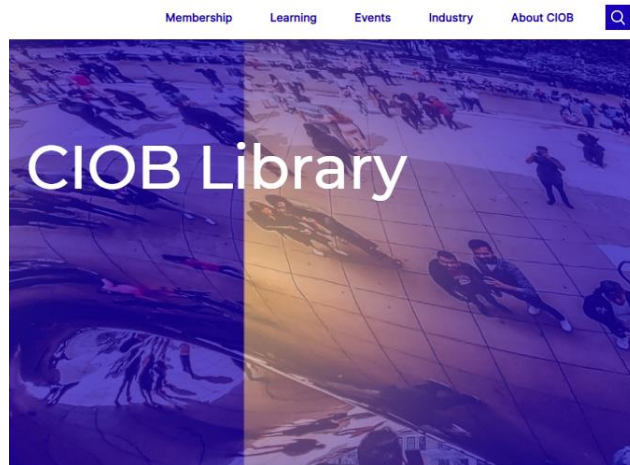


THE CIOB e-LIBRARY GUIDE

Welcome to the CIOB e-Library! This simple guide is designed to get you started if you haven't used a similar system in the past.

Firstly, click on 'Access the Library' on the library page.

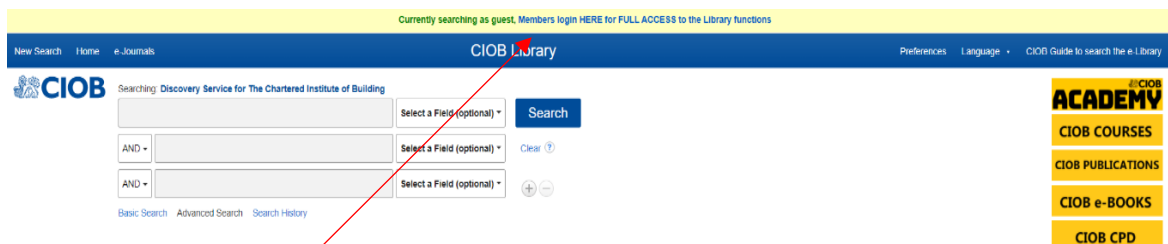
The library page can be found following this path:
Ciob.org → Learning → CIOB library



The CIOB library offers our Chartered Members, Fellows, Student Members and Applicants a collection of construction-related online journals and e-books which can be accessed anywhere in the world, day or night.

Access the library

This will then take you through to the following page within the EBSCO discovery system:



IMPORTANT - The yellow box at the top prompts you to log in using your OpenAthens login, otherwise you are using the system as a guest and will not get the full benefits. If you do not yet have a login, then please complete the online 'Request Library Credentials' form which you can access here: <https://www.ciob.org/learning/library>. Complete the form with your contact details and membership number and we will set you up.

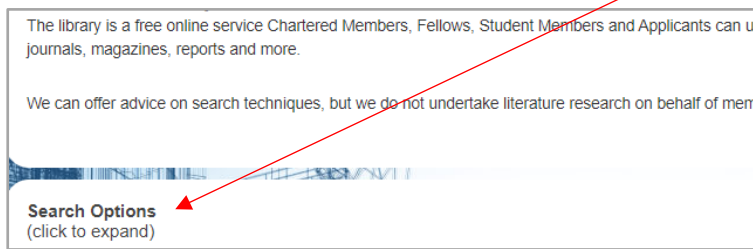
Once you have your login details, populate the option on the left as shown in the screenshot below.

<p>Sign in with an OpenAthens account</p> <p>Username</p> <input type="text" value="Email address or username"/>	OR	<p>Find your institution</p> <p>Search</p> <input type="text" value="Type the name of your institution"/>
<p>Password</p> <input type="password" value="Password"/>		
<p>Sign in</p> <p>Problems signing in?</p>		

NB: If you do not log in at this stage and continue to the CIOB e-BOOKS section, you will still be prompted for your **OpenAthens** details (ignore other login options).

EBSCO Discovery Systems is an advanced academic search tool enabling you to access the many publications that we subscribe to:

To access this advance search tool, please click on the button below the search bar here:



As you can see, certain search parameters have been selected by default to make things easier for your average search but these can all be tweaked based on what you would like to access. The most important of these is probably 'Full Text'. This means that all your search results will offer full access to the whole article. If you de-select this then you will get many more results of titles and abstracts but you won't necessarily be able to read the full text of every search result.

A screenshot of the "Search Options" panel in EBSCO Discovery Systems. The panel is titled "Search Options" and has a "Reset" button in the top right corner. It is divided into several sections:

- Search Modes and Expanders:** Contains "Search modes" with three radio button options: "Boolean/Phrase", "Find all my search terms" (which is selected), and "Find any of my search terms". There is also a "SmartText Searching" link.
- Apply related words:** An unchecked checkbox.
- Also search within the full text of the articles:** A checked checkbox.
- Apply equivalent subjects:** A checked checkbox.
- Limit your results:** Contains a "Published Date" section with dropdown menus for "Month" and "Year" and input fields for "Year". Below it is a "Publication" text input field.
- Language:** A dropdown menu with "All" selected, and other options like "Afrikaans", "Arabic", and "Azerbaijani".
- Full Text:** A checked checkbox.
- Peer Reviewed:** An unchecked checkbox.
- Available in Library Collection:** A checked checkbox.
- Author:** A text input field.
- Title:** A text input field.
- Catalog Only:** An unchecked checkbox.

A yellow "Search" button is located at the bottom right of the panel.

We will now walk through 5 different search scenarios: searching for a book, a particular journal, a particular author, a particular article and a more open search, where you might not be quite sure what you are looking for. It's also worth noting that there is a predictive search function that suggests common search terms when you start typing – this does not mean other searches can't be performed, they are just meant as a guide.

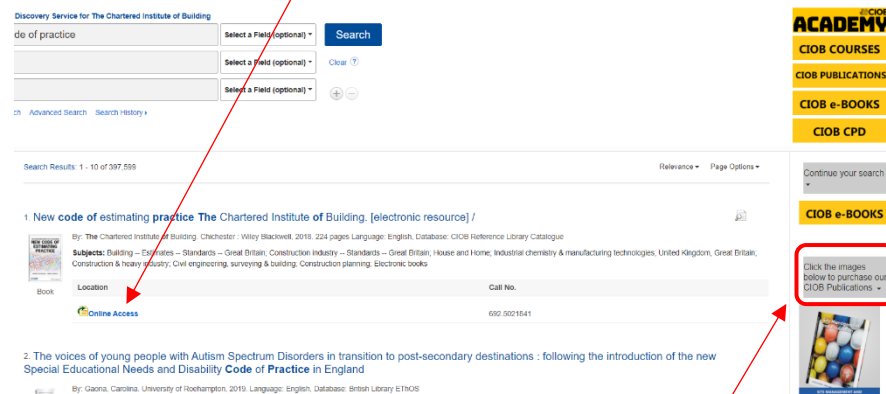
Books:

Search for the title of the book in the first search box (for example, 'Code of Practice for Project Management') – there's no need to select a field in this instance. Once you get to the results page you will see a link on the right hand side under the title 'Continue your Search' which says 'CIOB e-BOOKS'. This link will take you through to the VLeBooks website where our e-books are hosted.

You can also click on the highlighted text **Online Access** to go directly to the book you have selected

NB see above for further guide on how to log into our CIOB e-Books if you do not log in via the yellow bar at the top of the library.

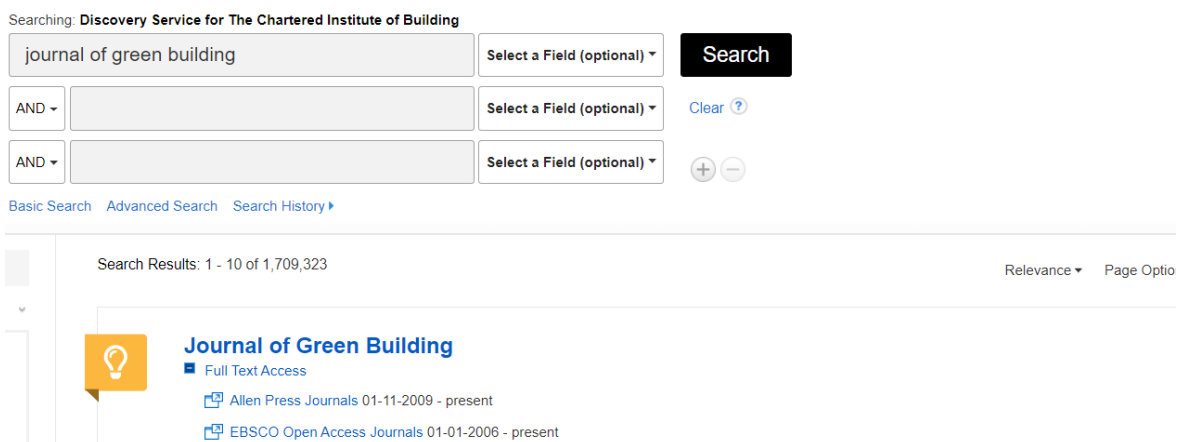
You can read most of our books online here, as well as download them on a short term basis (up to 7 days).



You can also purchase some of the CIOB's self-published books, as shown here.

Specific Journal:

If you are after access to a specific publication, for example 'Journal of Green Building' then type it into the first search box. You can select 'Title' in the 'Select a Field' drop down menu but it is not always necessary. The first option that comes up gives us a link through to the publishers' website where you can view all the articles in full.



Specific Author:

If you know you really want to read an article by someone in particular, for example James Bushong, you would search for his name and make sure to select 'Author' in the 'Select a Field' drop down box. This then gives us 8 results where he is listed as the author. You can narrow things down further if you know you want an article by James Bushong regarding his research on high-rise buildings and add this into the next search box, leaving the drop down menu on the left as AND. This yields only 2 results which are hopefully the most relevant. This can be particularly helpful if the author is called John Smith for example, which yields over 11,000 results on its own! It's worth noting here that punctuation does not matter and a search for 'high-rise' will not rule out results containing 'high rise'.

Searching: Discovery Service for The Chartered Institute of Building

james bushong AU Author Search

AND high rise Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History >

Search Results: 1 - 2 of 2 Relevance Page Options Share

- 1. ENVIRONMENTALLY RESPONSIVE SKYSCRAPERS: HIGH-RISE ARCHITECTURAL DESIGN INFORMED BY THE DEMAND FOR ENVIRONMENTAL SUSTAINABILITY**
By: BUSHONG, JAMES A. In: http://rave.ohiolink.edu/etdc/view?acc_num=cucin1116189801; University of Cincinnati / OhioLINK, 2005 Language: English, Database: Networked Digital Library of Theses & Dissertations
Subjects: Energy; Architecture; Sustainability; Skyscraper; High-rise; Environmental; Architecture
Dissertation/Thesis
[View record from Networked Digital Library of Theses & Dissertations](#)
- 2. Environmentally responsive skyscrapers high-rise architectural design informed by the demand for environmental sustainability /**
By: Bushong, James. In: Connect to resource online; Cincinnati, Ohio : University of Cincinnati, 2005 Language: English, Database: Networked Digital Library of Theses & Dissertations
[View record from Networked Digital Library of Theses & Dissertations](#)

Specific Article:

If you know the name of the article then type this into the search bar, for example 'Business Ethics and Business History: Neglected Dimensions in Management Education'. You often don't need to select a field but this can help narrow down your search if you are getting too many results. Another top tip if you are struggling is to surround your search term with quotation marks which then searches for the words in that order, giving more targeted results. Also, remember that correct spelling/typing is key!

Searching: Discovery Service for The Chartered Institute of Building

business ethics and business history: Neglected dimensions TI Title Search

AND Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History >

Search Results: 1 - 1 of 1 Relevance Page Options Share

Note: Exact duplicates removed from the results.

- 1 Business Ethics and Business History: Neglected Dimensions in Management Education.**
By Warren, R.; Tweedale, G. British Journal of Management, Dec2002, Vol. 13 Issue 3, p209-219 11p. DOI: 10.1111/1467-8551.00238. Database: Business Source Index
Subjects: BUSINESS ethics. MANAGEMENT education. PROFESSIONAL ethics. BUSINESS schools. GREAT Britain. Business and Secretarial Schools. Colleges, Universities, and Professional Schools. All Other Miscellaneous Schools and Instruction. Educational Support Services. Administration of Education Programs. EDUCATION
Academic Journal
[Full Text Finder™](#)

Open Search:

If you are after articles on a certain topic but don't have an exact title, journal or author in mind then the Boolean (AND/OR/NOT) search filters come into their own – they are fairly self-explanatory in their different functions. Whereas a search for sustainability on its own brings up over 313,500 results, adding AND construction industry narrows this down to around a mere 59,000!

Searching: **Discovery Service for The Chartered Institute of Building**

	sustainability	Select a Field (optional) ▾
AND ▾	construction industry	Select a Field (optional) ▾
AND ▾		Select a Field (optional) ▾

[Basic Search](#) [Advanced Search](#) [Search History ▶](#)

Search Results: 1 - 10 of 58,960

Perhaps you particularly want information regarding solar technology? Adding AND solar brings our list down to 17,500.

Now is a good time to take a look at the filters on the left-hand side of the screen, which help you **Refine Results**. The publications including the terms sustainability AND construction industry AND solar were published between 1789 and 2020. You may know that the technology you are interested

Limit To ▾

- Full Text
- Peer Reviewed
- Available in Library Collection

From: Publication Date To:

[Show More](#)
Options set

Source Types ▾

- All Results

in was only developed in very recent years so you can drag the slider along to only show results published between 2017 and 2020 for example. Perhaps you also only want results from Academic Journals and in English (!) – select those options too. We are now down to 3350 results.

You can add more terms to your search by clicking on the + button to the right of the last main search box, for example zero-energy. We are now down to about 370 results all mentioning sustainability AND construction industry AND solar AND zero-energy, all published between 2017-2020, from Academic Journals and are in English. Obviously, this is still a lot of results and if you aren't looking for anything more specific then it is at least a manageable number of titles/abstracts to skim through to find the exact article you are looking for.

Hopefully this will help with most searches, but please do send an email to lis@ciob.org.uk or give us a call on 01344 630 700 if you would like further assistance.