear a bibliographic record is given and, if copyrights holder agrees to or the document is out of copyright, full-text is freely available too. All documents are provided under fair use (for research or teaching purposes, not for financial gain).

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2. What are Communities and Collections?

Content in Lear is organized around Communities, Subcommunities and Collections.

Communities represent institutions such as departments, schools, labs or research centers. Within each Community there can be an unlimited number of Subcommunities and an unlimited number of Collections. Each Collection may contain an unlimited number of items.

Collections can be organized around a topic, or by type of information (such as journal articles or doctoral theses) or by any other sorting method a Community finds useful in organizing its digital items.

Each **Community or Collection has its own entry page** displaying information, news and links reflecting the interests of that community/collection.

This organization gives Lear the flexibility to accommodate differing needs of Communities by allowing them to decide on policies such as: who contributes content, whether there will be a review process and who will have access.

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3. How can I find documents deposited in Lear?

There are three possibilities to find materials deposited in Lear:

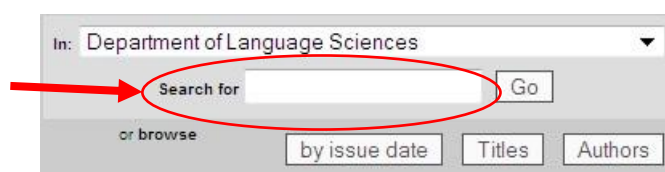
1. Keyword Simple Search

- From Lear homepage using the general keyword Search box (the orange box in the top-left corner)



The word(s) you enter in the search box will be searched against the title, author, subject, abstract, series and identifier fields of each item's record.

- From one Community/Subcommunity/Collection home page, using the grey search box reproduced below



In this case your search will be limited to the Community/Subcommunity or Collection you are visiting.

In the Keyword Search you can use truncation, phrase searching, Boolean operators.

- **Truncation**

Use an asterisk (*) after a word stem to get all hits having words starting with that root, for example typing in the search box:

select* will retrieve selects, selector, selectman, selecting.

- **Stemming**

The search engine automatically expands words with common endings to include plurals, past tenses, etc.

- **Phrase Searching**

To search using multiple words as a phrase, put quotation marks (") around the phrase.

- **Exact word match**

Put a plus (+) sign before a word if it MUST appear in the search result. For instance, in the following search:

training +dog

the word "training" is optional, but the word "dog" must be in the result.

- **Eliminate items with unwanted words**

Put a minus (-) sign before a word if it should not appear in the search results.

Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For instance, in the search:

training -cat or training NOT cat

you will get items containing the word "training", except those that also contain the word "cat".

- **Boolean searching**

The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED!

AND - to limit searches to find items containing all words or phrases combined with this operator, e.g.

cats AND dogs

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR - to enlarge searches to find items containing any of the words or phrases surrounding this operator

cats OR dogs

will retrieve all items that contain EITHER the words "cats" or "dogs".

NOT - to exclude items containing the word following this operator, e.g.

cats NOT dogs

will retrieve all items that contain the word "cats" EXCEPT those also containing the word "dogs".

Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.

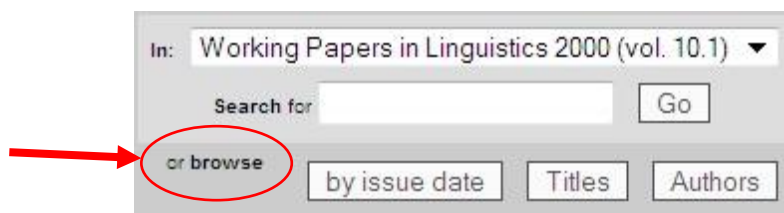
(cats OR dogs) AND (training OR discipline)

2. Browse

- From Lear homepage (top-left corner):



- From one Community/Collection homepage:



Browse allows you to go through a list of items in some specified order:

- **Browse by Community/Collection** takes you through the communities in alphabetical order and allows you to see the subcommunities and collections within each community.
- **Browse by Title** allows you to move through an alphabetical list of all titles of items in Lear.
- **Browse by Author** allows you to move through an alphabetical list of all authors of items in Lear.
- **Browse by Date** allows you to move through a list of all items in Lear in reverse chronological order.

Direct links to the entry page of each community are listed at the bottom of the home page. These quick links take you to a list of their Collections and Subcommunities.

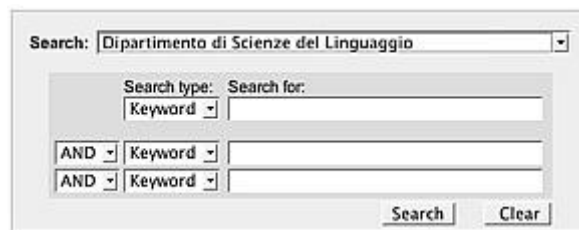
3. Advanced Search

From Lear homepage click on “Advanced Search” (from the orange box in the top-left corner)



The Advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean AND, OR, NOT.

You can restrict your search to a community by clicking on the arrow to the right of the top box.



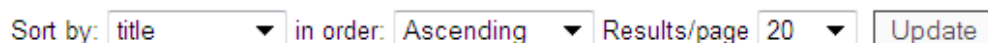
Then select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the "AND" box.

Note: You must use the input boxes in order. If you leave the first one blank your search will not work.

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4. Can I customize search results?

Yes, using the pull-down menus on the top of the results page you can order search results by title or date of publication (both ascending or descending) and set the number of results displayed per page (from 5 to 100).



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5. Do I have access to full-text documents?

For copyright reasons not all of the documents submitted to Lear are available in full text. Once you get search results, look at clip icons in the “Full-text” column to know if you can access full-text documents:



full-text immediately available



full-text not available for a specified time period (embargo)



full-text is not available or available for authorized users only



only bibliographic record is available (full-text document was not submitted)

If full-text is available, click on the item’s title or on the clip icon to display the corresponding bibliographic record, then click the “View/open” button (in the grey box at the bottom of the page) to open the document.

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6. Why Register/Login?

Registration is required to access those functions which are restricted to registered users:

- receive daily e-mail alerts of new items added to selected collections.
- access to reserved collections (*only Ca’ Foscari users*)
- content submission (that is publication of documents in Lear) (*only Ca’ Foscari users*)

See next FAQ to know how to subscribe to the email update service.

To get more access or submit content, **you must get permission from Lear administrator first.** Send us an email request using [this form](#). Your message should include personal details, information about the collections you wish to get access/submit to, and the reason for your request.

If you are an authorized Lear submitter or supervisor, or if you are a staff member responsible for Lear collection or metadata maintenance, you will have a My Lear page. Here you will find:

- a list of your in-progress submissions - from this list you can resume the submission process where you left off, or you can remove the submission and cancel the item.
- a list of the submissions which you are supervising or collaborating on

- a list of submissions that are awaiting your action (if you have a collection workflow role).
- a link to a list of items that you have submitted and that have already been accepted into Lear.

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7. How can I subscribe to e-mail alerts?

Users can subscribe to receive daily e-mail alerts of new items added to selected collections. Users may subscribe to as many collections as they wish. To subscribe:

- go to a collection homepage and click the “Submit to This Collection” button (bottom left). You will be redirected to Lear log-in page
- authorized users can use their Lear password to log in. New users can register (only to subscribe to the e-mail update service, that means not to get access to reserved collections or submit new content) by clicking the “New User” blue link on the top of the log-in page)

To verify, unsubscribe or remove all your subscriptions, click on the “See Subscriptions” link in one collection homepage (bottom left).

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8. How can I get RSS Feeds from Lear?

Click on the RSS Icons on the right of Lear homepage. To collect and read RSS Feeds you will need special software like [FeedReader](#) (for Windows), [NetNewsWire](#) (Mac, iPhone, iPad), [Liferea](#) (Unix/Linux).

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9. Who can deposit in Lear?

Presently, the self-archiving of documents in Lear is limited to:

- **staff of the Center for Language Studies of Ca' Foscari University**
- **authorized external scholars**

These users can also access reserved collections. For further information and if you want to register as a Lear submitter [see Faq 6](#) or please [contact us](#).

The deposited content must be accompanied by three mandatory descriptive metadata: title, author, publication year.

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10. What kind of content does Lear support?

Lear accepts many types of documents, for example:

- articles (pre-and postprints)
- book chapters
- working papers
- conference papers
- books
- theses
- reports
- multimedia files
- images
- web pages

The most common file formats supported are:

- Adobe PDF
- text formats: .txt, .rtf, .doc (Microsoft Word), .odt (OpenDocument Format for word processing documents), .wpd (WordPerfect)
- presentations formats: .ppt (Microsoft Powerpoint), .odp (OpenDocument Format for presentations)
- spreadsheets: .xls (Microsoft Excel), .ods (OpenDocument Format for spreadsheets), .csv (Comma separated values files), .tab (Tab separated values files)
- image formats: .jpeg, .jpg, .gif, .png, .tiff, .tif
- audio formats: .mp3 (MPEG-3 Audio), .m4p (iPod and iTunes files), .wav
- video formats: .mov (Video Quicktime)

For any question about document types and formats please leave a message [here](#).

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11. Can Internet search engines be used to find content stored in Lear?

The metadata of the content stored in Lear are harvested (using the OAI-PMH protocol), by general web search engines such as [Google](#) and by specialized search services for academic literature such as [Google Scholar](#) and [OAIster](#), thus facilitating searching from a variety of external services.

Google puts at the top of its search results links to documents retrieved from electronic repositories which are based on the [DSpace](#) software developed by [MIT](#), as is the case with Lear. Besides, specialized search engines for scholarly literature, like [Google Scholar](#) and [OAIster](#), are even more effective at finding documents from open access electronic repositories. Both allow for advanced searches by author and Google Scholar also retrieve citations.

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12. What about copyright?

All work set down in a tangible form is automatically protected by the Italian copyright law: [Legge 22 aprile 1941 n. 633. "Protezione del diritto d'autore e di altri diritti connessi al suo esercizio"](#) (originally published in "Gazzetta Ufficiale" n.166, 16 luglio 1941).

This means that when you distribute a previously unpublished work in Lear, your work is immediately covered by copyright. Copyright restricts the use of works by others unless the user explicitly asks for permission to use your content.

If your work has previously been published, for example in a peer-reviewed journal, you may no longer hold the copyright to your work and may therefore have limited options regarding electronic distribution of that work. Publishers' policies differ on this point and some publishers do allow re-distribution via digital repositories (in case of doubt consult the [SHERPA/ROMEO](#) site which summarises publisher's policies)

In any case, when you publish your work in Lear, you retain the copyright because Lear does not require you to give your copyright, as some publishers do. We only require that you agree to the Lear Deposit License, which is a non-exclusive distribution license.

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13. How can I find further assistance?

For help with using Lear and questions about your specific site, please [contact the Lear Administration Team](#).

For general information and news about DSpace, visit the [DSpace Website](#).

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