User’s Guide for the
Daily Reflections Archive
In the Creighton Digital Repository (CDR)

Contents
About the Collection .................................................................................................................. 2
Searching .................................................................................................................................. 3
  Boolean Searching ................................................................................................................. 3
  Phrase Searching .................................................................................................................... 4
  Field Searching ...................................................................................................................... 4
Using the Advanced Search function for field searching ....................................................... 5
Searching for Lectionary Numbers ......................................................................................... 6
Browsing .................................................................................................................................. 7
  About the Browse Indexes .................................................................................................... 7
  Browsing by Month & Year ................................................................................................... 7
  Browsing by Writer ................................................................................................................. 7
  Browsing by Office / Affiliation ............................................................................................. 8
  Browsing by Readings .......................................................................................................... 8

The objective of the *Daily Reflections Archive* project is to preserve the content of the Reflections and to create structured meta-data to enhance the usability of the collection.

The *Creighton Digital Repository* (CDR) is managed by the Creighton University Libraries. For information or questions about the CDR or for technical questions about the *Daily Reflections Archive* collection please contact Richard Jizba in the Health Sciences Library 402 280-5142 or rjizba@creighton.edu

For questions about the *Daily Reflections* themselves, please contact the University Ministry Office: Staff Directory or phone (402) 280-3056.

June 2014
Creighton University
Omaha, Nebraska
About the Collection

The Daily Reflections collection is a project of the University Ministry Division of Creighton University. University Ministry provides the non-academic and non-clinical ministries for the students, faculty and staff of Creighton.

“Since 1998, Creighton University has offered Daily Reflections for every day of the year. Each day one of more than 50 Faculty and Staff writers at the university pray with a set of scripture readings and share their personal reflections on them. When this ministry began, we envisioned our Faculty and Staff sharing with colleagues on our own campus. We soon began to hear from readers around the country and around the world. Within weeks we were receiving e-mails from Baltimore, Los Angeles, Hong Kong, London and Africa. These were the early days of the internet and we were surprised to find that this ministry was much larger than our own campus. We are located in Omaha, Nebraska, in the middle of the US, but soon our reflections expanded to reflect the changes in the International Liturgical Calendar, as well as the special days designated by the US Bishops.

One thing our readers have asked for over and over - some way to access past Daily Reflections, for example several years of reflections for Tuesday of the Second Week of Lent or a selection of reflections from the Feast of Christ the King. Homilists, or those praying with the readings for any specific day, can now look back and see how different reflection writers over the years treated those same readings. The earliest ones from 1998 are missing, but we are trying to reconstruct as many of them as we can.

We are grateful for your incredible support of this ministry over the years and of the more than 20 million hits this website receives each year.

Liturgical Years:
Each Liturgical Year begins with Advent/Christmas, followed by a few weeks of Ordinary Time. Each year Lent begins in February or early March, followed by Easter. The Easter Season concludes with Pentecost Sunday, and we return to Ordinary Time, which will carry us through the rest of the year and up to the beginning of the next Advent.

Sundays in each Liturgical Year are designated A, B or C. This rotation allows the Church to offer a wider selection of readings from the entire Bible. There is a focus on different evangelists for the Sunday gospels: Matthew in Year A; Mark in Year B and Luke in Year C.

For weekday readings, odd-numbered years use Cycle 1 for the first readings, while even-numbered years use Cycle 2 reading. ¹

Our Writers:
These reflections were written since 1998 by a variety of faculty and staff at Creighton. Some are no longer with Creighton, and so no longer an active part of our ministry. Others like Bob Berry, Don Driscoll, S.J., Jim Egan, S.J., Howard Kalb, S.J. and Paul Mahowald, S.J. have died. This Archive website is gratefully dedicated to them and their presence, and their reflections in this Archive, are still felt among us today.”

From the Daily Reflections web site.

¹ NOTE: The Archive Collection in the CDR uses the designations Year A, Year B, and Year C for the Sundays and other Solemnities. Year I and Year II are used for weekday readings.
Searching

Boolean Searching

The three Boolean operators are AND, OR, and NOT.

- AND is the default operator.
- The Boolean operators must be spelled using all upper case letters.

"AND" retrieves records containing all the terms specified.
For example, the search Jesus AND Martha AND Mary will only retrieve items which contain all three names. It will not retrieve items which contain only two of the names.

"OR" retrieves records containing one or more of the terms specified.
For example, the search son OR daughter will retrieve records contain only “son” or only “daughter” or both “son” and “daughter”.

"NOT" retrieves records containing the first term but not the second.
For example cake NOT birthday will retrieve records with the word “cake” only if they do not contain the word “birthday.”

Use parentheses to group alternate terms. For example:

\[ \text{Breakfast AND (son OR daughter OR kids OR child OR children)} \]

This search will find records which contain the word ‘breakfast’ and at least one of the ‘child’ terms.
Phrase Searching

To search for a phrase put double quotation marks around the terms. Use the tilde operator if you want to indicate that the words do not have to be adjacent. The number after the tilde indicates the maximum number of words that may separate the terms. For example “holi\mary”~1 will retrieve records in which the words are adjacent or separated by no more than one word: “holi\mary” or “holi\virgin\mary.”

<table>
<thead>
<tr>
<th>Search</th>
<th>Search Phrase</th>
<th>Example of a phrase that will be retrieved.</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>“time together”</td>
<td>... spending more time together and ...</td>
<td>17</td>
</tr>
<tr>
<td>B</td>
<td>&quot;time together&quot;~1</td>
<td>... a great time being together.</td>
<td>19</td>
</tr>
<tr>
<td>C</td>
<td>&quot;time together&quot;~2</td>
<td>... share time and family together.</td>
<td>25</td>
</tr>
<tr>
<td>D</td>
<td>&quot;time together&quot;~3</td>
<td>... the time we will have together...</td>
<td>29</td>
</tr>
</tbody>
</table>

Search B retrieves everything found in Search A – plus two more items.
Search C retrieves everything found by Searches A and B – plus 6 more items.
Search D retrieves everything found by Searches A, B and C – plus 4 more items.

Field Searching

The Daily Reflections records include the following fields: date, subject, author, title, abstract.

- **date**: all secular and liturgical calendar terms
  - month: January, February, March, etc.
  - day name: Monday, Tuesday, etc.
  - day: 1, 2, 3, etc.
  - season: Advent, Christmas, Ordinary Time, etc.
  - cycle: Year A, Year B, Year C, Year I, Year II
- **subject**: all readings or feast, solemnity, and memorial names.
- **author**: the writer’s name.
- **title**: titles contain the name of the day, month, season, and feast as well as the date.
- **abstract**: the text of the reflection, but without any special formatting (font effects, indentations, lists, etc.)

*Do not include a space after the semicolon!* field:term rather than field: term
If no field is specified then the entire record, including the text of the original HTML file, is searched.

**Examples** of field searches:

- **date**:Thursday AND date:July
- **title**:visitation AND date:easter
- **date**:“Year A” AND title:“Christ the King”
- **subject**:matthew AND forgiveness {anywhere}

Search within this collection: subject:matthew forgive* 
Advanced Search
Remember that AND is the default if no operator is used.
Using the Advanced Search function for field searching

The *Advanced Search* function is accessed by the link in the lower left side of the search box:

Use the *drop down* menus to specify the parameters for the search:

**Example 1**
Example 2

<table>
<thead>
<tr>
<th>Conjunction</th>
<th>Search type</th>
<th>Search for</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Readings</td>
<td>Matthew</td>
</tr>
<tr>
<td>AND</td>
<td>Abstract</td>
<td>forgiv*</td>
</tr>
<tr>
<td>AND</td>
<td>Full Text</td>
<td></td>
</tr>
</tbody>
</table>

Searching for Lectionary Numbers

Lectionary numbers are always prefixed with the phrase “Lectionary number:” in order to facilitate searching:

- Lectionary number: 205
- Lectionary number: 54

Therefore they can be searched with the text as phrases using quotes:

Search within this collection: “lectionary number 54” Go

Advanced Search
Browsing

About the Browse Indexes

The **Browse** indexes are provided on the left side of every page.

**Note:** Avoid browsing “Communities & Collections” unless you want to leave the *Daily Reflections Archive* collection.

**Sorting / Ordering:**
If a field contains text, the sorting is done strictly alphabetically.

The sort order is:
1. Space character
2. Digits (0-9)
3. Letters (capitalization is ignored)
4. Punctuation

Browsing by Month & Year

The default ordering is from the most recent to the oldest (descending).

If you want change the order, you must do so before choosing a month & year, or even just a year.

**Browsing Daily Reflections Archive by Issue Date**

Jump to a point in the index:  (choose month)  (choose year)  

Or type in a year:  Go  Don’t forget to click go - but see the note below

Sort by:  Order:  Results:  Update  

↑ First change the ordering and click the update↑ key.  
You might also change the number of results to 40 so that you can see the entire month on the page.

Browsing by Writer

Records are assigned two versions of the writer’s name: a less formal version for display and a more formal standardized version for browsing. For example a writer’s name may be displayed as “Doe, Joe” but listed in the browse index as “Doe, Joseph A., S.J.”

The display version may contain variations. The browse version should not, which is why it is used for the index.
Browsing by Office / Affiliation

We have attempted to list the both the writer’s department or office and the School, College, or Division to which that department belongs. Thus a writer from the Physics department is assigned both the specific affiliation *Physics* and the general affiliation *College of Arts and Sciences*.

Writer’s may have more than one specific affiliation or may have changed affiliations over time, and our listings simply include all of them. We hope to eventually make the affiliation in each record match the affiliation of the writer at that point in time.

Browsing by Readings

The names of the books follow the names used in the New American Bible, revised. They are always spelled in full.

<table>
<thead>
<tr>
<th>Old Testament</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>1</td>
<td>Psalms</td>
<td>Hosea</td>
</tr>
<tr>
<td>Exodus</td>
<td>Chronicles</td>
<td>Proverbs</td>
<td>Joel</td>
</tr>
<tr>
<td>Leviticus</td>
<td>2</td>
<td>Ecclesiastes</td>
<td>Amos</td>
</tr>
<tr>
<td>Numbers</td>
<td>Chronicles</td>
<td>Song of</td>
<td>Obadiah</td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Ezra</td>
<td>Songs</td>
<td>Jonah</td>
</tr>
<tr>
<td></td>
<td>Nehemiah</td>
<td>Wisdom</td>
<td>Micah</td>
</tr>
<tr>
<td>Joshua</td>
<td>Tobit</td>
<td>Sirach</td>
<td>Nahum</td>
</tr>
<tr>
<td>Judges</td>
<td>Judith</td>
<td>Isaiah</td>
<td>Habakkuk</td>
</tr>
<tr>
<td>Ruth</td>
<td>Esther</td>
<td>Jeremiah</td>
<td>Zephaniah</td>
</tr>
<tr>
<td>1 Samuel</td>
<td>1</td>
<td>Lamentations</td>
<td>Haggai</td>
</tr>
<tr>
<td>2 Samuel</td>
<td>Maccabees</td>
<td>1 Kings</td>
<td>Zechariah</td>
</tr>
<tr>
<td>1 Kings</td>
<td>2</td>
<td>Baruch</td>
<td>Malachi</td>
</tr>
<tr>
<td>2 Kings</td>
<td>Maccabees</td>
<td>Job</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Testament</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew</td>
<td>2 Corinthians</td>
<td>2 Timothy</td>
<td>2 John</td>
</tr>
<tr>
<td>Mark</td>
<td>Galatians</td>
<td>Titus</td>
<td>3 John</td>
</tr>
<tr>
<td>Luke</td>
<td>Ephesians</td>
<td>Philemon</td>
<td>Jude</td>
</tr>
<tr>
<td>John</td>
<td>Philippians</td>
<td>Hebrews</td>
<td>Revelation</td>
</tr>
<tr>
<td>Acts</td>
<td>Colossians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romans</td>
<td>1 Thessalonians</td>
<td>1 Peter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Thessalonians</td>
<td>2 Peter</td>
<td></td>
</tr>
<tr>
<td>Corinthians</td>
<td>1 Timothy</td>
<td></td>
<td>1 John</td>
</tr>
</tbody>
</table>

Don’t forget: Sorting is strictly alphabetical.

The sort order is:

1\textsuperscript{st} Space character
2\textsuperscript{nd} Digits (0-9)
3\textsuperscript{rd} Letters (capitalization is ignored)
4\textsuperscript{th} Punctuation
Example of the sort order:

<table>
<thead>
<tr>
<th>Verse</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malachi 1:14b-2:2b, 8-10</td>
<td></td>
</tr>
<tr>
<td>Malachi 3:1-4</td>
<td></td>
</tr>
<tr>
<td>Malachi 3:1-4, 23-24</td>
<td></td>
</tr>
<tr>
<td>Malachi 3:13-20b</td>
<td></td>
</tr>
<tr>
<td>Malachi 3:19-20a</td>
<td></td>
</tr>
<tr>
<td>Note: &quot;Mark 1:1-8&quot; is listed after &quot;Mark 16:9-15&quot; because the semicolon sorts after the digits in the chapter numbers.</td>
<td></td>
</tr>
<tr>
<td>Mark 10:1-12</td>
<td></td>
</tr>
<tr>
<td>Mark 10:13-16</td>
<td></td>
</tr>
<tr>
<td>Mark 10:17-27</td>
<td></td>
</tr>
<tr>
<td>Mark 10:17-30 or 10:17-27</td>
<td></td>
</tr>
<tr>
<td>Mark 10:2-16 or 10:2-12</td>
<td></td>
</tr>
<tr>
<td>Mark 10:28-31</td>
<td></td>
</tr>
<tr>
<td>Mark 10:32-45</td>
<td></td>
</tr>
<tr>
<td>Mark 10:35-45 or 10:42-45</td>
<td></td>
</tr>
<tr>
<td>Mark 10:46-52</td>
<td></td>
</tr>
<tr>
<td>Mark 11:11-26</td>
<td></td>
</tr>
<tr>
<td>Mark 11:27-33</td>
<td></td>
</tr>
<tr>
<td>Mark 12:1-12</td>
<td></td>
</tr>
</tbody>
</table>

Including the semi-colon after a chapter number will take you directly to the appropriate location in the index:

**Browsing Daily Reflections Archive by Reading or Feast**


Or enter first few letters: **Mark 1:** [Go](#)

*Mark 1 without the semi-colon displays the index beginning with Mark 10*

**Browsing Daily Reflections Archive by Reading or Feast**


Or enter first few letters: **Psalms 10:** [Go](#)

*Psalms 10 without the semi-colon displays the index beginning with Psalms 100.*