

A close-up, slightly blurred photograph of an open book with a red cover, showing the pages fanning out. The background is a soft-focus library setting with bookshelves.

Welcome to the Discovery Library

Discovery Library Training 1: Online Library Search for books and ebooks 2019

Author/trainer Dr Emiko Nozu

Library Search: **Books/ebooks**

Objective:

The objective of today's training is to learn how to search for books and ebooks in different ways within the Discovery Library.

Outlines:

- Library login
- How to search for ebooks
- Learn to filter your search results
- How to download books and ebooks
- How to find physical books

Access Discovery Library

- Go to our website: <https://aibtglobal.edu.au>
- Click Discovery Library

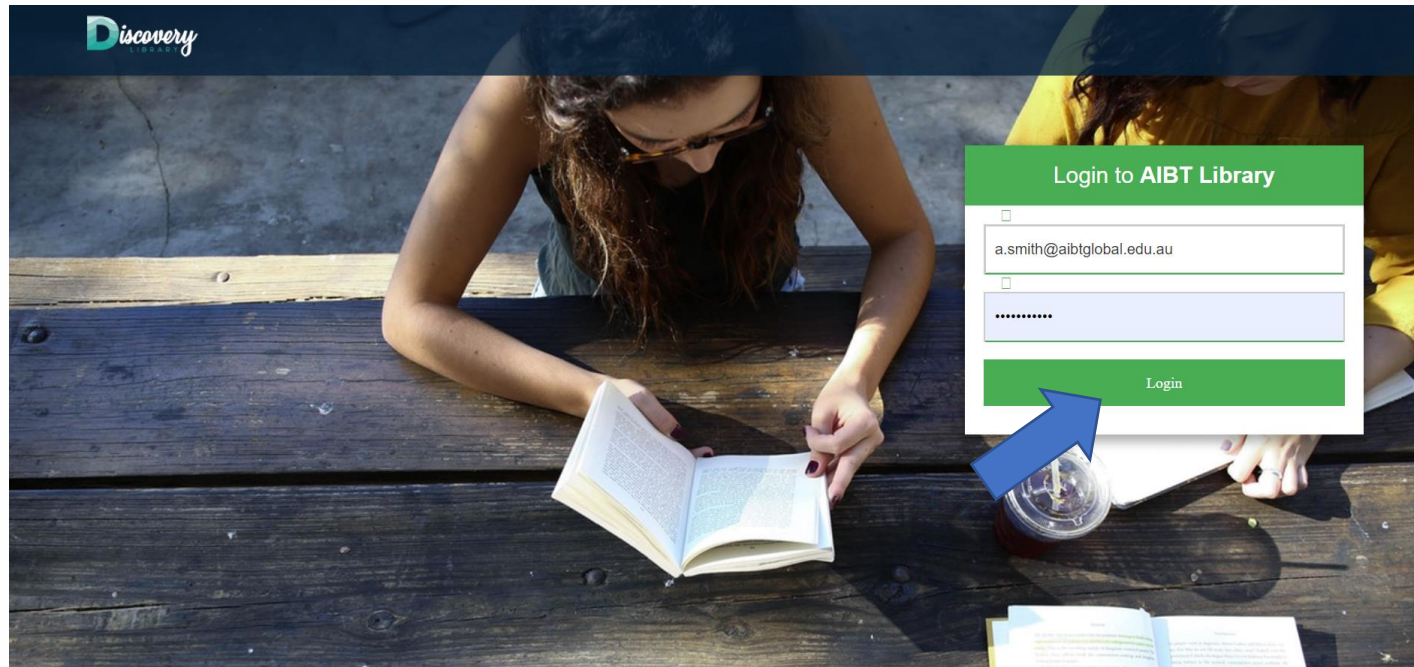


Login to Discovery Library



Login to Discovery Library

- Enter your AIBT email address and password.
- AIBT uses the same password for Moodle, the email and the library
- Click “Login”.

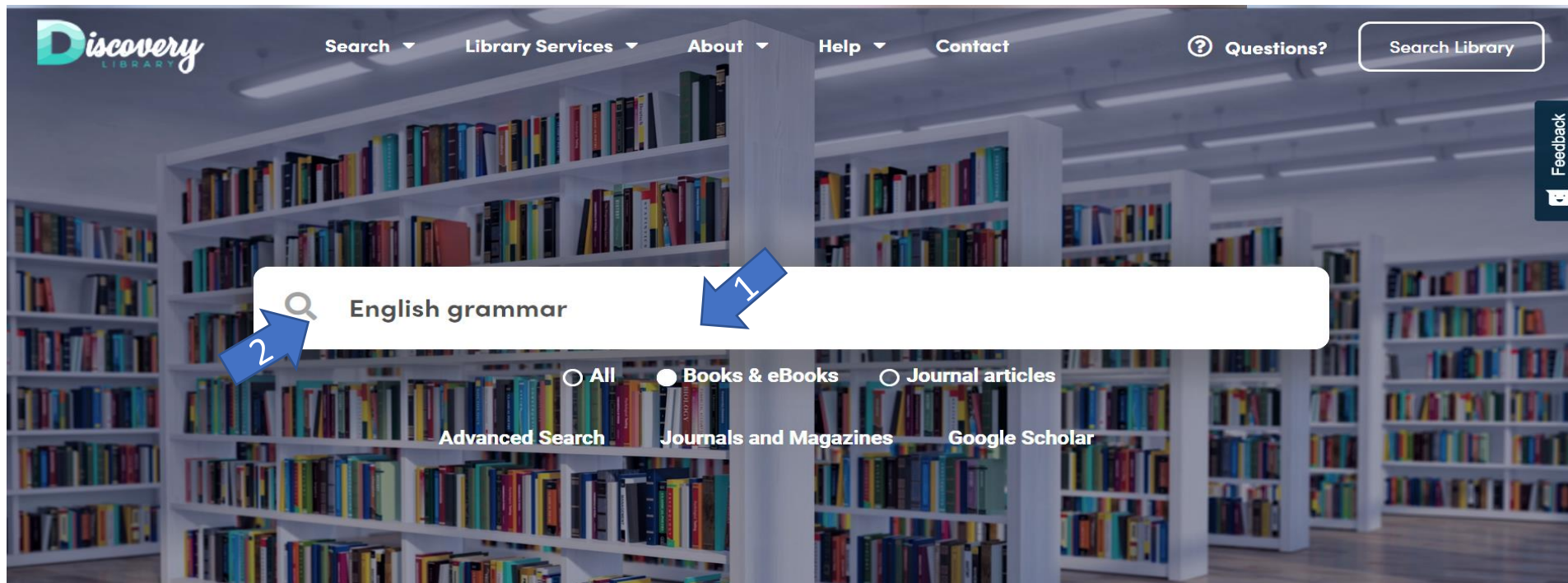


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Now you can start searching for books/ebooks from a large collection in the online library.

1. Please click Books & eBooks under the search box
2. Assuming, we are looking for books about English grammar. Please type “English grammar” in the search box, and press enter.



Search for ebooks



A significant number of books and ebooks are sorted by relevance and shown as the results.



English grammar



New Search Advanced



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CONTENT TYPE

Book / eBook (199,433) ✓

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English grammar essentials for dummies
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2013
The fun and easy way to learn essential **grammar** rules, common usage errors, and other key concepts in the **English** language Understanding the rules of **English** is key to being an effective communicator...
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English Grammar

English grammar is the way in which meanings are encoded into wordings in the English language. This includes the structure of words, phrases, clauses, and sentences, right up to the structure of whole texts.

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English grammar



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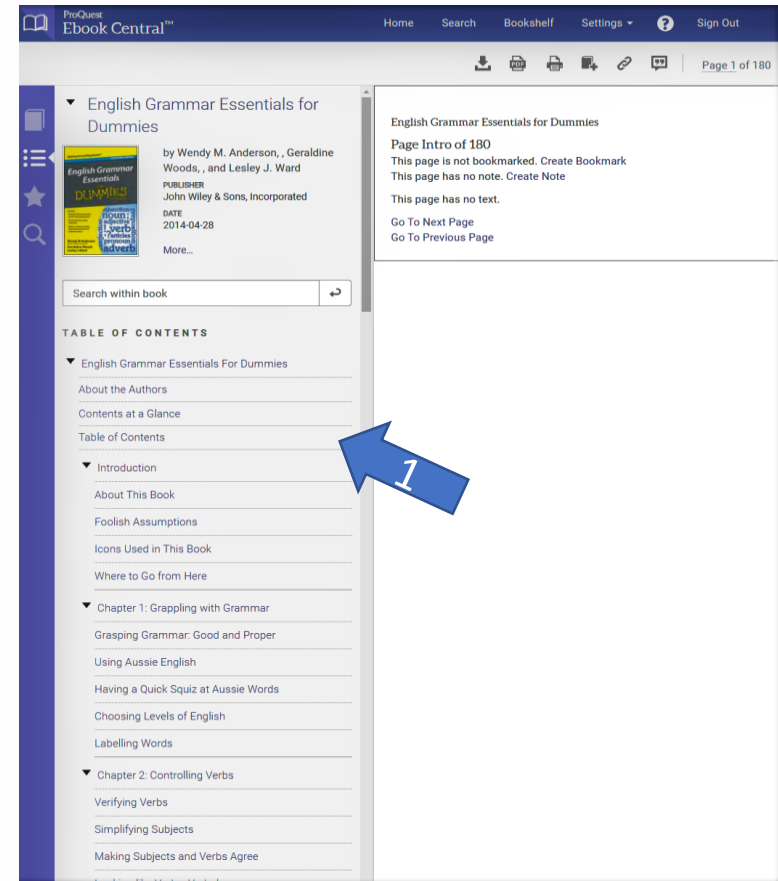
The screenshot shows the Discovery Library interface for the book "English grammar essentials for dummies" by Anderson, Wendy M.; Woods, Geraldine.; Ward, Lesley J.; c2013. The book cover is visible on the left. Below the book title, there is a "Send to" section with options: ENDNOTE, REFWORKS, PRINT, CITATION, PERMALINK, and EMAIL. Below that is a "View Online" section with a "Full text availability" dropdown menu. The dropdown menu is open, showing "Ebook Central Academic Complete" as the selected option, with a blue arrow and the number "1" pointing to it. Below the dropdown is a "Details" section with the following information:

Title	English grammar essentials for dummies
Creator	Anderson, Wendy M. >

Search for ebooks

We can browse inside now.

- Alternatively, we can use “advanced search” to filter the search.
- Let’s return to the search results page (results for English Grammar).



The screenshot shows the ProQuest Ebook Central interface for the book 'English Grammar Essentials for Dummies'. The top navigation bar includes 'Home', 'Search', 'Bookshelf', 'Settings', and 'Sign Out'. The main content area displays the book's title, authors (Wendy M. Anderson, Geraldine Woods, and Lesley J. Ward), publisher (John Wiley & Sons, Incorporated), and date (2014-04-28). Below this is a search box labeled 'Search within book'. The 'TABLE OF CONTENTS' section is expanded, showing a list of chapters and sections. A blue arrow with the number '1' points to the 'Introduction' section, which includes 'About This Book', 'Foolish Assumptions', 'Icons Used in This Book', and 'Where to Go from Here'. The right-hand side of the interface shows the current page (Page 1 of 180) and options to bookmark, note, or navigate between pages.

Search for ebooks : **Advanced Search**



- In the results page, you can also select “Advanced Search“.
- The advanced search allows you to use multiple keyword searching as well as the use of Boolean, a connector such as AND, OR, NOT, between key words. In today’s training session, we only cover basic way to use advanced search. However, we have scheduled to provide you with search tips and Advanced Searching Techniques in the different training session. I look forward to introducing you that, because it’s really useful.

1. Please click “Advanced” at **the top-right corner of your screen.**



English grammar

New Search **Advanced**



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- Scholarly & Peer-Review
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Search for ebooks: **Advanced Search**



- Assuming you are looking for ebooks which are related to accounting and responsibility.
 1. In the first box, select “Title” and type “accounting”.
 2. In the first box in the second row, select AND, from All Fields, and type “responsibility”. If you wish, you can add another row.
 3. We can limit the published year range “Between 2015 and 2019”
 4. Select Book/eBook and business and click “Search”.



Basic search



The screenshot shows the Discovery Library search interface. Four blue arrows with numbers 1 through 4 point to specific search criteria:

- 1** points to the first search row where the field is set to "Title" and the search term is "accounting".
- 2** points to the second search row where the operator is "AN", the field is "All Fields", and the search term is "responsibility".
- 3** points to the "Publication date" section, where the range is set from "1/1/2015" to "31/12/2019".
- 4** points to the "Content type" section, where "Book / eBook" is selected.

Other visible search options include "Discipline" (with "business" selected), "Language", and "Limit to".

Search for ebooks: **Advanced Search**



- The second book, “Governance, accountability and sustainable development” sounds suitable for our studies.
- Let’s get more information about the book
- 1. Click the title.



[TitleCombined:(accounting)] AND [responsibility]

New Search Advanced



Clear Filters

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Scholarly & Peer-Review

Open Access

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CONTENT TYPE

Journal Article (713)

Magazine Article (76)

Trade Publication Article (70)

Publication (30)

Book / eBook (18) ✓

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PUBLICATION DATE

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1



[Corporate citizenship in Africa: lessons from the past, paths to the future](#)

by [Visser, Wayne](#); [McIntosh, Malcolm](#); [Middleton, Charlotte](#)

2006

Africa embodies many of the most vexing dilemmas that business faces in attempts to be responsible, ethical and sustainable. This collection brings together...

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2



[Governance, accountability and sustainable development](#)

by [Abdallah, Sara](#); [Barzi, Redouane](#); [Crowther, David](#); [More...](#)

Many events that have marked the last few years - from the Arab Spring revolutions to the different collapses in the financial markets in the western world and...

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- This ebook allows us to read online as well as to download.
 - Let's browse the table of contents first.
1. Click "Read Online".

The screenshot shows the ProQuest Ebook Central interface. At the top, there is a search bar with the text "Keyword, Author, ISBN, and more" and buttons for "Advanced Search" and "Browse Subjects". The user is logged in as "Australia Institute of Business and Technology". The main content area displays the book "Governance, Accountability and Sustainable Development" by David Crowther, Mourad Oubrich, Redouane Barzi, and Sara Abdaless. The book cover features a green and blue design with a recycling symbol and a car. A blue arrow with the number "1" points to the "Read Online" button. Below the book cover, there are buttons for "Read Online", "Download Book", "Add to Bookshelf", "Share Link to Book", and "Cite Book". The "Read Online" button is highlighted. To the right of the book cover, there is a section for "Availability" stating "Your institution has unlimited access to this book." Below this, there are three options: "Read Online" (51 pages remaining for copy of 51), "Download Book" (Get all pages, require free third-party software, Check out this book for up to 21 days.), and "Download PDF Chapter" (Get up to 101 pages, use any PDF software, does not expire.). To the right of the book cover, there is a section for "Book Details" with the following information: TITLE: Governance, Accountability and Sustainable Development; EDITION: 1; EDITORS: David Crowther, Mourad Oubrich, and Redouane Barzi; PUBLISHER: Cambridge Scholars Publisher; PRINT PUB DATE: 2015-01-01; EBOOK PUB DATE: N/A; and a "Show more" link. Below the book cover, there is a section for "Description" with the text: "Many events that have marked the last few years – from the Arab Spring revolutions to the different collapses in the financial markets in the western world and the Euro Debt Crisis in Europe – all share the common issue of 'Governance'. The various different types of media, especially social media, have contributed to the rapid spread of awareness of governance issues, and have enabled unprecedented numbers of people to manifest Show more". Below the description, there is a section for "Table of Contents" with the following information: Intro; pp i-iv, 4 pages; and buttons for "Download PDF" and "Read Online".

Read ebooks



1. Let's click "Table of contents".
2. The table of contents appears on the right-hand side.
3. Let's download the book on our device (go back to previous site)

The screenshot displays the ProQuest Ebook Central interface. At the top, there is a navigation bar with 'Home', 'Search', 'Bookshelf', 'Settings', and 'Sign Out'. Below this, a toolbar contains icons for download, PDF, print, and other actions. The main content area is divided into a left sidebar and a main reading area. The sidebar shows the book cover and metadata: 'by David Crowther, Mourad Oubrich, Redouane Barzi, and Sara Abdaless', 'PUBLISHER: Cambridge Scholars Publisher', and 'DATE: 2015-01-01'. A search box is present with the text 'Search within book'. Below the search box is a 'TABLE OF CONTENTS' section with a blue arrow labeled '1' pointing to the 'TABLE OF CONTENTS' link. The main reading area shows the book title 'Governance, Accountability and Sustainable Development', page 'Page v of 242', and a 'T A B L E O F C O N T E N T S' section. A blue arrow labeled '2' points to the 'Table of Contents' section in the main area. The table of contents lists various chapters and sections with their corresponding page numbers.

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Page v of 242

by David Crowther, Mourad Oubrich, Redouane Barzi, and Sara Abdaless
PUBLISHER
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DATE
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Search within book

T A B L E O F C O N T E N T S

Intro

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LIST OF TABLES AND FIGURES

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ABOUT THE AUTHORS

CHAPTER ONE

▼ PART I:

Governance, Accountability and Sustainable Development

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This page is not bookmarked. Create Bookmark

This page has no note. Create Note

T A B L E O F C O N T E N T S

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About the Authors ix Chapter One 1

Developing a Global Perspective

David Crowther, Sara Abdaless, Mourad Oubrich and Redouane Barzi

Part I: Theoretical Understandings

Chapter Two 22 Linking Competitive Intelligence to Corporate Governance: Insight from a Stakeholder Perspective David Crowther, Mourad Oubrich, Redouane Barzi and Sara Abdaless

Chapter Three 43 What is Organisational Governance? An Exploration of Concepts and Terminology

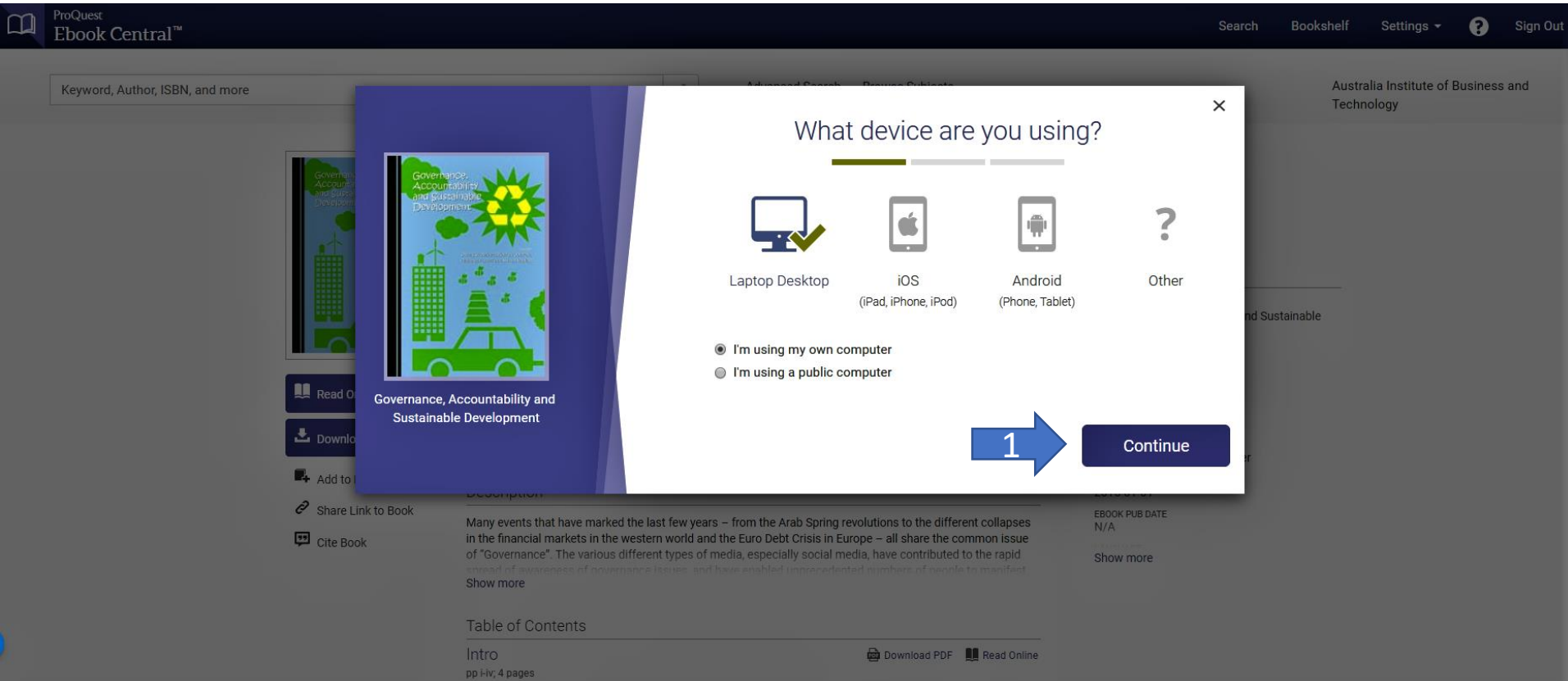
Suan Gulliver

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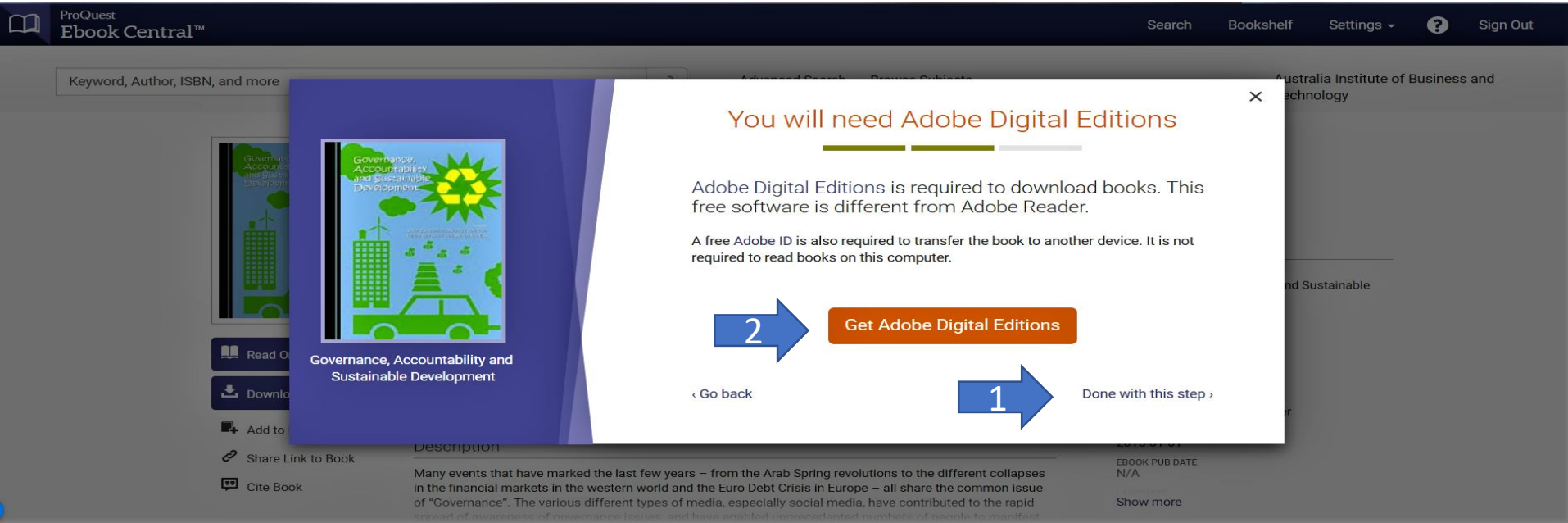


The screenshot shows the ProQuest Ebook Central interface. A modal dialog box titled "What device are you using?" is displayed in the foreground. The dialog has a progress bar at the top and four options: "Laptop Desktop" (selected with a checkmark), "iOS (iPad, iPhone, iPod)", "Android (Phone, Tablet)", and "Other". Below these options are two radio buttons: "I'm using my own computer" (selected) and "I'm using a public computer". A blue arrow with the number "1" points to the "Continue" button. In the background, the book cover for "Governance, Accountability and Sustainable Development" is visible, along with the book's description and table of contents.

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At the bottom of the dialog, there are two buttons: "Get Adobe Digital Editions" (orange) and "Done with this step" (grey). A blue arrow with the number "2" points to the "Get Adobe Digital Editions" button, and a blue arrow with the number "1" points to the "Done with this step" button. The background shows the ebook cover for "Governance, Accountability and Sustainable Development" and the ProQuest Ebook Central navigation bar.

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In this case, “21 days” is selected.
 2. Click download.

The screenshot shows the ProQuest Ebook Central interface. A modal window titled "Download Your Book" is open, displaying the following information:

- AUTHOR:** Crowther, David Oubrich, Mourad Barzi, Redouane Abdaless, Sara
- LENGTH:** 252 Pages
- FILE SIZE:** 3400K (3.3MB)
- LOAN LENGTH:** 21 days (indicated by a blue arrow labeled "1" pointing to the dropdown menu)
- DOWNLOAD FORMAT:** PDF

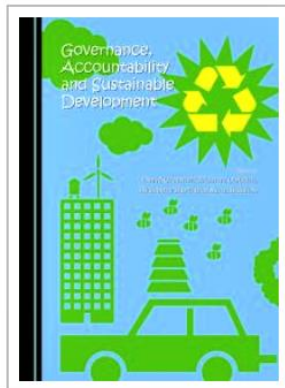
At the bottom right of the modal, there is a blue "Download" button, indicated by a blue arrow labeled "2".

The background shows the book cover for "Governance, Accountability and Sustainable Development" with a green and blue design featuring a recycling symbol, a car, and buildings. Below the cover, there is a "Need Help?" link and a "Show more" link.

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Governance, Accountability and Sustainable Development

David Crowther, Mourad Oubrich, Redouane Barzi, and Sara Abdaless

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TITLE

Governance, Accountability and Sustainable Development

EDITION

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EDITORS

David Crowther, Mourad Oubrich, and Redouane Barzi

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Cambridge Scholars Publishers

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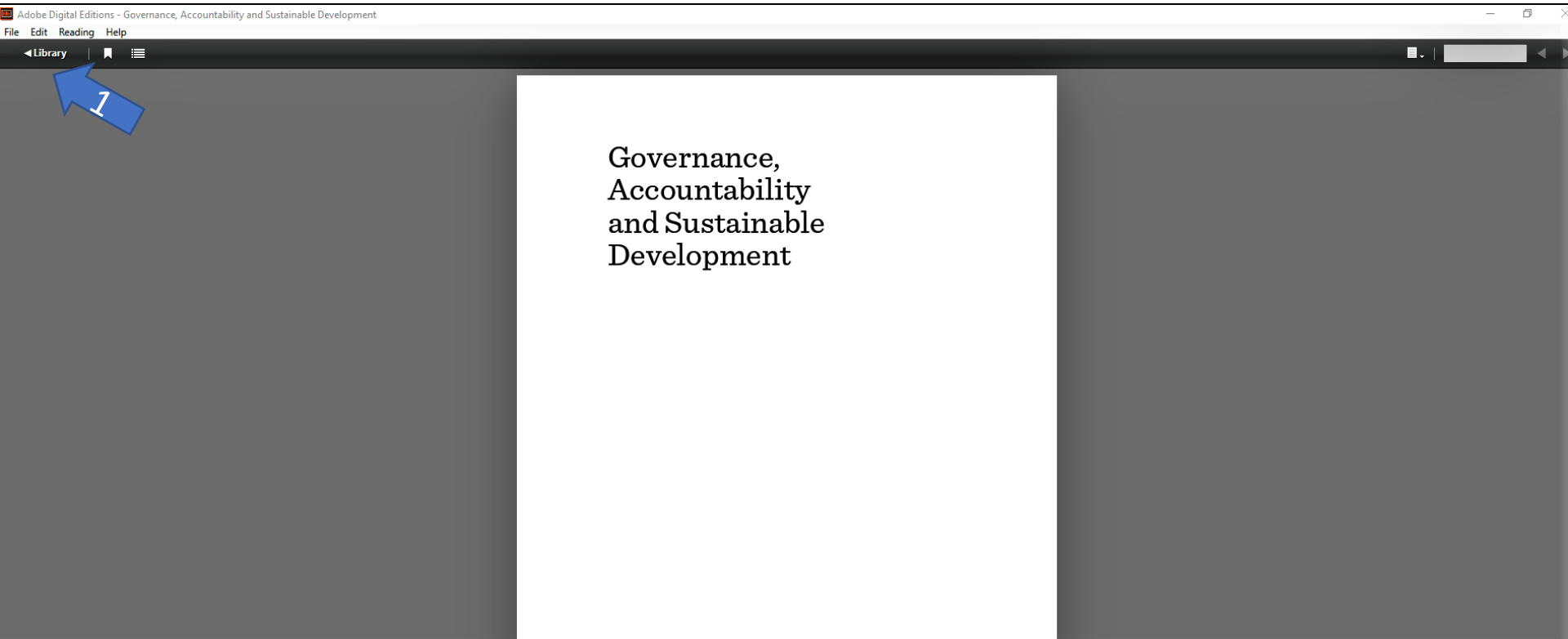
Description

Many events that have marked the last few years – from the Arab Spring revolutions to the different collapses in the financial markets in the western world and the Euro Debt Crisis in Europe – all share the common issue

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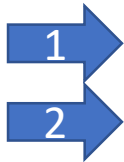


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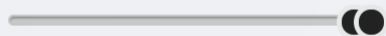
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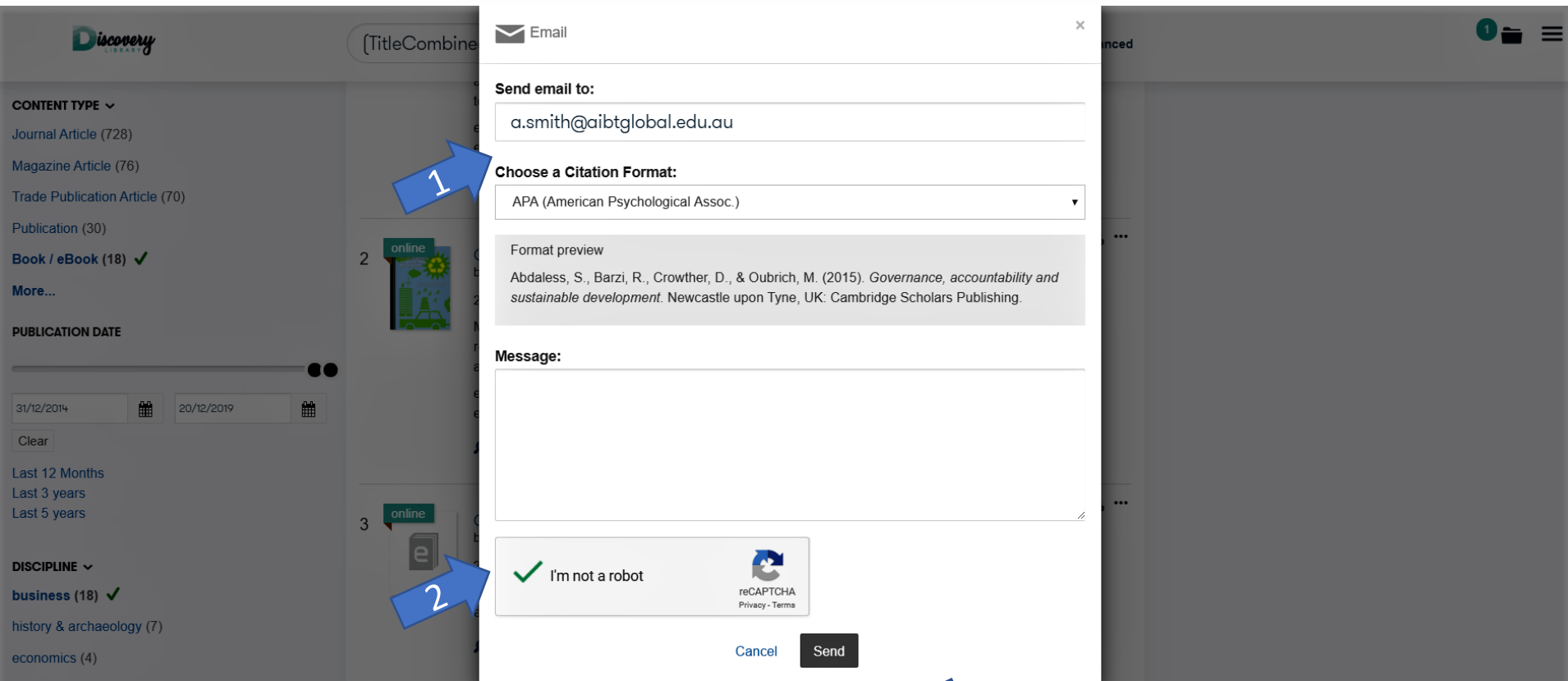
2 **Governance, accountability and sustainable development**
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2015
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3 **Camouflaging of corporate (un)sustainability**
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2016

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3. Click “Send”.



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- Send email to:** A text input field containing 'a.smith@aibtglobal.edu.au'. A blue arrow labeled '1' points to this field.
- Choose a Citation Format:** A dropdown menu showing 'APA (American Psychological Assoc.)'. Below it is a 'Format preview' section displaying a citation: 'Abdaless, S., Barzi, R., Crowther, D., & Oubrich, M. (2015). *Governance, accountability and sustainable development*. Newcastle upon Tyne, UK: Cambridge Scholars Publishing.'
- Message:** A large empty text area for a custom message.
- Verification:** A reCAPTCHA box with a green checkmark and the text 'I'm not a robot'. A blue arrow labeled '2' points to this box.
- Buttons:** 'Cancel' and 'Send' buttons at the bottom. A blue arrow labeled '3' points to the 'Send' button.

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business (18)

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3



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by [Roberts, Robin W](#)

2016



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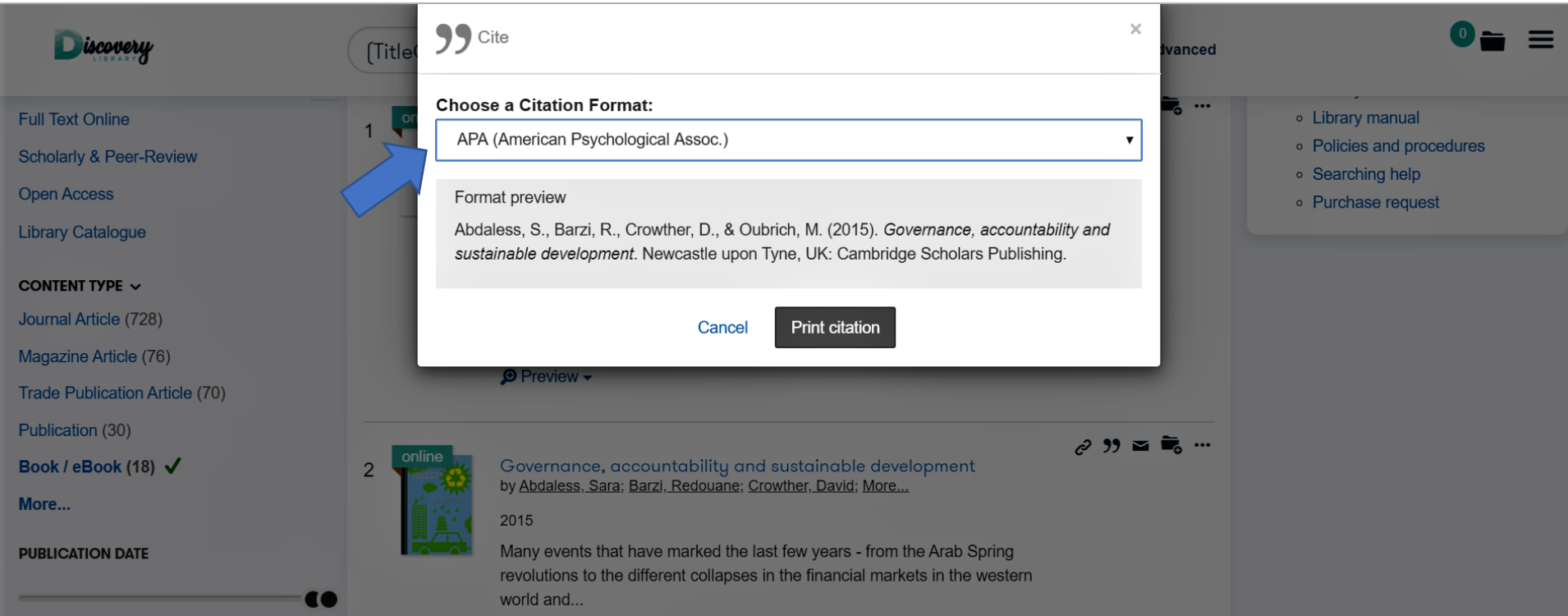
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by Abdalless, Sara; Barzi, Redouane; Crowther, David; More...
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- Use the arrow to choose a citation format. AIBT uses APA citation format.
- Automatically prepared citation appears.
- You can copy and paste the citation into your document. Or, you can select “Print citation”.
- Automatically generated citations are often inaccurate, so correct them, if necessary.



The screenshot shows a library interface with a 'Cite' dialog box open. The dialog box has a title bar with a quote icon and a close button. Below the title bar, it says 'Choose a Citation Format:' followed by a dropdown menu currently set to 'APA (American Psychological Assoc.)'. Below the dropdown is a 'Format preview' section showing a sample citation: 'Abdaless, S., Barzi, R., Crowther, D., & Oubrich, M. (2015). *Governance, accountability and sustainable development*. Newcastle upon Tyne, UK: Cambridge Scholars Publishing.' At the bottom of the dialog are 'Cancel' and 'Print citation' buttons. A blue arrow points to the dropdown menu. The background shows a list of search results, with the second result selected. The result title is 'Governance, accountability and sustainable development' by Abdaless, Sara; Barzi, Redouane; Crowther, David; More... (2015). The result description starts with 'Many events that have marked the last few years - from the Arab Spring revolutions to the different collapses in the financial markets in the western world and...'. The interface also shows a sidebar with navigation options like 'Full Text Online', 'Scholarly & Peer-Review', 'Open Access', 'Library Catalogue', and 'CONTENT TYPE' with filters for 'Journal Article (728)', 'Magazine Article (76)', 'Trade Publication Article (70)', 'Publication (30)', and 'Book / eBook (18)'. A top navigation bar includes 'Discovery LIBRARY', 'Advanced', and a search icon.

Find physical book



- Now we will look for a physical book.
- 1. First, we clear filters. Type “advanced grammar” in the search box using quotation marks.

The screenshot shows the Discovery Library search interface. At the top, the search bar contains the query "[TitleCombined:(accounting)] AND (responsibility)". The search results are sorted by relevance and show 18 results. The first result is "Corporate citizenship in Africa: lessons from the past, paths to the future" by Visser, Wayne; McIntosh, Malcolm; Middleton, Charlotte, published in 2006. The second result is "Governance, accountability and sustainable development" by Abdaless, Sara; Barzi, Redouane; Crowther, David; More..., published in 2015. On the left side, there is a "REFINE YOUR SEARCH" section with a "Clear Filters" button and a blue arrow pointing to it with the number "1". The "CONTENT TYPE" section is expanded to show "Book / eBook (18)" with a green checkmark. The "PUBLICATION DATE" section is also visible at the bottom left. On the right side, there is a "Library services" panel with links for "Library contact", "Library manual", "Policies and procedures", "Searching help", and "Purchase request".

Find physical book

- Ebooks and physical books are found from the same site.
- 1. When physical books are available, it shows the location of the book.
- 2. You can click the title of the book to get more information.

The screenshot shows the Discovery Library search results for the query "Advanced grammar". The search bar at the top contains the text "Advanced grammar" and has a "New Search" and "Advanced" button to its right. On the left side, there is a sidebar with "REFINE YOUR SEARCH" options (Full Text Online, Scholarly & Peer-Review, Open Access, Library Catalogue) and "CONTENT TYPE" filters (Book / eBook (1,006) ✓, Journal Article (49), Newspaper Article (32), Book Chapter (10), Reference (4), Technical Report (0)).

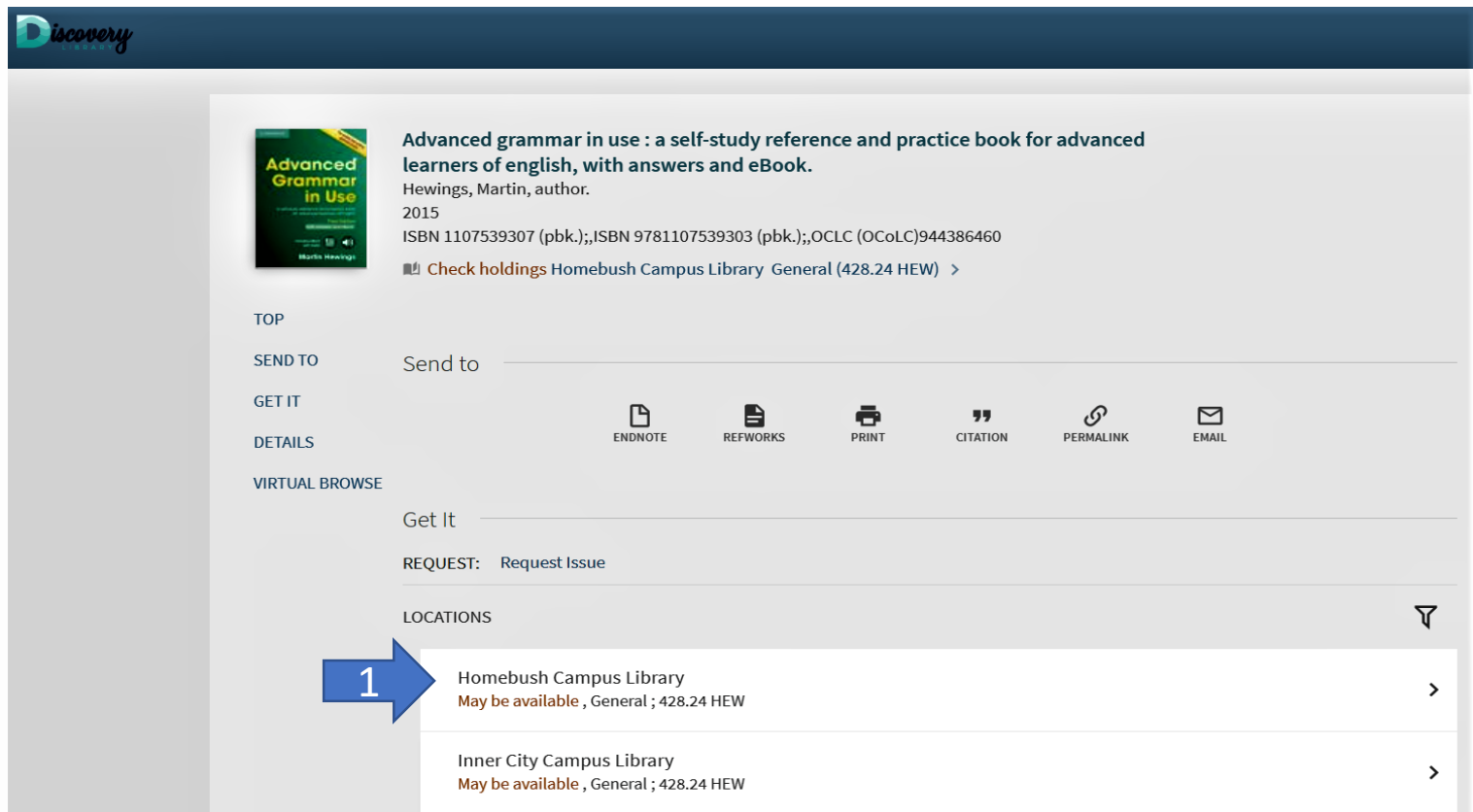
The main results area shows "1,006 results sorted by relevance". The first result is "Advanced grammar in use: a self-study reference and practice book for advanced learners of english, with..." by Hewings, Martin. A blue arrow labeled "2" points to the book cover image, and another blue arrow labeled "1" points to the title. The description indicates it is the 2015, Third edition with eBook. A quote from the book is provided: "This third edition, with answers and interactive eBook, contains 100 units of grammar reference and practice materials, with illustrations in full colour and...". The location is listed as "Book: Homebush Campus Library, 428.24 HEW, General (+1 More)". There is a "Preview" button below the title. To the right of the title are icons for linking, quoting, emailing, and downloading.

The second result is "Mastering English: an advanced grammar for non-native and native speakers" by Bache, Carl; Davidsen-Nielsen, Niels. A blue arrow labeled "1" points to the title. The description indicates it is from 1997. To the right of the title are icons for linking, quoting, emailing, and downloading.

On the right side of the page, there is a "Library services" section with links to "Library contact", "Library manual", "Policies and procedures", "Searching help", and "Purchase request".

Find physical book

- In this case, two locations are identified.
1. Let's click "Homebush Campus Library" to access more information.



Advanced grammar in use : a self-study reference and practice book for advanced learners of english, with answers and eBook.
 Hewings, Martin, author.
 2015
 ISBN 1107539307 (pbk.);,ISBN 9781107539303 (pbk.);,OCLC (OCoLC)944386460

[Check holdings](#) Homebush Campus Library General (428.24 HEW) >

TOP

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REQUEST: [Request Issue](#)

LOCATIONS

1	Homebush Campus Library May be available , General ; 428.24 HEW	>
	Inner City Campus Library May be available , General ; 428.24 HEW	>

Books are so easy to retrieve
from our Discovery Library.
Let's use them regularly.

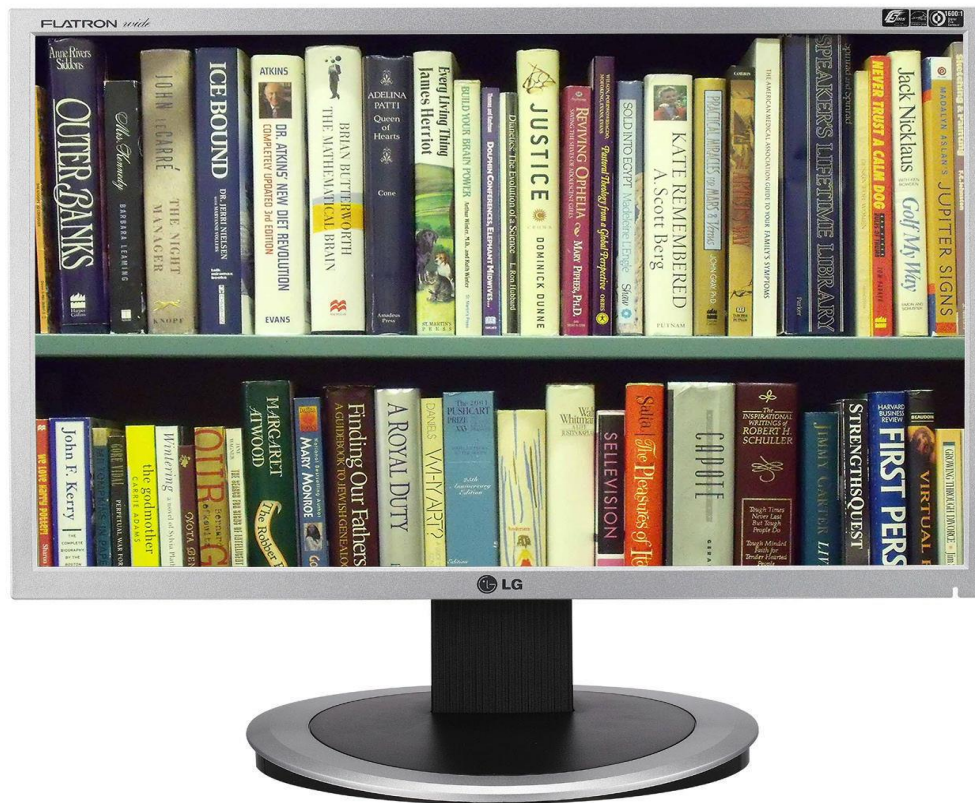


Image: <http://www.mentorpl.org/online-book-clubs/>

A close-up, top-down view of an open book with a red cover, showing the pages fanning out. The background is a soft, colorful bokeh of light.

**Thank you for participating
in the Discovery Library's
1st training session**

QUESTION

We hope you can join us again.