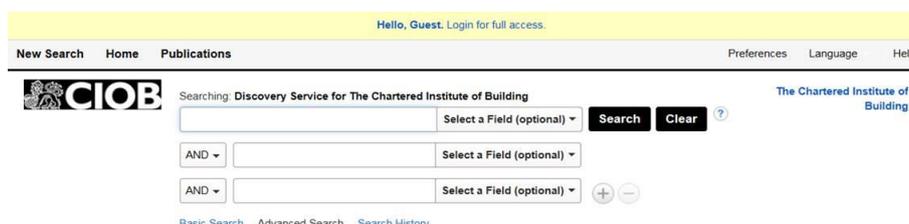


**Welcome to the CIOB e-Library!** This simple guide is designed to get you started if you haven't used a similar system in the past.

Firstly, click on the colourful graphic on the Library page.



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



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 one then please submit the online form from the Library webpage with your contact details and membership number and we will get you set up.

**NB: (\*\*)** *If you do not log in at this stage and continue to the Dawson books section then this screen will appear.*

*If this occurs please login using the OPEN ATHENS login and ignore the other logins, using your user name and password as already given.*



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

**Search Options** Reset

---

**Search Modes and Expanders**

Search modes [?](#)

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply equivalent subjects

Apply related words

Also search within the full text of the articles

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**Limit your results**

Published Date  
 Month:  Year:  - Month:  Year:

Publication

Title

Catalog Only

Full Text

Peer Reviewed

Available in Library Collection

Author

Language  
  
 Afrikaans  
 Arabic  
 Azerbaijani

Search

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 dawsonera website where our e-books are hosted.

**NB** see above for further guide on how to log into Dawsonera (\*\*) 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).

Searching: Discovery Service for The Chartered Institute of Building CIOB Academy

code of practice for project management  Select a Field (optional)  Search Clear [?](#)

AND  Select a Field (optional)

AND  Select a Field (optional)  + -

Basic Search Advanced Search Search History

**Search Results: 1 - 10 of 867,839** Relevance Page Options Share

Continue your search [CIOB ebooks](#) dawsonera

World Green Building Trends 2016

Click the image below to access World Green Building Trends 2016

DODGE SmartMarket Report World Green Building Trends 2016

1 Skillssoft Reaffirms its Position as the World's No. 1 Corporate Learning Company  
 Business Wire (English), 06/14/2017, Database: Newswires  
 HTML Full Text

2 CODE OF PRACTICE FOR PROJECT MANAGEMENT FOR CONSTRUCTION AND DEVELOPMENT ; FOURTH EDITION  
 By: Chartered Institute of Building, Chichester John Wiley & Sons 2010 xxii, 279 p. - 30 cm. - ill. Language: Undetermined, Database: CIOB Reference Library Catalogue  
 Subjects: CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS PROJECT PLANNING CHANGE MANAGEMENT PROJECT MANAGEMENT SOFTWARE BUILDING INFORMATION MODELLING PROCUREMENT CONTRACTS  
 Online Access

Location	Call No.	Status
	658.511 CHA	View Catalog Record

## 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.

Searching: Discovery Service for The Chartered Institute of Building

journal of green building    Select a Field (optional)    Search    Clear    ?

AND       Select a Field (optional)

AND       Select a Field (optional)    +    -

Basic Search    Advanced Search    Search History ▶

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Search Results: 1 - 10 of 1,596,929    Relevance    Page Options    Share

**Journal of Green Building**  
Full Text Access  
Allen Press Journals 01-02-2006 - present

## 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 in to 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    Clear    ?

AND    high rise    Select a Field (optional)

AND       Select a Field (optional)    +    -

Basic Search    Advanced Search    Search History ▶

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

- 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=ucin1116189801](http://rave.ohiolink.edu/etdc/view?acc_num=ucin1116189801); University of Cincinnati / OhioLINK. 2005 Language: English, Database: Networked Digital Library of Theses & Dissertations  
Subjects: Energy; Architecture; Sustainability; Skyscraper; High-rise; Environmental; Architecture  
View record from Networked Digital Library of Theses & Dissertations
- 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: Negl | TI Title | Search | Clear ?

AND | | Select a Field (optional) |

AND | | Select a Field (optional) | + -

Basic Search | Advanced Search | Search History ▶

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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.** | PDF | Print

By: Warren, R.; Tweedale, G. British Journal of Management. Dec2002, Vol. 13 Issue 3, p209-219. 11p., Database: Business Source Index

Subjects: BUSINESS ethics; MANAGEMENT -- Study & teaching; PROFESSIONAL ethics; BUSINESS schools; GREAT Britain; Business and Secretarial Schools, Colleges, Universities, and Professional Schools; Educational Support Services; All Other Miscellaneous Schools and Instruction; Administration of Education Programs; EDUCATION

Academic Journal

Linked Full Text

## 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 165,000 results, adding AND construction industry narrows this down to around a mere 37,000!

Searching: Discovery Service for The Chartered Institute of Building

sustainability | Select a Field (optional) | Search

AND | construction industry | Select a Field (optional) |

AND | | Select a Field (optional) | + -

Basic Search | Advanced Search | Search History ▶

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Search Results: 1 - 10 of 36,713 | Relevance

Perhaps you particularly want information regarding solar technology? Adding AND solar brings our list down to 13,591.

Now is a good time to take a look at the filters on the left hand side of the screen. The publications including the terms sustainability AND construction industry AND solar were published between 1789 and 2017. You may know that the technology you are interested in was only developed in very recent years so you can drag the slider along to only show results published between 2014 and 2017 for example. Perhaps you also only want results from Academic Journals and in English (!) – select those options too. We are now down to 861 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 80 results all mentioning sustainability AND construction industry AND solar AND zero energy, all published between 2014-2017, in English and from academic journals. 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.



Searching: Discovery Service for The Chartered Institute of Building

sustainability	Select a Field (optional)	Search	Clear	?
AND	construction industry	Select a Field (optional)		
AND	solar	Select a Field (optional)		
AND	zero-energy	Select a Field (optional)	+	-

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

### Refine Results

Current Search

#### Find all my search terms:

sustainability AND  
construction industry AND  
solar AND zero-energ...

#### Expanders

Apply equivalent subjects

Also search within the full  
text of the articles

#### Limiters

Published Date:  
20140101-20171231

Full Text

Available in Library  
Collection

#### Source Types

Academic Journals

#### Language

english

### Search Results: 1 - 10 of 82

#### 1. Identification, Quantification, and Classification of Potential Safety Risk for Sustainable States.

By: Karakhan, Ali A.; Gambatese, John A. Journal of Construction Engineering & Management, Jul2017, Database: Complementary Index  
**Subjects:** Residential building construction; CONSTRUCTION industry safety; CONSTRUCTION industry construction; RISK management in business  
 [Linked Full Text](#)

#### 2. Zero-Energy and Beyond: A Paradigm Shift in Assessment.

By: Rovers, Ronald. Buildings (2075-5309), 2015, Vol. 5 Issue 1, p1-13, 13p. Publisher: MDPI Publishing.,  
**Subjects:** Residential building construction; ENERGY consumption of buildings; ENERGY conservation i SOLAR radiation; BUILDING & the environment  
 [Full Text Finder](#)

#### 3. Commissioning for nearly zero-energy building projects

By: Mikko Kantola; Arto Saari. In: Construction Innovation, 2014, Vol. 14, Issue 3, pp. 370-382.; Emerald G Insight  
**Subjects:** Research paper; Property management & built environment; Building & construction; Articles; C  
 [Linked Full Text](#)

Hopefully this will help with most searches, but please do send an email to [lis@ciob.org.uk](mailto:lis@ciob.org.uk) or give us a call on 01344 630 776 if you would like further assistance.