



What is Community Information?

Community Information assists people with daily living and facilitates community participation. Community Information is provided by Woollahra Library in both print and electronic forms. Online information is provided through LINCS, a searchable database about locally-based organisations, clubs and businesses in the Woollahra local government area. Users can search for information about a specific group or for types of organizations or services in the LINCS database.

What is LINCS?

LINCS stands for Local Information for Community Services. It is a cooperative database maintained by member local councils and their libraries. Most of NSW local councils are members of LINCS. Woollahra, Waverley, Randwick, City of Sydney and City of Botany Bay Councils are some of the members of LINCS.

Characteristics of LINCS:

- Cooperative database 'owned' by several Councils and some peak bodies.
E.g.:
Woollahra Municipal Council
North Sydney Council
Disability Information and Referral Centre
Healthlink
Seniors Information Service
- Each contributing member maintains a subset of the database containing their local council's information
- Online access and search capability
- Online data maintenance
- Offline search capability using LINCS disk version – used mainly by the dataset administrator for editing and printing directories
- Street-directory type maps are linked through geographical data provided by MapData Sciences. This enables users to click on a detailed map of the location of a particular service provider where there is a need to visit in person.

HOW TO SEARCH LINCS – The Community Information database

Searching LINCS database:

It is important to note that LINCS database is configured to search, retrieve and display records that relate to the local council area or library in which the search is done. In our case, it is through the gateway which is Woollahra Library.

1. Two ways of searching LINCS database

1.1 **Browsing** – this allows the searcher to select top level subject heading in which to search for a service that is deemed most relevant to the information sought after [shown on the right hand list].

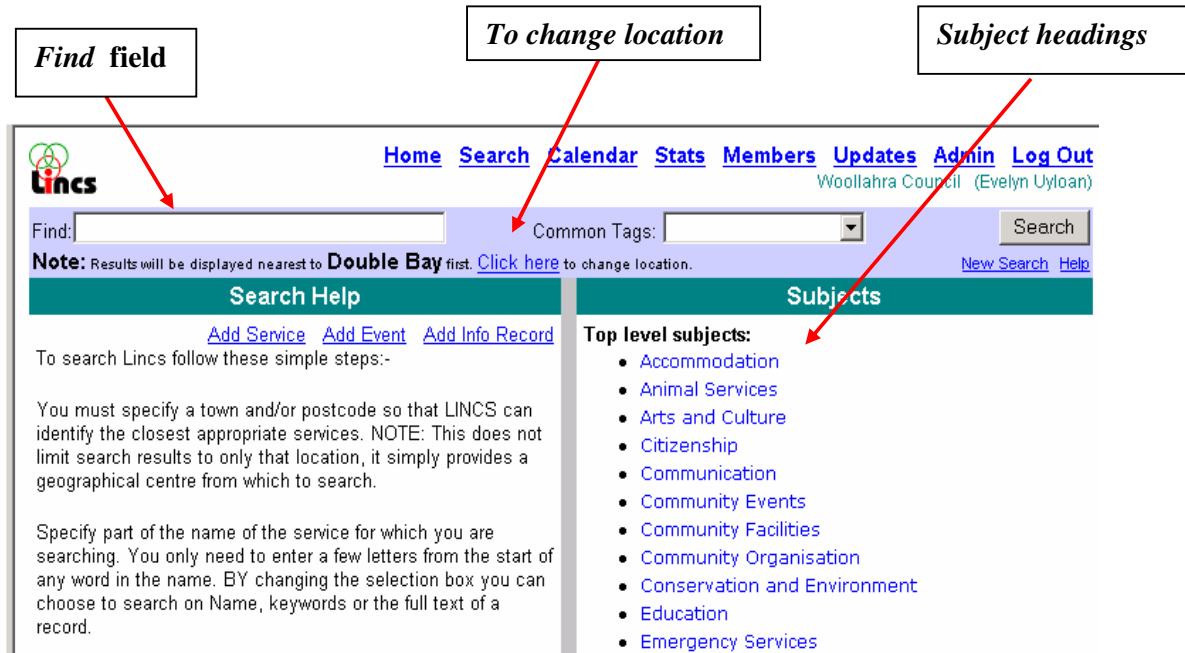


Figure 1.

- Click on a subject heading [*shown on the right hand side above*] that is closest to the type of service or record you need.

E.g. Click on “**Community Facilities**”. This will display on the right hand side more specific subject headings. On the left hand side are names of services closest to the local area in which you are searching. [See below]

- Click on a record name on the left hand side to display service details.
- Click on another subject heading to open more specific records.

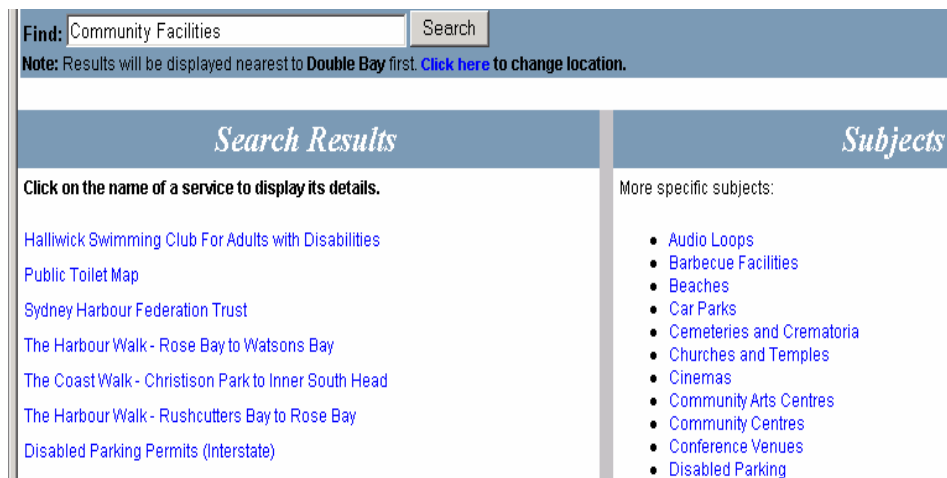


Figure 2

Advantage:

If unsure of what to search for, a subject heading can provide entry into more specific service records.

Disadvantage:

It can lead searcher to records that are not relevant or searcher can lose their path within the database.

1.2. **Keyword searching** – this allows for any word to be used in your search and will retrieve records where there is an occurrence of the search term used.

Advantage:

High retrieval ration – it will retrieve many records that contains your search term.

Disadvantage:

Loss of precision – it will retrieve records containing the words used in the search regardless of their relevance to your query.

2. Ways to improve searching

2.1 Refine or edit your Search. Use the singular form of your search term to widen the search to retrieve records. This is true where using the plural form of a search term or keyword does not retrieve as many service records.

E.g. Preschools Woollahra – retrieves 5 records
Preschool Woollahra – retrieves 9 records

2.2 Add a word or two in yhour query to narrow down the search in order to retrieve more specific records. This is true in the case where you are using a word that is common to many local councils.

E.g. Computer – retrieves hundreds of service records
Computer Training – retrieves 121 records
Computer class – retrieves 54 records

3. Search for records in specific suburbs or local government area other than Woollahra.

In **LINCS**, it is possible to search and retrieve records that belong to other councils or specific suburbs. This is done by clicking on the blue **[Click here to change location](#)** option located just under the **Find** field on the Search screen [See Figure1 above].

E.g. Search for drama classes in North Sydney Council area.

- Click on the ***Change Location*** option, then type North Sydney into the search field. Click on “**Search**”. This will revert back to the main “**Search**” page.
- Type in the “drama” search term into the ***Find*** field.
- This will retrieve records in the North Sydney Council area and northern suburbs.