Discovery Library Manual

Version:

20-11-2018

Contents

*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

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Chapter 1: Discovery Library

Chapter 1.1: About the Library and the Discovery Library Manual

The Discovery Library was created for the benefit of both staff and students to expand their knowledge with a collection of shared online and physical resources*. The library has over 153 000 books to search and borrow which include a large number of subjects and topics including, but not limited to: arts, business, education, hospitality, health, medicine, history, law, aviation, language, science and engineering.

The Discovery Library Manual was created to help the users of the library navigate and use the library and its resources. It provides information on how to (i) search the library resources, (ii) borrow library resources, (iii) manage fines and penalties, (iv) include more resources into the library and (v) obtain library Policies and Procedures.

Chapter 1.2: Locations

The Discovery Library online resources are available 24/7. However, there is no physical location to browse physical resources of the library.

Online resources are available to be accessed through the library website.

The physical resources* are available to be collected at one of 3 campuses of AIBT**:

- Upper Mt Gravatt (Brisbane)
- Blacktown (Sydney)
- Pitt Street (Sydney)

**This is based on the availability of the resource (book) at the 3 campuses. The library will include where the resource is available.

Chapter 1.3: Contact

The library is available to be contacted directly through email

Library Email: library@aibtglobal.edu.au

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

Chapter 2: Library account

Chapter 2.1: Students

Students should be given access to the library when they obtain their student account. An email should be sent to confirm the student access with username and either a temporary password or instructions to set their own password to the student email.

Username: Student number (ID) or Student Email
Password: Set by the student. (Do not share this with anyone else)

If there are any problems with the account, please contact the library through the email and detail what problems you are experiencing.

Chapter 2.2: Staff

Staff are given their account based on the requirements of their work. If a staff member does not have an account, they can contact the library to acquire one. An email will be sent to confirm the staff access with their username and either a temporary password or instructions to set their own password to the staff email.

User name: Staff Email
Password: Set by the staff user. (Do not share this with anyone else)

If there are any problems with the account, please contact the library through the email and detail what problems you are experiencing.

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Chapter 3: Using the library website

The library website address is https://library.aibtglobal.edu.au. On the website there are currently the following options:

- Search the library eBook catalogue
- Search for Business Premium Collection
- Update news and information about the library
- Purchase request forms
- Policies and procedures
- Contact information
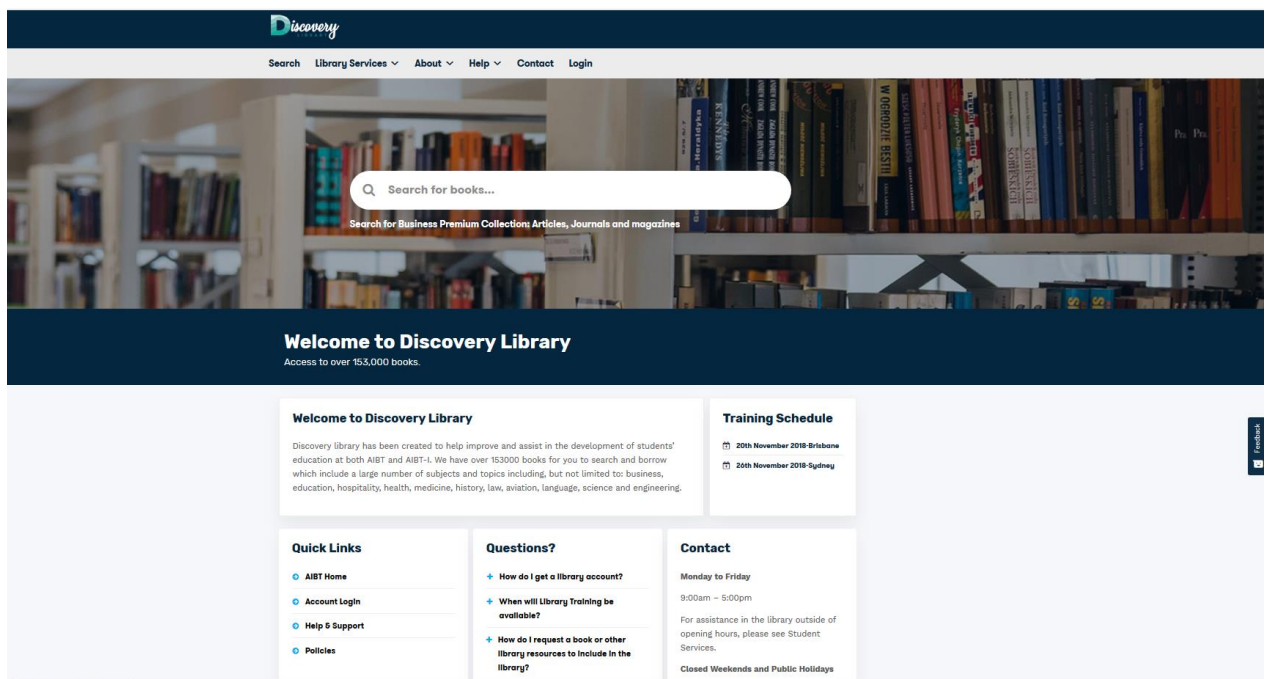- FAQ
- Discovery Library Manual

Figure 3.1: Home page of the Discovery Library website.

The library website will continue to expand in the future to bring more information and assistance as both the number resources and the number of users of the library increase.

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

Chapter 4: Finding a library resource

Chapter 4.1: ProQuest (Books)

The library resources can be accessed through the library website. Currently there are no physical locations and physical resources.

Basic Search

Step 1: Go to the library website and login.

Step 2: Enter search keywords, book title, author/s or ISBN number into the search bar (Figure 4.1).
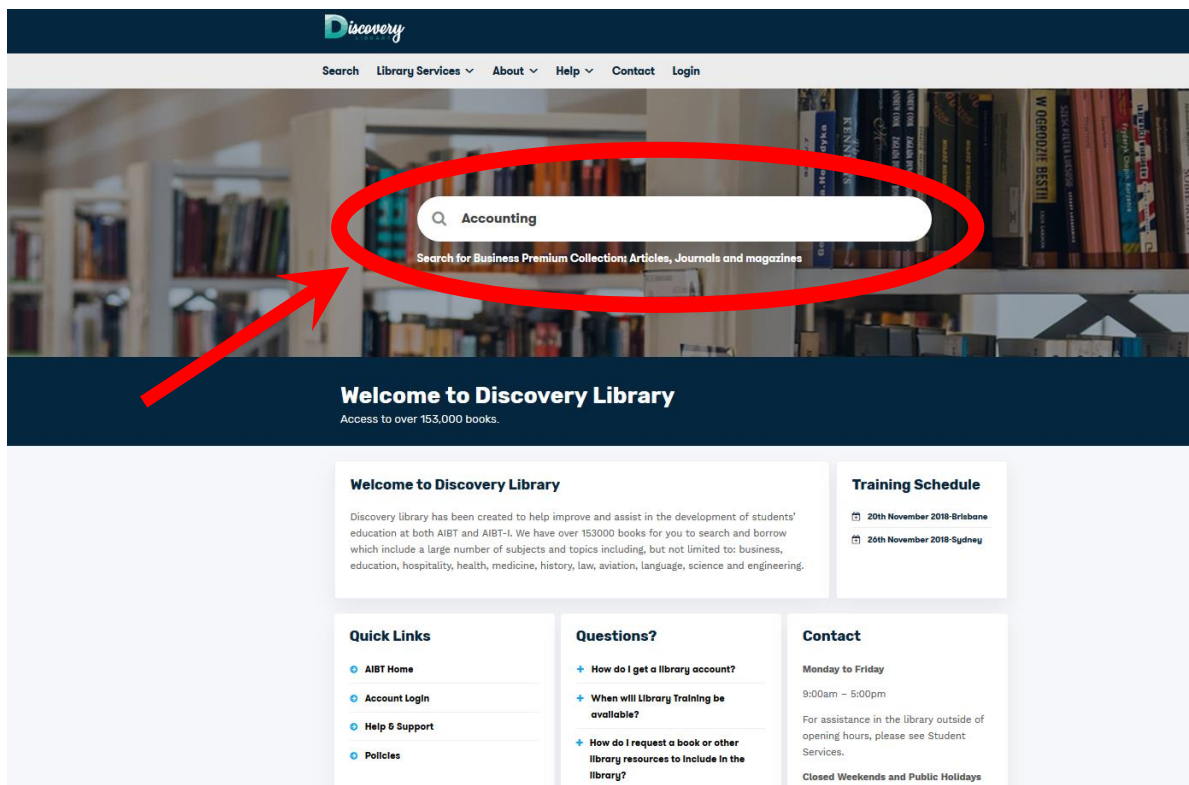

Figure 4.1: Home page of the Discovery Library website with the search bar filled in.

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

Step 3: The search function will direct you to a list of resources from the library collection. If you are not logged in, you will be prompted to login through ProQuest.
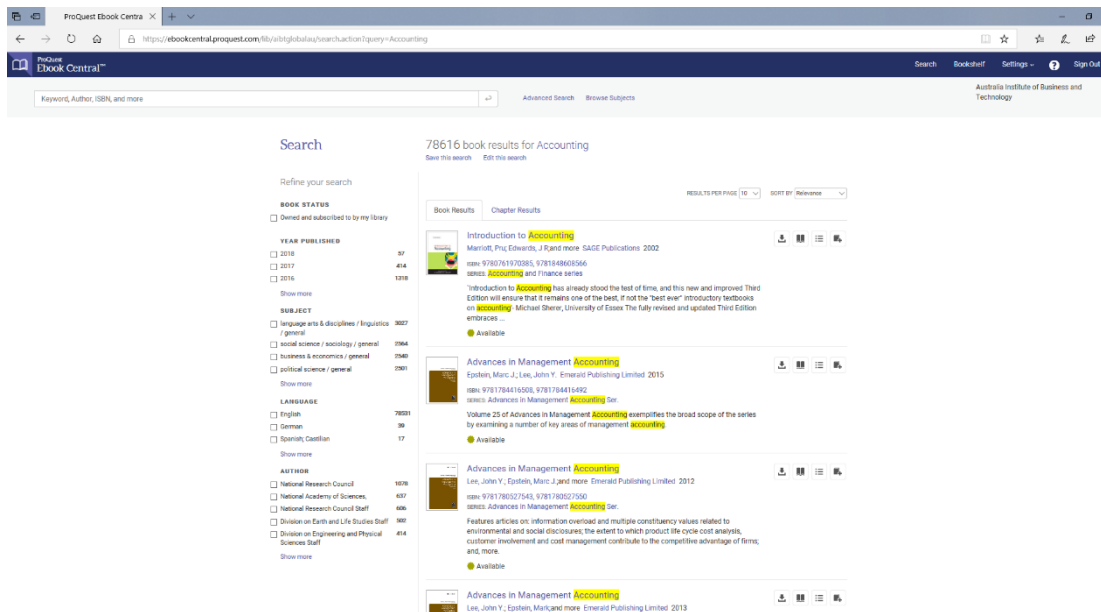
Figure 4.2: List of resources found from the search terms.

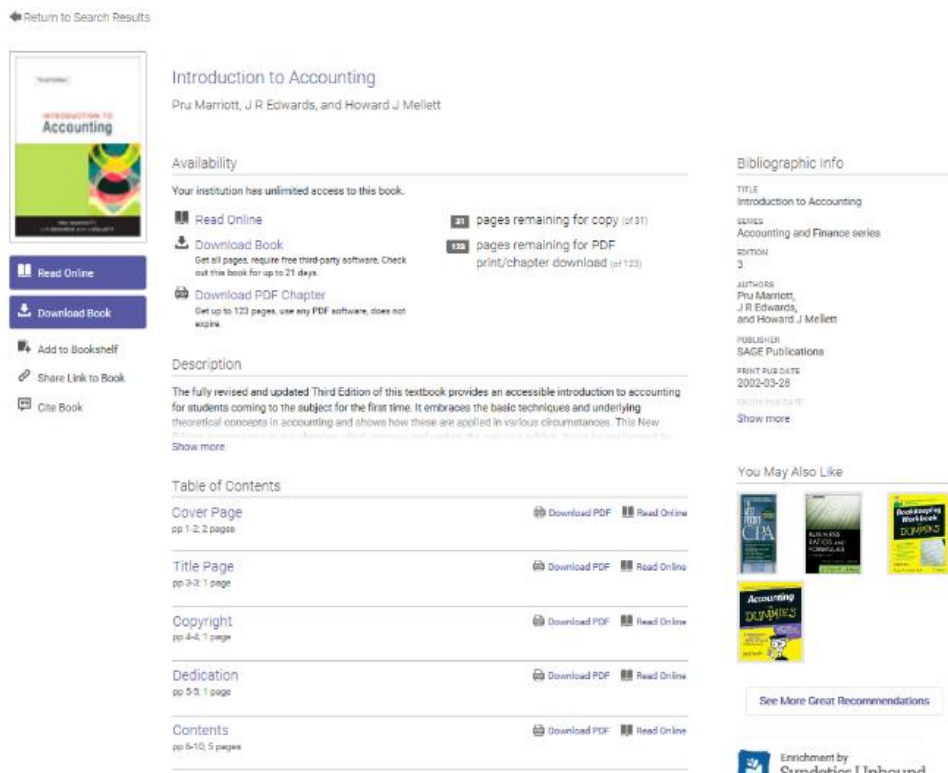**Step 4**: Look through the list and click the titles to gain more information about the resources.

Figure 4.3: An example of the resource details.

*****Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.**

Step 5: You can refine your search by using the options on the right-hand side of the list of resources. These include subject, publication date, author, publisher and more. Select your options to refine your search list. (Alternatively, you may select the advanced search option located at the top of the page)

Figure 4.4: The list of resources available with options to refine your search on the right.

Chapter 4.2: Business Premium Collection (Journal Articles, Newspaper Articles, Magazines, Video and Audio Resources)

The library resources can be accessed through the library website. Currently there are no physical locations and physical resources.

Step 1: Go to library the website and select the Business Premium Collection option under.
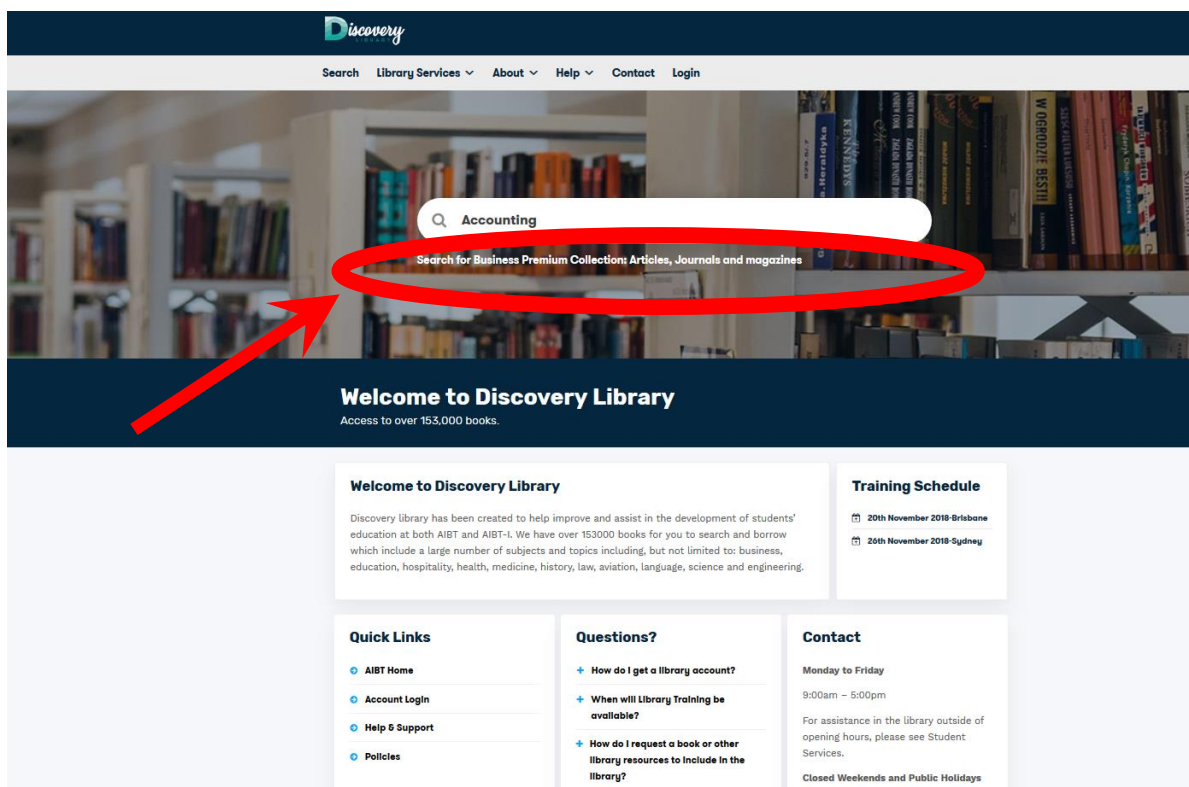

***Figure 4.5*:** Home page of the Discovery Library website with the search bar filled in.

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

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Step 2: Click the Log in icon.

Figure 4.6: Log in page to the Business Premium Collection.

Step 3: Enter a search terms into the search box. (select the Full Text option if you would only like to search for full text articles.)

Figure 4.7: Business Premium Collection basic search page with the search box circled in red.

*****Note: Library physical resources are available but with limit conditions until early 2019.
The library website will be updated, and an email announcement will be sent to all users.***
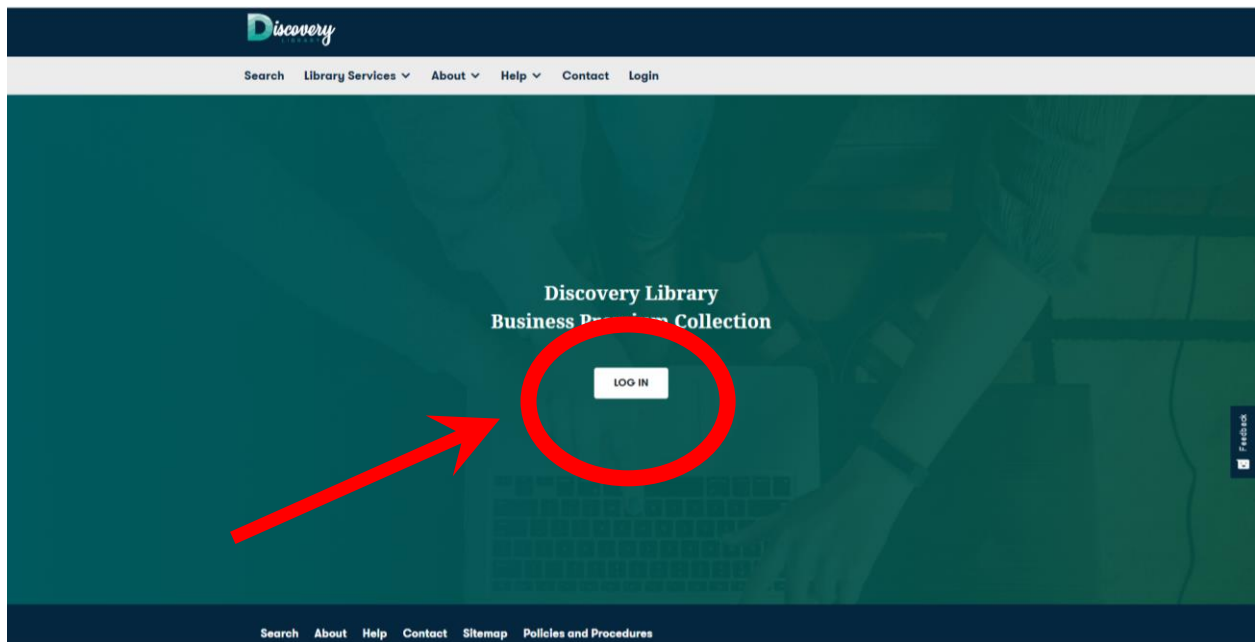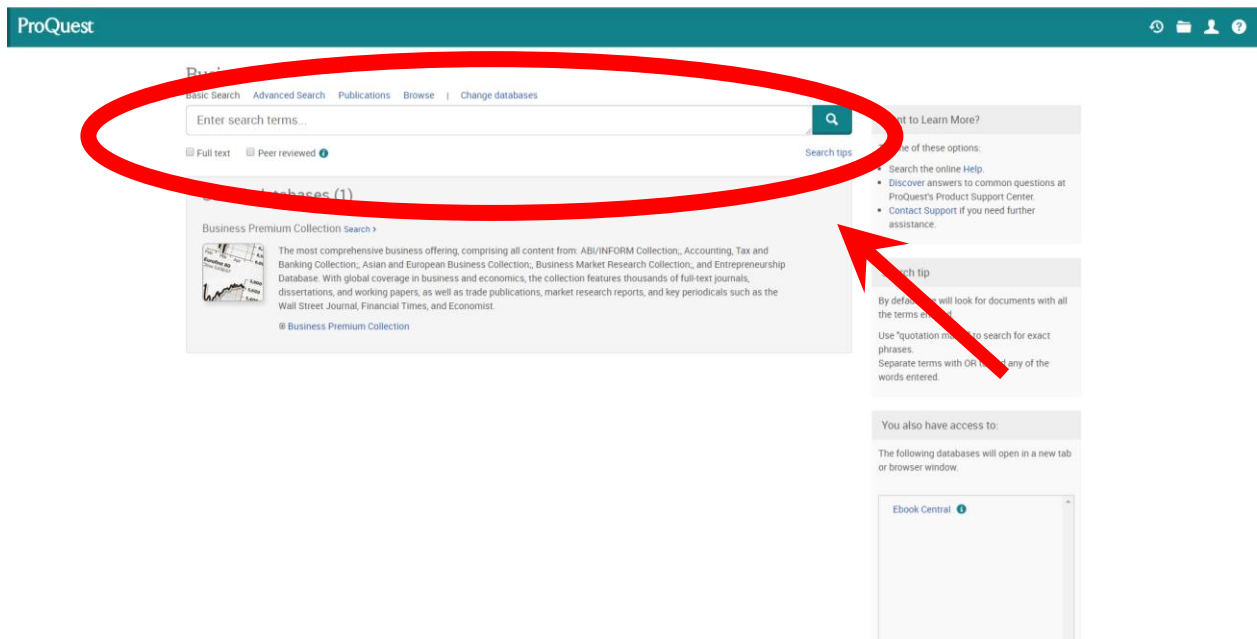
Step 4: Find a resource you wish to read and select it. There are also options on the left of the list to help refine the search list. (Alternatively, you may select the advanced search option located at the top of the page)
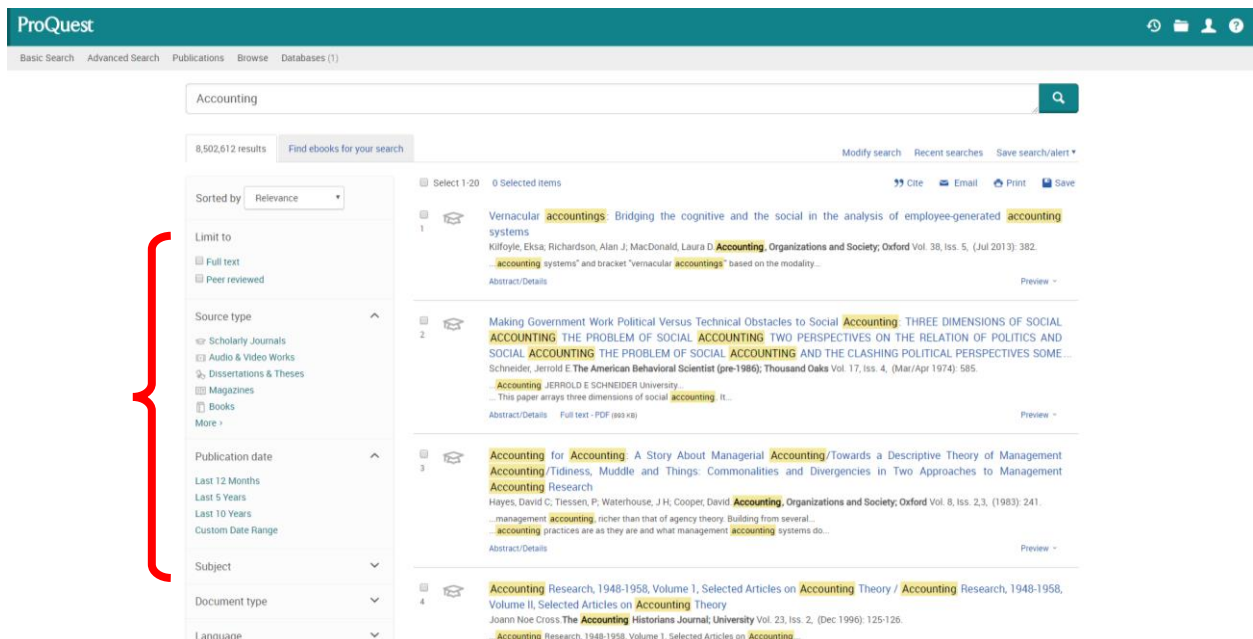

Figure 4.8: List of found resources and options on the left of the list to refine the search.

Step 5: Once the resource is selected, you will be shown either the details of the resource or an online readable version of the article if the Full Text is available. You will have an option to change between the online version and the details of the article on the left-hand side of the screen. If the Full Text is available, you will also have the option to download the article as a PDF on the right-hand of the screen.

Figure 4.9: The details of the acritical with the option of reading the article online on the left or downloading it as a PDF on the right.

Chapter 5: Borrowing a library resource

User	Online Download Loan Period	Physical Resource Loan Period [*] (3 Maximum)
Students	3-7 days depending on the	7 working days
Staff	resources	30 working days

Chapter 5.1: Online Resources

Step 1: Find the resource you wish to borrow with the instructions from Chapter 4.

Step 2: Select the resource you wish to borrow

Step 3A (View Online): Online resources are viewable online and can be viewed online by selecting the option to view full text. (Online resources are designed for concurrent users and as such if it not available to be view try again at another time.)

Step 4B (Download): If the online resources can be downloaded select the option to download the full text. Once downloaded the file will remain available for the loan period and will no longer be able to be opened after the loan period.

Figure 5.1: An example of the resource details and the read online and download options indicated by the arrow.

[*]*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.*

Chapter 5.2: Physical Resources[*]

Step 1: Select the **Library Physical Resources** Link under the search bar.

Step 2: The list of resources on the page will give the title, author and campus location for this physical resource. Look at the campus location of the physical resource. Resources with the label **In Transit** are currently being delivered to the campus and will be available at that campus.

Step 3: Contact the library (by email) and request to borrow the book. The library will inform you if the book is available (or when it is next available) and the day it can be collected.

Step 4: Collect the book from the reception on the day mentioned in the emails with the library. (If the resource is not collected on the day it will become available for other users to borrow the following day)

[*]*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.*

Chapter 6: Extending a Loan

Chapter 6.1: Online Resource

Downloadable resource loans from the library cannot be extended. Currently the downloaded resource will have to be reborrowed once the loan period is finished or returned. Resources that are viewable online do not require an extension of their loan because they are based on the number of concurrent users viewing the material.

Chapter 6.2: Physical Resource [*]

Physical resources are available for a loan extension. One day before the resource is due back to the library send an email to the library to ask to extend the loan. The loan will be extended unless it has been requested by another user.

If the resource is overdue, then the resource loan cannot be extended. However, the physical resource can be returned and reborrowed if the resource is not on hold or requested by another user and there are no penalty restrictions (See Chapter 8).

[*]*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.*

Chapter 7: Returning a library resource

Chapter 7.1: Online Resource

Resources that are downloaded are locked at the end of the loan period and are available to be borrowed through the library again. This system is automatic.

Resources viewable online will automatically be returned when the page, viewing the resource, is closed.

Chapter 7.2: Physical Resource [*]

Physical library resources should be returned on or before the due date to the campus from which it was borrowed. Late returns of physical books will incur a late fee of $2 a day. Details of the late fees is found in Chapter 8 or the Library Usage Policy and Procedures.

[*]*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.*

Chapter 8: Fines and Fees and Penalties

All library fees will be issued by the AIBT finance department as an invoice to the user.

Chapter 8.1: Overdue Fees

Overdue physical resources will incur a fee that increases with the length of time the resources are overdue.

- $2 a day for each day the physical resource it is overdue.
- After 10 day if the resource is not returned the fee is upgraded to a replacement cost.
- If the resource is returned after the 10 days, the fee will be downgraded to $20.

Note: Borrowing from the library may be restricted if total fees for the user are larger than $20, see Chapter 8.3.

	1-10 days[**]	>10 days[*] (not returned)	>10 days[**] (returned)
Overdue Fee (1 Physical Resource)	$2 per day	Replacement Cost ($150)	$20

** Excluding weekends and public holidays.

Example 1: George borrows a physical book from the library on a Monday. He does not return the book on the following Monday. The book is returned on the Thursday, so George now has an accumulate late fee of $4. AIBT finance department will sent George an invoice for the late fees.

Example 2: Jill borrows a physical book from the library on a Wednesday the 5th of September 2018. She does not return the book on the following Wednesday the 12th September 2018. The book as not been returned for 10 days (excluding weekends and public holidays), by Wednesday the 26th September 2018. The late fee is now a replacement fee of $150. Jill returns the book 2 days later, as such her fee is now $20.

[*]*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.*

Chapter 8.2: Replacement Fees

A replacement fee is issued if the physical resource is required to be replaced due to the damage during the loan period, or the physical resource has failed to be returned (details discussed in Chapter 8.1). The replacement Fee is currently set at $150.

Note: Borrowing from the library may be restricted if total fees for the user are larger than $20, see Chapter 8.3.

Chapter 8.3: Other Penalties

Users with accumulated fees of $20 or more will not be allowed to borrow from the library until the Fee is paid.

Excessive damage to physical resources or many lost books by a user can result in the restriction of the users account. This will only allow the user to have access to online resources.

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

Chapter 9: Requesting Library Resource Purchase

Users may request for additional resources to be included in the library collection with the library resource purchase process. This will help the library expand its collection of relevant and beneficial resources for the users. Both staff and students may make this request but must be approved by the relevant Heads of School or supervisor of a department.

A resource can be requested from the system the library uses (ProQuest) or from another source. All requesters must agree to the Library Resource Purchase Policy and Procedure.

Making a Request for a Resource from ProQuest

Step1: Go to the ProQuest Central Preview website and login with an existing account or create a new account. (https://public.ebookcentral.proquest.com/Choice/Login.aspx)
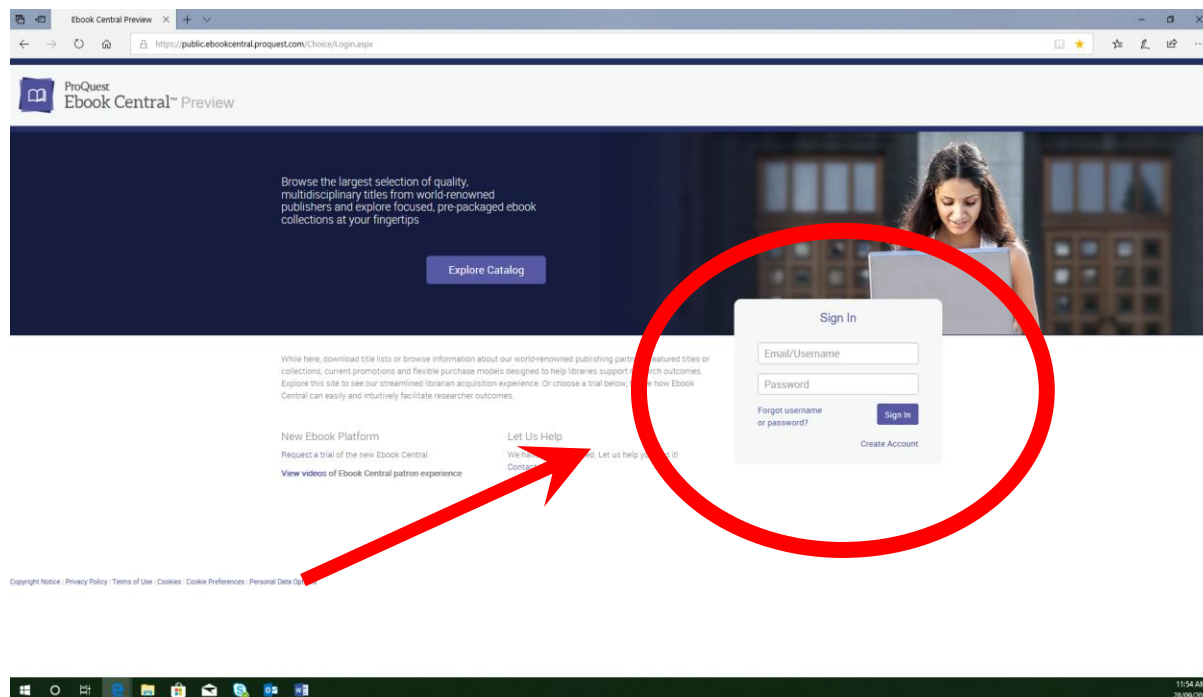

Figure 9.1: ProQuest Ebook Central Preview Login webpage.

*****Note: Library physical resources are available but with limit conditions until early 2019.
The library website will be updated, and an email announcement will be sent to all users.***

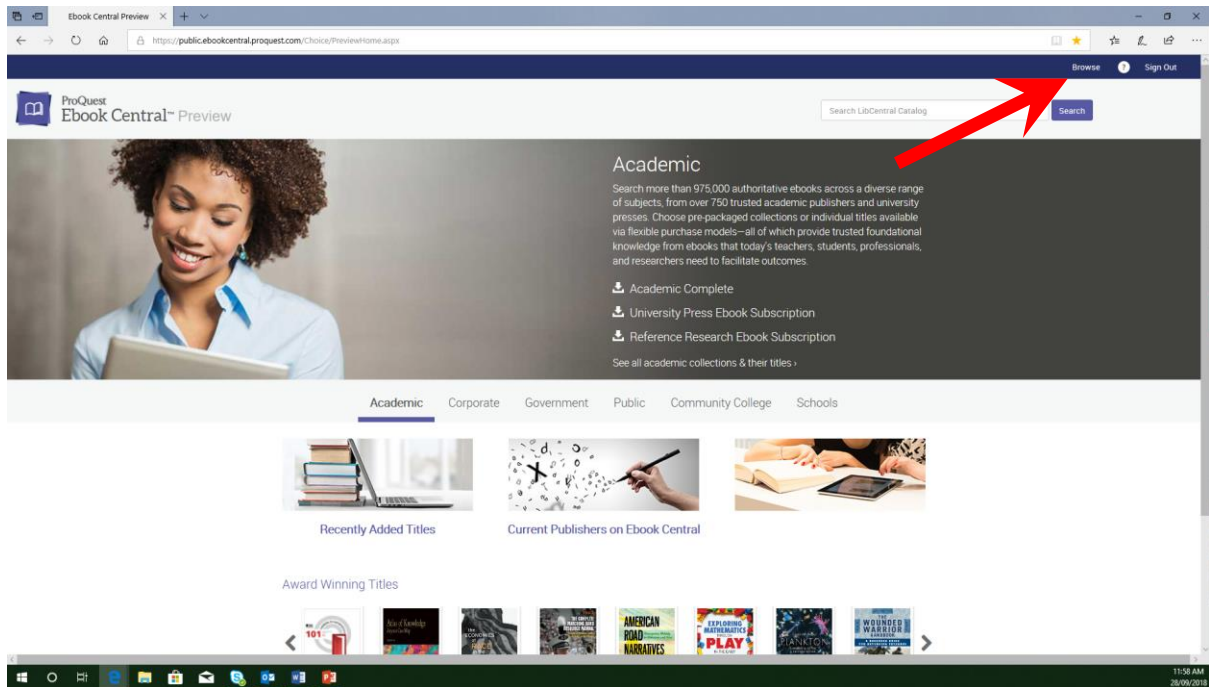**Step 2**: Click the Brows Icon in the top right corner of the webpage.

Figure 9.2: ProQuest Ebook Central Preview webpage once logged in.

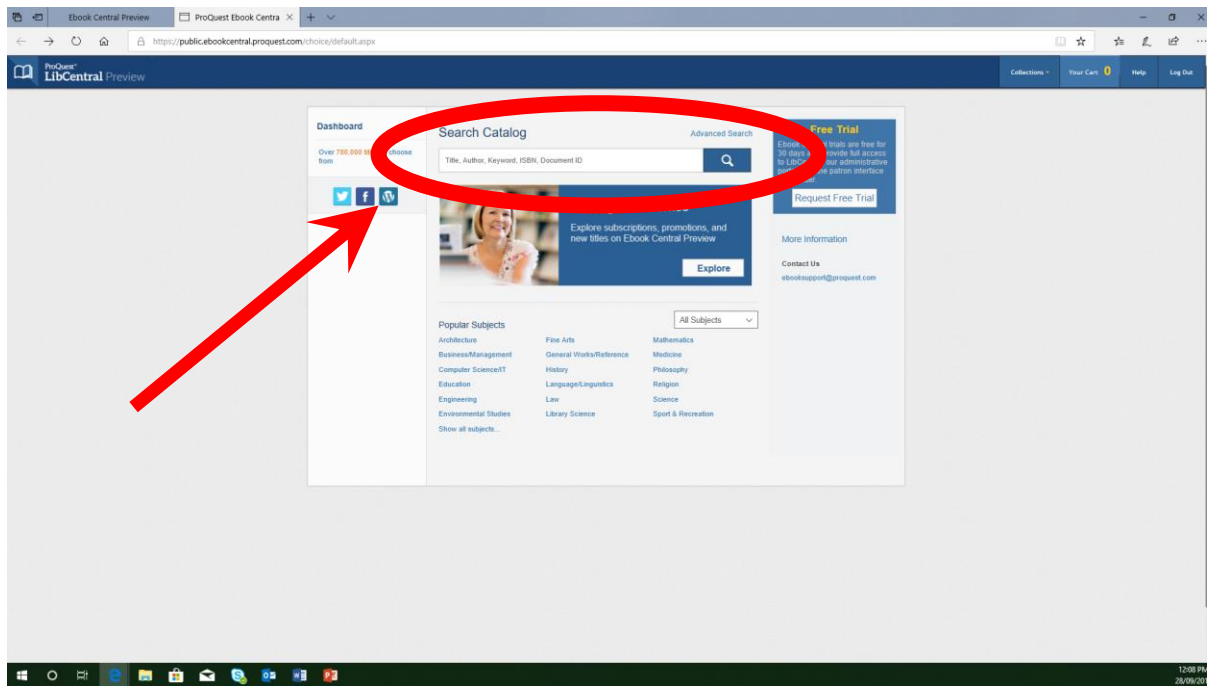**Step 3**: Enter a tile, author, keyword, ISBN or document ID into the search bar.

Figure 9.3: Browse page to search the ProQuest Catalogue.

Step 4: Search the list of resources that are available or select. If you would like to refine your search there are options on the left of the list that will refine the search such as: publication date, subject, language, etc.
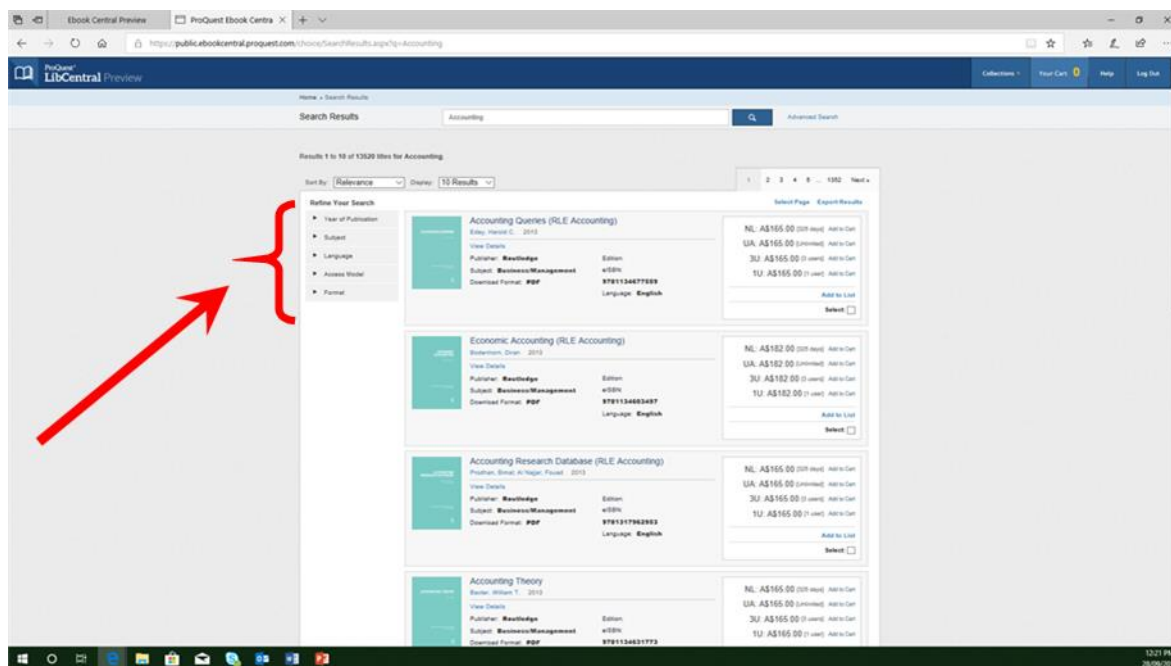

Figure 9.4: Options to refine the search on the left of the list of resources from ProQuest.

Step 5: Alternatively, you can use the advance search found in Figure 9.3 or Figure 9.4 above the search bar to refine the search with options of: title, author, publisher, publish date, etc.
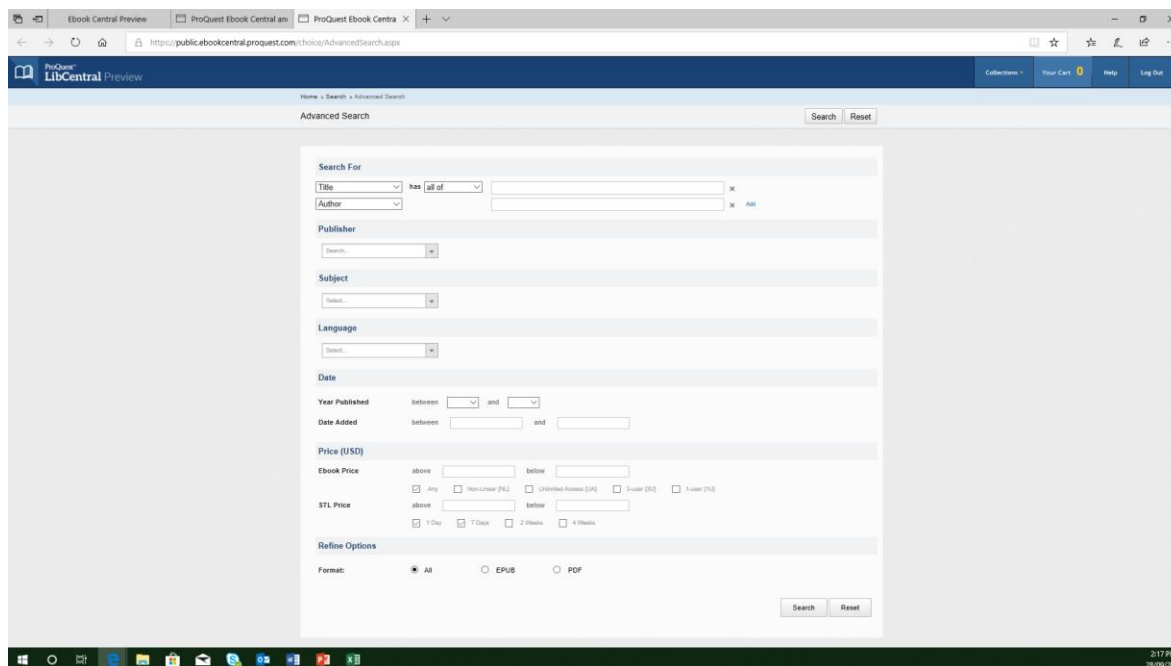

Figure 9.5: Advanced Search page with the additional options to refine your search.

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Step 6: Once you have found the resource you would like the library to purchase select a price option (add to cart) on the right of the resource, see Figure 9.6, or click on the title of the resource to gain more information and select a price option (add to cart) as well.

Some of the licence (price) options include:

- **NL**: Non-Linear licence, this allows a resource to be used by unlimited users however the one the cumulative time reaches the set time stated (365 days) the resource licence will no longer be able to be borrowed until the time is reset annual.
- **UA**: Unlimited Access with no restriction on the number of users.
- **3U**: Only 3 Users can use the resource simultaneously.
- **1U**: Only 1 User can use the resource.

Repeat steps 3-6 to find all the resources you will request the library to purchase.
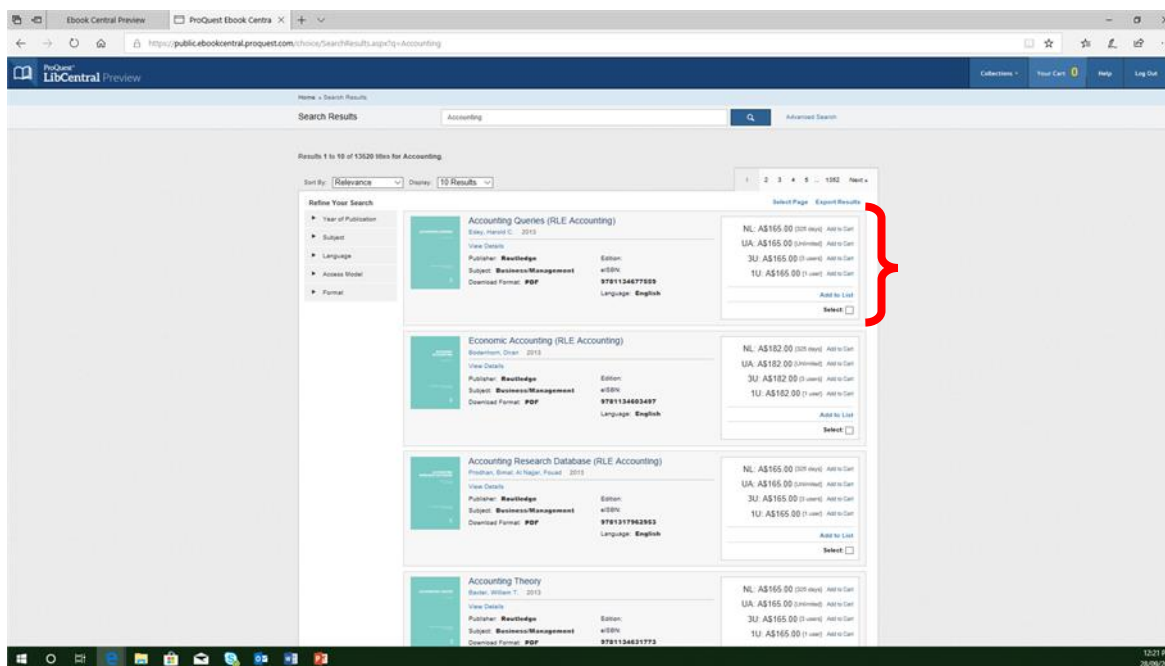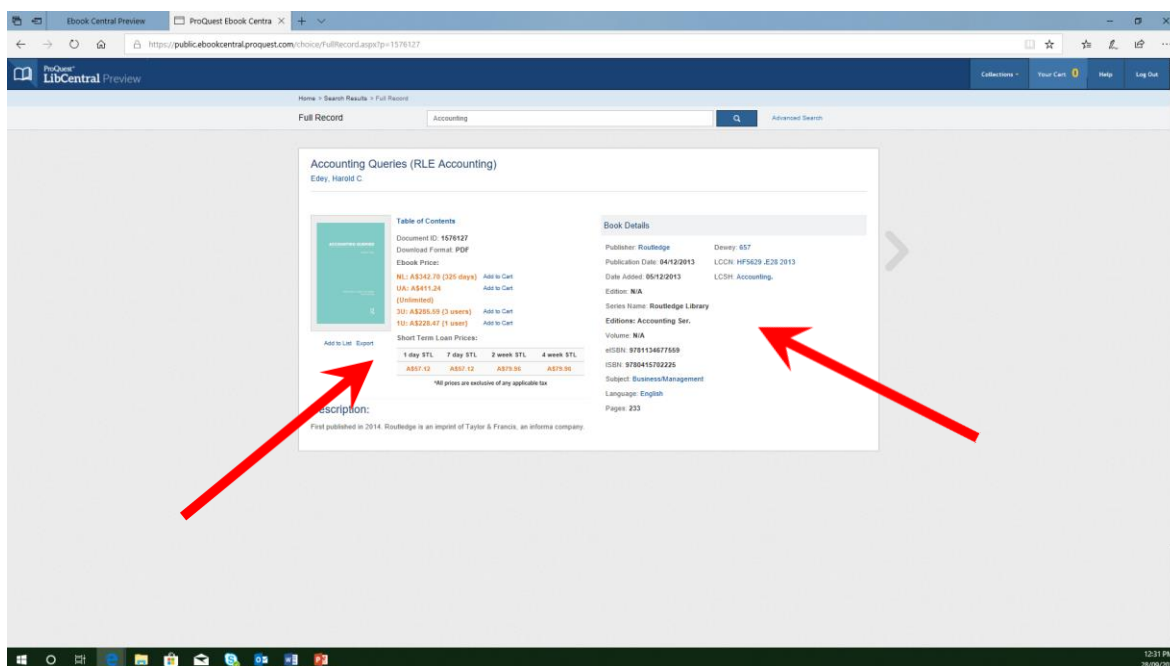

Figure 9.6: The list of resources from ProQuest with the price/licence option on the right of the resource.

Figure 9.7: Details provided by ProQuest about the resource (book) when selected with the price/licence options also available in the centre of the webpage.

Step 7: Click on Cart>Order Review in the upper right corner of the webpage. To view your list of resource you have selected.
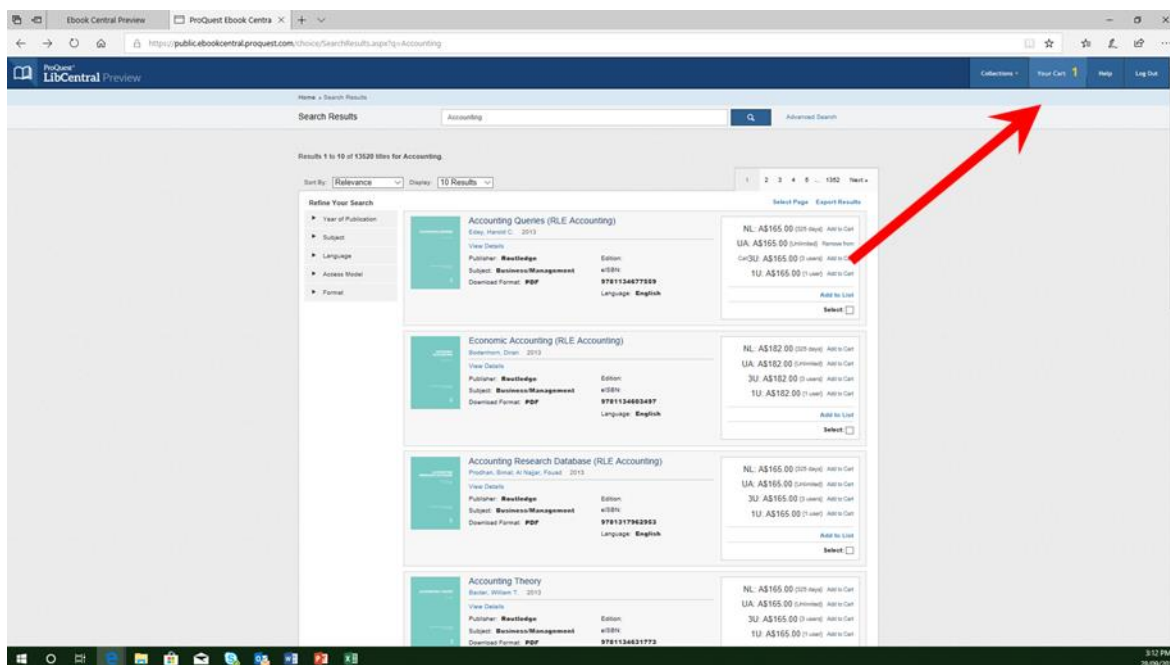

Figure 9.8: The list of resources with he Cart icon in the upper right of the webpage.

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.
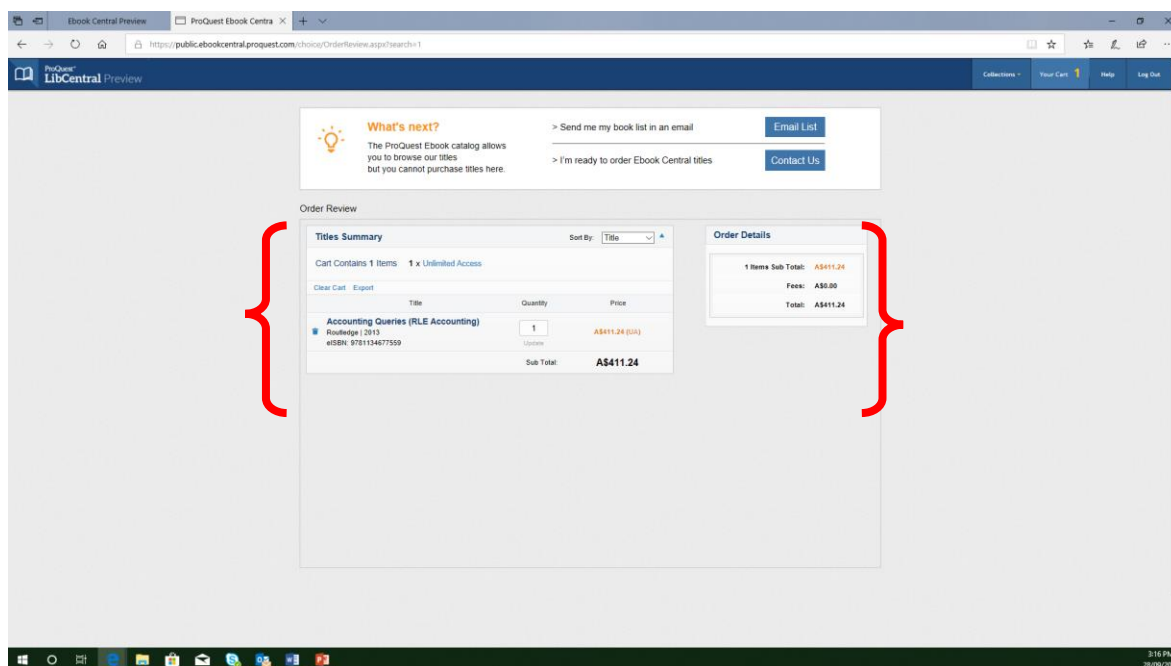
Figure 9.9: The Order Review of the Cart with the price, quantity and total of the list of resources selected.

Step 8: Print this page as a PDF by selection the print option on your browser and selecting the Microsoft Print to PDF. If unavailable, then a print screen of the list including all resources, quantities and total and collect them in a single document.

Step 9: Go to the library website and under "Library Services>Purchase Request" there is an online form. Fill out the form (make sure to include a reason for the purchase) and upload the PDF or other document from Step 8 to the form and submit. If the online form is unavailable, you may request a form to fill out from the library.

https://library.aibtglobal.edu.au/library-services/purchase-request/

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.
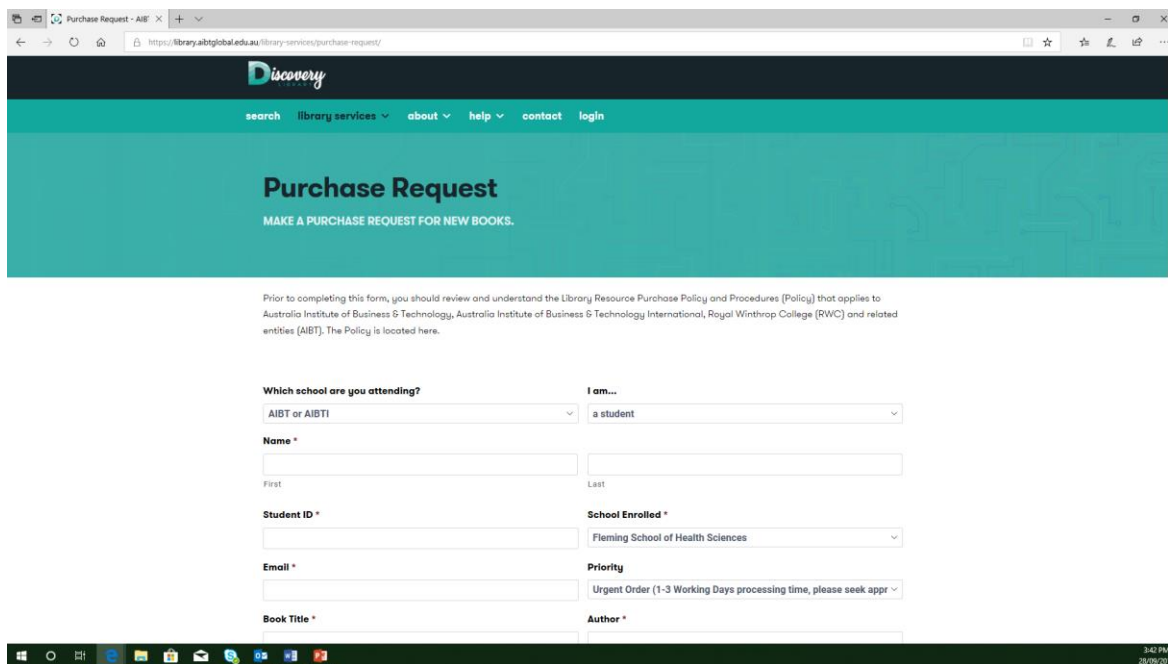
Figure 9.10: The online Purchase Request form to be submit to the library.

Step 10: The library will follow the process to gain approval form the appropriate departments and you will either be asked to provide some more information or be informed of the result (Either purchased or rejected along with the reason for the rejection).

Making a Request for a Resource Not from ProQuest

Step 1: Collect the information about the resource similar to Step 8 from the ProQuest purchase request process above. The information must additionally include the price, quantity and total of cost of the purchase. Including information about the location where the resource can be purchased will speed up the purchase request.

Step 2: Go to the library website and under "Library Services>Purchase Request" there is an online form. Fill out the form (make sure to include a reason for the purchase and where the resource can be purchased) and upload the PDF or other document form Step 1 to the form and submit. If the online form is unavailable, you may request a form to fill out from the library.

https://library.aibtglobal.edu.au/library-services/purchase-request/

*Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

Step 3: The library will follow the process to gain approval from the appropriate departments and you will either be asked to provide some more information or be informed of the result (Either purchased or rejected along with the reason for the rejection).

Chapter 10: Policies and Procedures

Chapter 10.1: Library Usage Policy and Procedure

To access and read the Library Usage Policy and Procedure please go to the library website.

https://library.aibtglobal.edu.au/about/policies-and-procedures/

Note: Library physical resources are available but with limit conditions until early 2019. The library website will be updated, and an email announcement will be sent to all users.

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Chapter 10.2: Library Resource Purchase Policy and Procedure

To access and read the Library Resource Purchase Policy and Procedure please go to the library website.

https://library.aibtglobal.edu.au/about/policies-and-procedures/

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