

Guidelines international Network

Guide to the library and registry of guidelines in development

1. Background

In September 2020, the new GIN library and registry of guidelines in development (referred to as the library in this guide), was launched at the GIN Annual General Meeting. The development of the new library involved work with member organisations to identify the data items to be included and key functionality required.

2. Purpose of the library

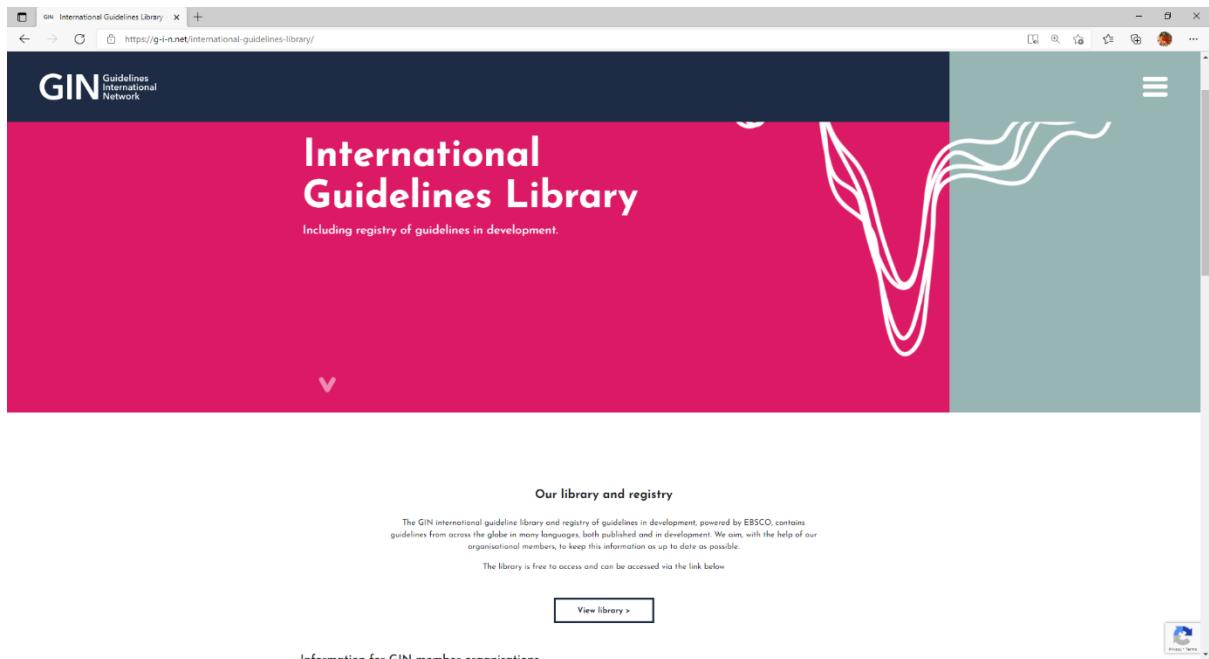
The GIN library aims to reduce duplication of effort by providing free, easy, one stop access to published guidelines and guidelines in development from across the globe. The majority of the guidelines are produced by GIN member organisations, but published guidelines from other organisations are included for a fee. Guidelines in development from any source can be included in the library free of charge (see Section 9).

3. Where to find the library

The library is available at <https://guidelines.ebmportal.com>

The screenshot displays the GIN website interface. At the top, there is a navigation bar with the GIN logo and the text 'Guidelines International Network (GIN) Powered by EBSCO'. Below this is a search bar with the placeholder text 'Find guidelines...' and a button labeled 'Search International Guidelines Library'. The main content area is titled 'Guidelines International Network' and features a sidebar with various filters such as 'Analysis', 'Category of Application', 'Evidence Publication Status', 'Language', 'Status of Evidence/Member Organisation', 'Publication Type', 'Publication Year', and 'Intelligence to Collaborate'. The main area shows a list of guidelines with columns for 'Development', 'Living guideline', 'Planned', 'Published', 'Replaced', 'Review', and 'Withdrawn'. The bottom of the page includes a footer with copyright information and a 'Select language' dropdown menu.

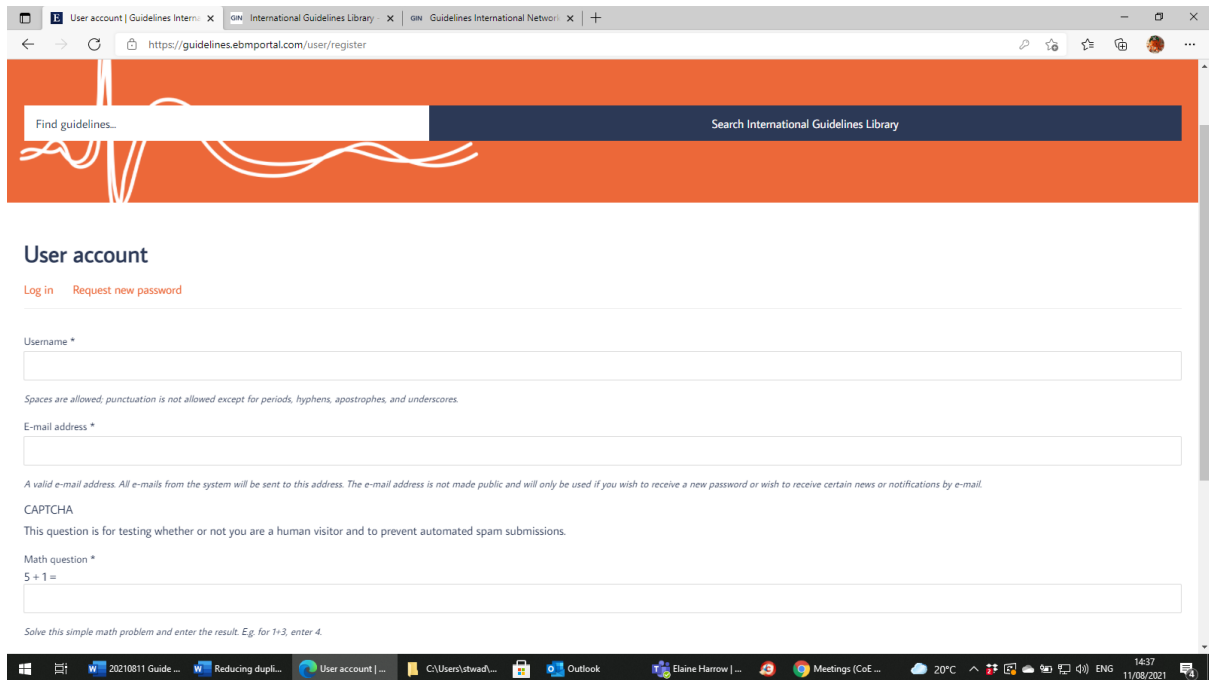
The library can also be accessed via the International Guidelines Library tab on the GIN website (www.g-i-n.net). The tab also contains other information about the library and links to other sites that permit searching for guidelines.



4. Types of users

There are four categories of user:

1. **User** – this requires no log in and allows the individual to browse the library
2. **Patron** – this allows the user to save searches and results of searches. Patron accounts are available to anyone and can be obtained by clicking **login** at the top right of the screen and completing the user account form.



The screenshot shows a web browser window with the URL <https://guidelines.ebmportal.com/user/register>. The page features a search bar at the top with the text "Find guidelines..." and "Search International Guidelines Library". Below the search bar, the heading "User account" is displayed, followed by links for "Log in" and "Request new password". The registration form includes fields for "Username *" and "E-mail address *". A CAPTCHA section is present with the text "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." and a math question "5 + 1 =". The Windows taskbar at the bottom shows the date and time as 14:37 on 11/08/2021.

3. **Moderator** – these individuals have been identified by GIN member organisations to upload and edit guidelines from their organisations. Accounts are allocated by the library administrators and can be requested at library@g-i-n.net
4. **Administrator** – these are members of the GIN team who support moderators to use the library. They can be contacted at library@g-i-n.net

5. Guideline entries

Each guideline entry consists of a small number of data fields, that were identified as essential or desirable by the member organisations we interviewed. Not all entries have all fields completed. This is at the discretion of the member organisation.

Basic information

Guideline title	Full name of guideline (can be in any language)
English title translation	Translation of guideline title in English
Guideline URL	URL for guideline
Standards form URL	URL for standard form (if completed)
Publication date	Date of publication of version in the library
Expected publication date	Date when guideline is expected to be published
Guideline contact	Name and email address of individual to contact about the guideline

Data fields to enable filtering of information

Authors	GIN member organisation or the name of the organisation / individuals who produced the guideline
Countries of Application	All countries where the guideline applies
Guideline Publication Status	Categorized into: <ul style="list-style-type: none"> • Development = guidelines that are actively under development and have an expected publication date • Living guideline = guidelines where the development process is ongoing, rather than in a pattern of publication, pause, update, publish • Planned = guidelines to be developed at some stage in the future but not active at present • Published = guidelines where the development process is complete • Replaced = guidelines that have been replaced with an updated version, but the authors wish the previous version to still be available in the library • Under Review = previously published guidelines now under active review with an expected publication date • Withdrawn = guidelines that have been formally withdrawn, but the authors wish the previous version to still be available
Languages	All languages in which the guideline is available
Name of Endorsing Member Organisation	GIN member organisation that formally endorsed the guideline
Publication Scope	Outlines the areas covered by the guideline
Publication Year	Year of publication of current version
Willingness to Collaborate	This allows organisations to identify whether they would be willing to collaborate on the development of the guideline

Other data fields

Date of latest evidence search	Date when literature review of current version was undertaken
Date for review	Date when a published guideline will be eligible for review
Mesh terms	Key Mesh terms (available at Medical Subject Headings - Home Page (nih.gov))
Keywords	Up to 5 keywords to describe the guideline
Methods used	Up to 5 terms to describe the methods used to produce the guideline

6. Searching the library

The library has been designed to use natural language; specifically, it does not use Boolean operators or wildcards.

To undertake a search, just type the term of interest into the main search box. If you wish to limit the search by any of the filters (authors, name of endorsing organisation, countries of application, languages, publication status, publication scope, year of publication or willingness to collaborate) then expand the blue boxes on the left hand side and select the filters you wish to apply. To complete the search, chose how you wish the information to be grouped and sorted and select apply. The results of the search will then appear on the main screen.

The screenshot shows the GIN search interface. At the top, the search bar contains the term 'asthma'. Below the search bar, the 'Guidelines International Network' logo is visible. The left sidebar contains several filter categories: 'Authors', 'Countries of Application', 'Countries Publication Status', 'Languages', 'Publication Scope', 'Publication Year', and 'Willingness to Collaborate'. The 'Languages' filter is expanded, showing options for English (15), French (2), and Spanish (2). The main search results area shows 15 results found, with a 'Reset Filters' button. The results list includes titles such as 'ACCP Evidence-Based Clinical Practice Guidelines and Consensus Statements - Overview', 'Adult Asthma Care Promoting Control of Asthma', 'Asthma diagnosis, monitoring and chronic asthma management (MGRS)', 'British guideline on the management of asthma (SIGN CG158)', 'Clinical rough-due to asthma: ACCP evidence-based clinical practice guidelines', 'Diagnosis and Management of Asthma in Adults', 'Diagnosis and Management of Asthma in Children', 'Management of Asthma in Adults', 'Promoting Asthma Control in Children', 'Asthma in adults', and 'Asthma in children'. At the bottom of the page, there is a 'Print to PDF' button and a 'Select Language' dropdown menu.

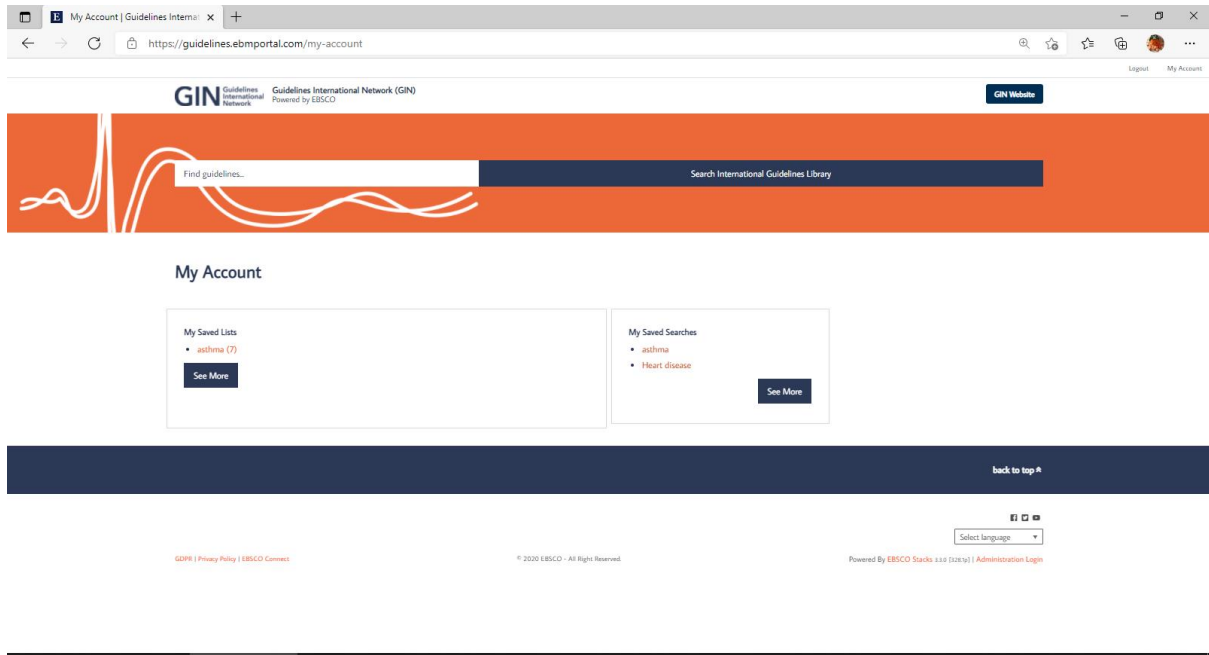
To start a new search, either select **Reset Filters** or click on the GIN logo at the top of the page.

7. Saving searches and results

Searches and results can be saved by those who have a Patron account.

- Searches can be saved by selecting the **Save this search** button on the main screen.
- Results of searches can be saved by selecting **Add to Saved List** on individual items. This allows the user to add to the default list or create a new list.

To review the saved searches or lists of results, click on **My Account** on the top right hand of the screen and your saved searches and results will appear. By clicking **See More** you can edit or delete saved searches or lists.



The screenshot shows a web browser window with the URL <https://guidelines.ebmportal.com/my-account>. The page header includes the GIN logo (Guidelines International Network, Powered by EBSCO) and a 'GIN Website' button. Below the header is a search bar with the placeholder text 'Find guidelines...' and a 'Search International Guidelines Library' button. The main content area is titled 'My Account' and contains two sections: 'My Saved Lists' and 'My Saved Searches'. The 'My Saved Lists' section shows a list with one item, 'asthma (7)', and a 'See More' button. The 'My Saved Searches' section shows a list with two items, 'asthma' and 'Heart disease', and a 'See More' button. At the bottom of the page, there is a 'back to top' button, social media icons, a language selection dropdown, and footer text including 'GDPR | Privacy Policy | EBSCO Connect', '© 2020 EBSCO - All Rights Reserved', and 'Powered By EBSCO Stacks 3.1.0 (3/21/17) | Administration Login'.

8. Uploading and editing information in the library

Only designated moderators are able to upload or edit information in the library for their organisations. Detailed 'how to' guides are available for uploading a [single guideline](#) or a [batch of guidelines](#), [editing existing entries](#), and the [Data field descriptors for the library and registry](#). How to guides can be found on the GIN website [here](#).

Regular review by moderators of the information included is encouraged in order to maintain the currency of the library. In particular, it is important that the status of guidelines in development is changed once the guideline is published and the link to the published guideline is included.

9. Guidelines from non-GIN member organisations

Guidelines from organisations that are not GIN members can be included in the library for a fee; guidelines in development can be included free of charge. Organisations interested in having their guidelines included should email library@g-i-in.net. The organisation will be asked to complete a spreadsheet covering the data items identified in section 5 of this guide. This information will then be uploaded by a member of the GIN team.

Details of the fees for non-member organisations are available [here](#)

10. Any problems

If you identify any problems with the library, such as broken links or duplicate entries, please email library@g-i-n.net and we will investigate.

11. FAQs

Note that this section will be updated as additional questions are posed

<i>I can't log in to the library with my GIN Connect password</i>	The library is completely separate from GIN Connect. The library can be accessed and searched without a password
<i>I've locked myself out of my moderator account</i>	Please email library@g-i-n.net to have your password reset
<i>The link to the guideline is broken</i>	If the guideline entry includes a contact name, please email the contact, otherwise email library@g-i-n.net
<i>I can't find all the guidelines on a specific health topic X</i>	The library is populated by member organisations. There will be some guidelines that are relevant to your search that are not included in the GIN library
<i>When I click on the link to the guideline it asks me to log in to the organisation's site</i>	Some member organisations charge for access to their guidelines but choose to list them in the library. Please contact the organisation directly
<i>I can't save my search</i>	To save searches you need to have a patron account. See section 4 for details
<i>I can't use wildcards (*) in my search</i>	The library currently does not allow use of wildcards
<i>I'm a moderator and I have forgotten my password or need to change it</i>	<ul style="list-style-type: none"> • Go to guidelines.ebmportal.com • Scroll to the bottom of the page and click on Administrator Login in the bottom right corner • On the page labelled User Account, you will see tabs for Login and Request new Password just above the username field. Click Request New Password • Enter the Username or email address to trigger a password reset

Acknowledgements

GIN is very grateful to EBSCO for developing and hosting the GIN library. Thanks go to the representatives from GIN member organisations who participated in the qualitative interviews and focus groups which led to the development of the library and members of the Library User Group, Simone Bucher and Kirsty Littleallen who have commented on this guide. Finally, we are grateful to the moderators from the member organisations who upload and edit their information on an ongoing basis without whom there would be no library.