

The following presentation will illustrate how to search the Security Database & Library Catalog to find items included in a particular collection. The example shows how to find items categorized as being part of the **Insider Threat Collection**.

For more information, contact the O.P. Norton Information Resource Center, [info@asisonline.org](mailto:info@asisonline.org) or 703.518.1471

**Step 1:** Log-in to the ASIS website and go to the webpage for the Security Database & Library Catalog, <https://www.asisonline.org/Membership/Library/Library-Search/Security-Database-Library-Catalog/Pages/default.aspx> Click on the Red Button, “Search Library.”

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ASIS Online / Membership / Library (IRC) / Library Search / Security Database & Library Catalog

**Join ASIS** Share

## Security Database & Library Catalog

Navigate to the Security Database & Library Catalog powered by EOS International®.

**Search Library**

When you reach the catalog landing page, just start searching! Sign-in is only required to take advantage of the advanced features of the catalog, such as saving lists of your search results.

### Quick Links

- ▶ Finding Annual Seminar Education Sessions in the Security Database & Library Catalog
- ▶ Using the Library
- ▶ Contact Us

**Join**

**Member Center**

**Library (IRC)**

- Library Search
- Subject Guides
- Security Glossary
- Academic & Student Center
- ASIS Archives

**Volunteer Leadership**

**Networking Groups**

**Step 2:** A new tab or window will open in your browser and you will be taken to the Start page of the Security Database & Library Catalog.



**Useful Links**

[Library email](#)

[Library info](#)

[Other libraries](#)

[Other Libraries](#)

[Current Events](#)

## ASIS O.P. Norton Information Resources Center (IRC)

Welcome to the IRC Online—a security knowledge resource for ASIS members

We invite you to explore the security database of over 30,000 items described within 1000+ subject areas. Traditional print materials in the library's collection at ASIS HQ are supplemented by thousands of digital items linked through the database/catalog for every function of a security professional in every industry sector.

If you need assistance, please do not hesitate to contact us at [info@asisonline.org](mailto:info@asisonline.org) or phone 703.518.1471.

[Tutorials are available to help you FIND.](#)

[Visit us virtually -- take a library tour online.](#)

Simple Search   Browse Search   Advanced Search   FAQ Search   Change Password   My Titles   My Searches

My Requests

Simple Search Powered by EOS

Options selected !

Show tips

**Search types**

Browse search   Use Browse Search to browse indexes (e.g. Main Title, Subjects, All Authors, etc.)

**Step 3:** Go to the Advanced Search page by using the drop-down menu associated with the tab for “Search,” on the red bar, or by clicking on the black tab in the middle of the page.

The screenshot shows the ASIS International website interface. At the top left is the ASIS International logo with the tagline "Advancing Security Worldwide". To the right of the logo are links for "Switch Language", "Home", "Sign In", and "RSS Feeds". Below this is a red navigation bar with tabs for "Start", "Search", "Lists", "My Account", and "Help". The "Search" tab is circled in blue. On the left side, there is a "Useful Links" section with underlined links for "Library email", "Library info", "Other libraries", "Other Libraries", and "Current Events". The main content area features the heading "ASIS O.P. Norton Information Resources Center (IRC)" and a welcome message: "Welcome to the IRC Online—a security knowledge resource for ASIS members". Below this, it states: "We invite you to explore the security database of over 30,000 items described within 1000+ subject areas. Traditional print materials in the library's collection at ASIS HQ are supplemented by thousands of digital items linked through the database/catalog for every function of a security professional in every industry sector." It also provides contact information: "If you need assistance, please do not hesitate to contact us at [info@asisonline.org](mailto:info@asisonline.org) or phone 703.518.1471." Two blue links are provided: "[Tutorials are available to help you FIND.](#)" and "[Visit us virtually -- take a library tour online.](#)". At the bottom, there is a search navigation bar with tabs for "Simple Search", "Browse Search", "Advanced Search", "FAQ Search", "Change Password", "My Titles", and "My Searches". The "Advanced Search" tab is circled in blue. Below this is a "Simple Search" section with a search input field, "Search", and "Start Over" buttons. There are also checkboxes for "Options selected !" and "Show tips". At the very bottom, there is a "Search types" section with a link for "Browse search" and a description: "(Use Browse Search to browse indexes (e.g. Main Title, Subjects, All Authors, etc.))".

**ASIS**  
INTERNATIONAL  
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Switch Language Home Sign In RSS Feeds

Start Search Lists My Account Help

Useful Links  
Library email  
Library info  
Other libraries  
Other Libraries  
Current Events

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Simple Search Browse Search **Advanced Search** FAQ Search Change Password My Titles My Searches

My Requests

Simple Search Powered by EOS

Search Start Over

Options selected !

Show tips

**Search types**

[Browse search](#) (Use Browse Search to browse indexes (e.g. Main Title, Subjects, All Authors, etc.))

Step 4: On the Advanced Search page, click on Options Selected.

**ABI INTERNATIONAL**  
Advancing Security Worldwide®

Start Search Lists My Account Help

**Useful Links**

- Library email
- Library info
- Other libraries
- Other Libraries**
- Current Events**

**Search**

- Simple Search
- Browse Search
- Advanced Search**
- Special Searches
- FAQ Search

**Advanced Search** Powered by EOS

Title		AND	Search	Start Over
Title		AND		
Year		AND		
-Select field-				

Options selected !

Hide tips

**Advanced Search Tips**

**Select field:** Select **Word(s)** to search keywords or a phrase. Select a field (e.g., **Subject**) to limit the search to a particular field.

**Search:** Enter the terms to be searched. Terms may be entered as keywords or a phrase. When performing multiple searches, select an

**Step 5:** Use the drop-down menu under the Collections options to choose which collection within the catalog you wish to search. You must type in a search term within the search fields at the top of the Advanced Search page. For a generic search, try using “Word(s),” and typing in your search term. Then click on “Search,” or on “Go.”

**ASIS INTERNATIONAL**  
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Switch Language Home Sign In RSS Feeds

Start Search Lists My Account Help

**Useful Links**  
Library email  
Library info  
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**Other Libraries**  
Current Events

**Search**  
Simple Search  
Browse Search  
Advanced Search  
Special Searches  
FAQ Search

**Advanced Search** Powered by EOS

Word(s) insider AND Search Start Over

Title AND  
Year AND  
-Select field-

Hide search options

**Select search collections:**  
 Both hard-copy and electronic resources  
 Library hard-copy resources only  
 Electronic resources only

**Matching:** Match All Keywords

**Limit/view search results:**

**Year(s):** to  
Example: 2000-2005. Date restrictions may exclude regularly updated treatise or service with original publication date prior to date specified.

**Format:** Select formats  
**Material type:** Select media e.g. videorecording  
**Collection:** Insider Threat Collection (Defense & Intelligence Council)

Go

Show fine

The example search returns 57 items. For more complete information about an item, click on the title.

The screenshot shows the ASIS International website interface. At the top left is the ASIS International logo with the tagline "Advancing Security Worldwide". The top right navigation bar includes "Switch Language", "Home", "Sign In", and "RSS Feeds". A red navigation bar below contains "Start", "Search", "Lists", "My Account", and "Help".

On the left side, there are several menu sections: "Useful Links" (Library email, Library info, Other libraries), "Other Libraries", "Current Events", "Search" (Simple Search, Browse Search, Advanced Search, Special Searches, FAQ Search), and "Search".

The main content area is titled "Advanced Search" and is "Powered by EOS". It features a search form with the following fields and options:

- Word(s): insider
- Title: [empty]
- Year: [empty]
- Select field-: [empty]
- AND dropdowns for each field
- Buttons: Search, Start Over
- Options:  Options selected !,  Show tips

Below the search form, the results are displayed. A blue circle highlights the text "Unique records: 57". The results list includes:

- 1. Best Practices for Mitigating and Investigating Insider Threats [white paper]  
Salt Lake City, UT Raytheon 2009  
Report  
Insider Threat Collection (Defense & Intelligence Council)  
[http://www.raytheon.com/capabilities/rtnwcm/groups/iis/documents/content/rtn\\_iis\\_whitepaper-investigati.pdf](http://www.raytheon.com/capabilities/rtnwcm/groups/iis/documents/content/rtn_iis_whitepaper-investigati.pdf)
- 2. Betrayed: The Trusted Insider (videotape: 39:40 min.)  
Federal Bureau of Investigation  
Washington, DC Federal Bureau of Investigation, 2011  
Streaming Video (Online)  
Proprietary Information  
Insider Threat Collection (Defense & Intelligence Council)
- 3. Building a Secure Workforce : Guard Against Insider Threat  
Deloitte Touche Tohmatsu  
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