

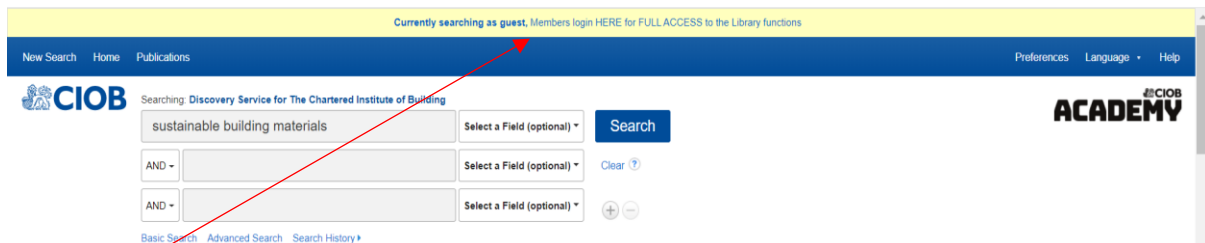
Welcome to the CIOB e-Library! This simple guide is designed to get you started if you haven't used a similar system in the past.

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

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



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 a login, then please submit the online form from the Library webpage with your contact details and membership number and we will get you set up. With your login details, populate the option on the left as shown in the screenshot below.

NB: If you do not log in at this stage and continue to the VLeBooks 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. 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 [help](#)

Apply related words

Also search within the full text of the articles

Apply equivalent subjects

Limit your results

Published Date

Month Year — Month Year

Publication

Language

- All
- Afrikaans
- Arabic
- Azerbaijani

Full Text

- Full Text
- Peer Reviewed
- Available in Library Collection

Author

Title

Catalog Only

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 'VLeBooks'. This link will take you through to the VLeBooks website where our e-books are hosted.

NB see above for further guide on how to log into VLeBooks 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

code of practice for project management Select a Field (optional)

AND - Select a Field (optional)

AND - Select a Field (optional)

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

Search Results: 1 - 10 of 924,626 Relevance Page Options Share

1. [Code of Practice for Programme Management in the Built Environment / CIOB \(The Chartered Institute of Building\). \[electronic resource\] /](#)

By: CIOB (The Chartered Institute of Building) Chichester, West Sussex: Wiley Blackwell, 2016. 192 pages Language: English, Database: CIOB Reference Library Catalogue

Subjects: Electronic books

[Online Access](#)

Book

Continue your search

VLEBOOKS

World Green Building Trends 2016

Click the image below to access World Green Building Trends 2016

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

AND Select a Field (optional) ▼ Clear ?

AND Select a Field (optional) ▼ + -

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

Search Results: 1 - 10 of 1,709,323 Relevance ▼ Page Optio

 **Journal of Green Building**
■ Full Text Access
■ Allen Press Journals 01-11-2009 - present
■ EBSCO Open Access Journals 01-01-2006 - 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 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 ▼

- 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; 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: 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 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.

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

<input type="text" value="sustainability"/>	Select a Field (optional) ▾	Search	
AND ▾ <input type="text" value="construction industry"/>	Select a Field (optional) ▾		Clear ?
AND ▾ <input type="text" value="solar energy"/>	Select a Field (optional) ▾		
AND ▾ <input type="text" value="zero-energy"/>	Select a Field (optional) ▾		+ -

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

Search Results: 1 - 10 of 368

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 630 776 if you would like further assistance.