

Australian Emergency Management Library

User Guide V2.0

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Introduction

The Australian Emergency Management Library is a nationally accessible source of emergency management information.

Resources in the library reflect the diversity of information in the sector. Content spans themes including disaster recovery and business continuity, leadership skills and effective risk management. The library houses resources of national interest and significance and makes these available via inter-library loans across Australia.

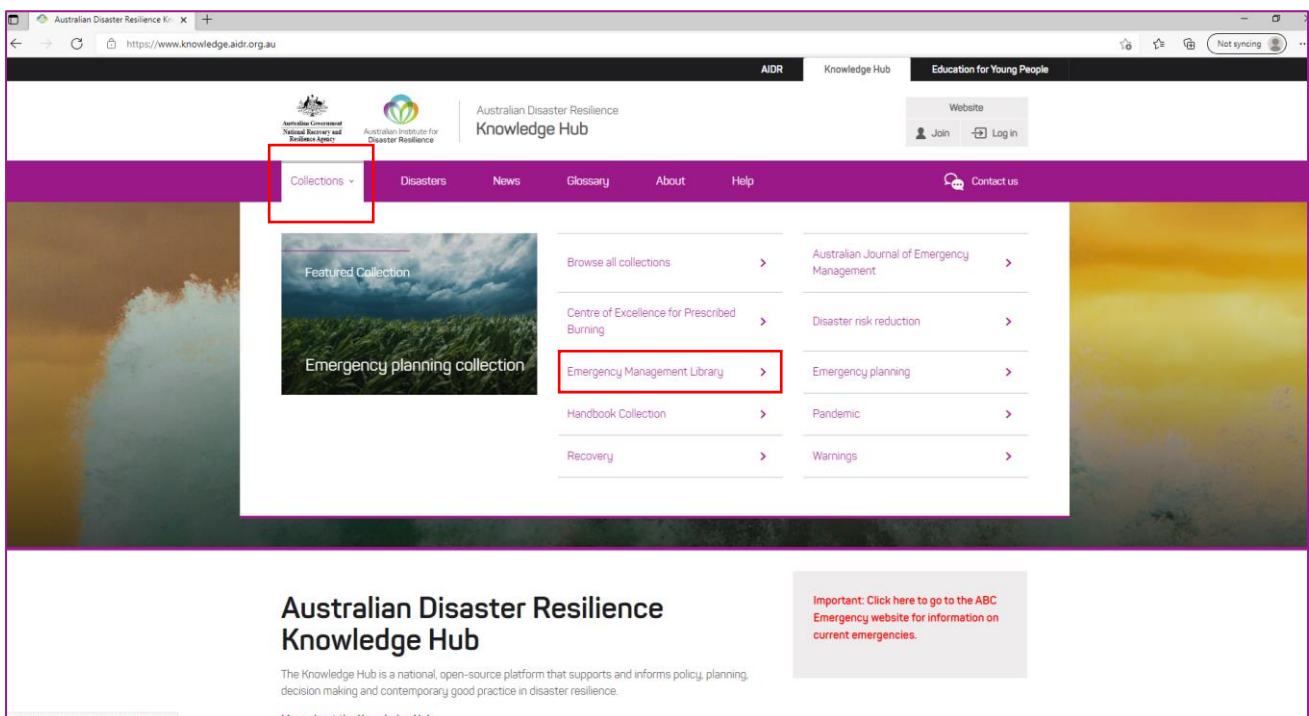
Since opening in 1956, the library has grown into one of the largest of its kind in Australia, providing services to universities, local governments, individuals and the emergency management sector.

The User Guide is a live document and will be updated as the new borrowing processes are further refined. If you have any questions or feedback, please email us at library@aidr.org.au or call +61 03 9419 2388.

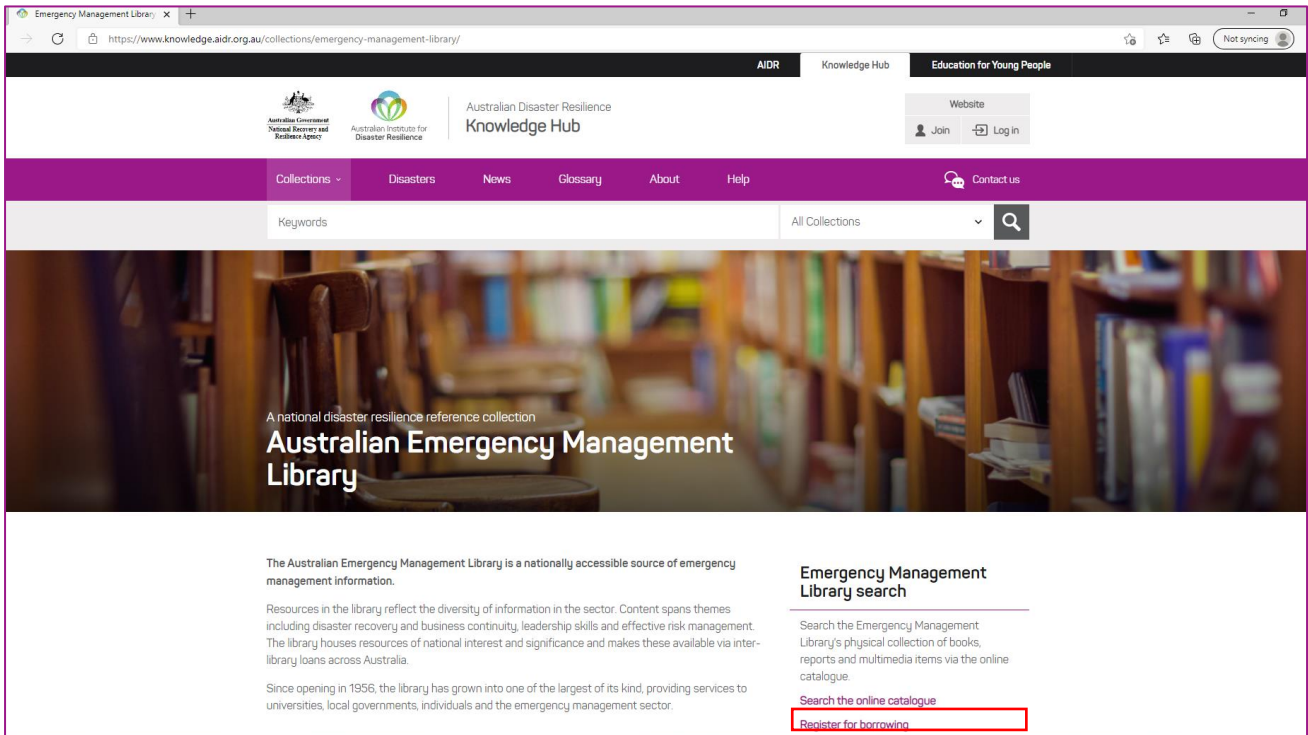
Account creation

Creating an account with the Australian Emergency Management (AEM) Library is a simple process and should only take a couple of minutes.

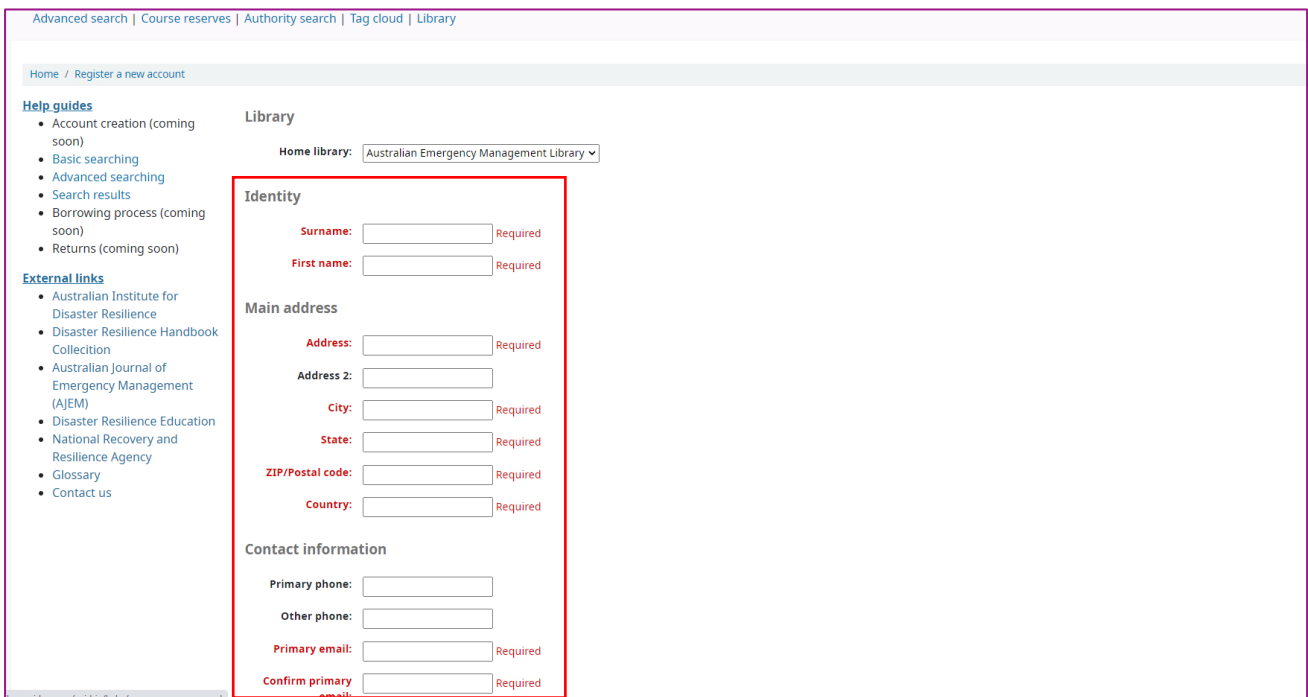
The best way to access the AEM Library is via the [AIDR Knowledge Hub](#). Under the 'collections' tab you will find "[Emergency Management Library](#)". Click on this.



On this page, click on the “register for borrowing” link on the right-hand side. This will take you to the [AEM Library registration page](#). You will also find a link to “[search the collection](#)”.



The screenshot shows the homepage of the Australian Emergency Management Library. At the top, there are logos for the Australian Government National Emergency Management Agency and the Australian Institute for Disaster Resilience. Below the logos is a navigation menu with options like 'Collections', 'Disasters', 'News', 'Glossary', 'About', and 'Help'. A search bar is visible with the text 'Keywords' and 'All Collections'. The main content area features a large image of a library interior with the text 'A national disaster resilience reference collection' and 'Australian Emergency Management Library'. Below this, there is a description of the library and a section titled 'Emergency Management Library search' which includes a link to 'Search the online catalogue' and a red-bordered link to 'Register for borrowing'.



The screenshot shows the registration form for the library. The form is titled 'Library' and has a dropdown menu for 'Home library' set to 'Australian Emergency Management Library'. The form is divided into several sections: 'Identity' (Surname, First name), 'Main address' (Address, Address 2, City, State, ZIP/Postal code, Country), and 'Contact information' (Primary phone, Other phone, Primary email, Confirm primary email). A red box highlights the 'Identity' and 'Main address' sections. On the left side, there are links for 'Help guides' and 'External links'.

The boxes with red text are required for registration. You have the option to add a mobile number. This will enable you to receive notifications via text message once the feature is fully updated in early 2022.

The final step is to enter the unique verification code and press submit.

Verification

Verification:

Please type the following characters into the preceding box: **KKLPI**

After you press submit, a notification will be sent to the AIDR AEM Library team. We will process your account creation and email you a username and password to enable borrowing. The password we email will be temporary, please change it to your own unique password at your earliest convenience. If any additional information is required, a AEM Library team member will contact you via email. These requests cannot be processed automatically and must be done by an AEM Library team member. We appreciate your understanding and will endeavour to process account creations as soon as possible.

Once you receive our email, you can start borrowing! In the meantime, feel free to browse the catalogue.

Basic searching

To start a search, you enter a word or multiple words in the search box. When a single word is entered, a keyword search is performed. Press the green 'go' button to perform your search. In the example below, we have used 'flood' as a keyword search. It returned 1,283 results.

The screenshot shows the search interface of the Australian Emergency Management Library. At the top, there is a search bar with the text 'flood' entered and a green 'Go' button. Below the search bar, there are navigation links: 'Advanced search', 'Course reserves', 'Authority search', 'Tag cloud', and 'Library'. The main content area displays 'Your search returned 1283 results.' and a message 'Sorry, no suggestions.' Below this, there is a pagination bar with numbers 1 through 10, 'Next >', and 'Last >'. A dropdown menu is set to 'Relevance'. There are also buttons for 'Unhighlight', 'Select all', 'Clear all', 'Select titles to: Add to...', 'Save', and 'Place hold'. The search results are listed in a table with three items:

- Managing the floodplain / Emergency Management Australia.**
Series: Australian emergency manual series | Australian emergency manuals series. ; 19
Material type: Text; Format: print; Literary form: Not fiction
Publication details: Dickson, A.C.T.: Emergency Management Australia, c1999
Availability: **Items available for loan:** [Call number: AEM 19] (1).
★ ★ ★ ★ ★
Place hold Add to cart
- Residential flood insurance : the implications for floodplain management policy : 7-9 February 2001.**
Material type: Text; Format: print; Literary form: Not fiction
Publication details: [Canberra, A.C.T.] : Water Research Foundation of Australia, 2001
Availability: **Items available for loan:** [Call number: 551.44201 RES] (1).
★ ★ ★ ★ ★
Place hold Add to cart
- Significant floods in the United States during the 20th century : USGS measures a century of floods / Charles A. Perry.**
by Perry, Charles A | United States Geological Survey.
Series: United States Geological Survey fact sheet : 024-00
No cover image available

When you have more than one word in the search box, Koha will still do a keyword search, but a bit differently. Each word will be searched on its own and then using the connector 'and', it will automatically narrow your search results to items with all words contained in matching records. For example, searching 'flood disaster' returned 683 results compared to the previous 1,283 for just 'flood'.

Search Library catalog **flood disaster** Go

Advanced search | Course reserves | Authority search | Tag cloud | Library

Home / Results of search for 'flood disaster'

Refine your search

Availability
Limit to currently available items

Authors
Abbott, Patrick L.
Britton, Neil R.
Disaster Welfare Ser...
Drabek, Thomas E., 1...
Dynes, Russell Rowe...
Show more

Collections
AUDIO
BOOK
VIDEO
Item types
Archives
Books
Case Studies
Compact Discs
Organisational Documents
Show more

Series
Advances in natural ...
Article (University ...
CRES working paper
Disaster
Disaster Research Ce...
Show more

Places

Your search returned 683 results.

Sorry, no suggestions.

1 2 3 4 5 6 7 8 9 10 Next > Last >

Relevance

Unhighlight | Select all | Clear all | Select titles to: Add to... Save Place hold

- Disasters, development, and environment.**
Material type: Text; Format: print
Publication details: Chichester, West Sussex : John Wiley, 1994
Availability: **Items available for loan:** [Call number: 363.348 DIS] (1).
★ ★ ★ ★ ★
Place hold Add to cart
- The Jackson flood of 1979: a public policy disaster.**
by Platt, Rutherford Hayes, 1894-.
Material type: Text; Format: print
Language: ENG
Publication details: 1982
Availability: **Items available for loan:** [Call number: 363.3493 PLA] (1).
★ ★ ★ ★ ★
Place hold Add to cart
- Floodplain risk management : proceedings of an international workshop on floodplain risk management/Hiroshima/11-13 November 1996.**
Material type: Text; Format: print; Library form: Not fiction

Advanced searching

When you can't find the most appropriate item with a basic keyword search, you can move to the 'Advanced search' page by clicking on the link under the search bar.

Australian Emergency Management Library

Australian Government National Recovery and Resilience Agency

Australian Institute for Disaster Resilience

Search Library catalog flood disaster Go

Advanced search | Course reserves | Authority search | Tag cloud | Library

Search operators

The Advanced search page offers many ways to limit the result of your search. You can search using the operators 'AND, OR, and NOT'; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability. The drop-down boxes on the left allow you to change between 'AND, OR and NOT'.

Advanced search | Course reserves | Authority search | Tag cloud | Library

Home / Advanced search

Search for:

Keyword

and Keyword

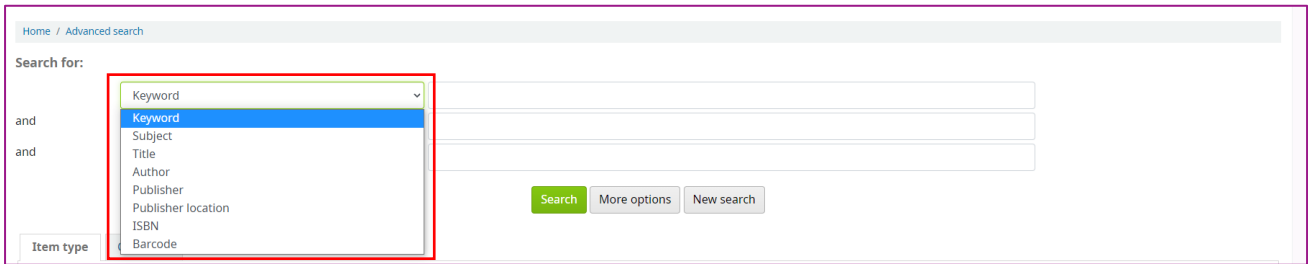
and Keyword

Search Fewer options New search

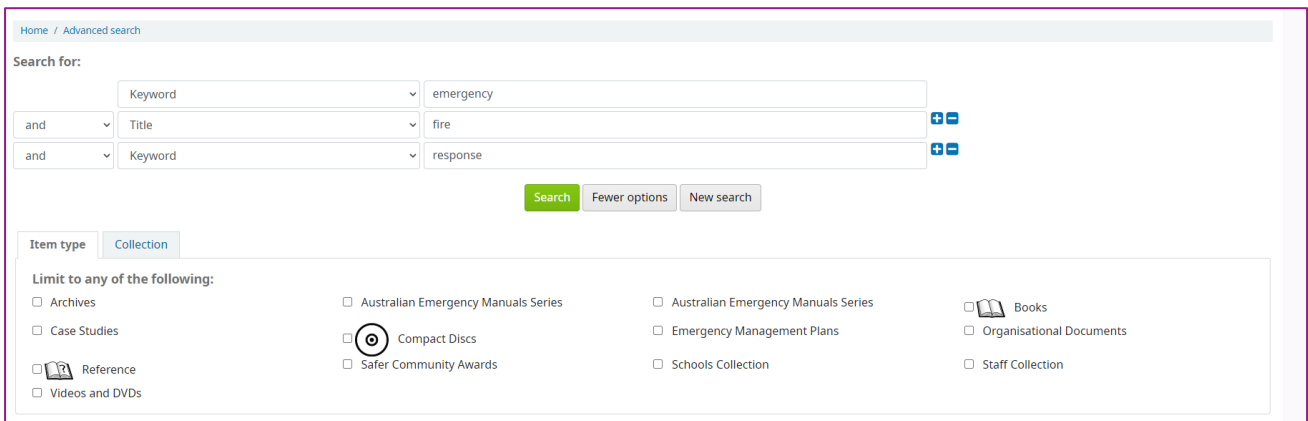
Search indexes

In this section you can choose amongst the many indexes by clicking on the arrow in the first box (default 'Keyword'). The blank box that follows is where you enter your first search term(s). On the second line, you can choose the operator you want to use in your search. The options are 'AND, OR, and NOT'. Then, you would again choose the index to search, followed by the second term(s). If you have more concepts you want to include in your search, you can click the [+]

The image below shows the different indexes that are available.



A sample advanced search is shown below, followed by the results.



Home / Advanced search / Search results

Refine your search

Availability
Limit to currently available items

Authors
Betts, Robyn
Clarke, Adrienne
DeLaine, Di
Dunn, Vincent
Eburn, Michael
[Show more](#)

Collections
AUDIO
BOOK
VIDEO

Item types
Books
Compact Discs
Safer Community Awards
Videos and DVDs

Series
Institution of Fire...
Quick response resea...
Report series (Unive...
[Show more](#)

Topics
Bioterrorism
Bush fires
Chemical terrorism
Command and control ...
Crisis management
[Show more](#)

Your search returned 39 results.

Sorry, no suggestions.

[Return to the last advanced search](#)

1 2 Next > Last >

Relevance

[Unhighlight](#) | [Select all](#) | [Clear all](#) | Select titles to: [Add to...](#) | [Save](#) | [Place hold](#)

1. **Metropolitan Fire Brigades Board : review of emergency response delivery system.**
Material type: Text; Format: print; Literary form: Not fiction
Publication details: [Melbourne, Vic.] : KPMG Management Consulting, 1997
Availability: **Items available for loan:** [Call number: F363.37809945 MET] (1).
★ ★ ★ ★ ★
[Place hold](#) [Add to cart](#) [No cover image available](#)
2. **Not just a big fire: emergency response to an environmental disaster.**
by Scanlon, Joseph | Prawzick, Angela | [Emergency Communications Research Unit.](#)
Material type: Text; Format: print
Language: ENG
Publication details: 1991
Availability: **Items available for loan:** [Call number: 363.370971 SCA] (1).
★ ★ ★ ★ ★
[Place hold](#) [Add to cart](#) [No cover image available](#)
3. **Bush fire risk management plan.**
Material type: Text; Format: print; Literary form: Not fiction
Publication details: [Macedon, Vic.] : [Emergency Management Australia], [2000?]
Availability: **Items available for loan:** [Call number: 363.377099448 BUS] (1).
★ ★ ★ ★ ★
[Place hold](#) [Add to cart](#) [No cover image available](#)

Search limits

The Advanced search page then shows the multiple limits that can be applied to your search results. Either check a box or select from the drop-down menus to narrow your search. When limiting the year range, you will need to type the year, year range, or a 'greater than (>)' or 'less than (<)' year. These limits are used after you have performed a search to further refine results.

Finally, you can choose how the results will be sorted. The pre-defined sort options are in the final area of the Advanced search screen.

Item type **Collection**

Limit to any of the following:

<input type="checkbox"/> Archives	<input type="checkbox"/> Australian Emergency Manuals Series	<input type="checkbox"/> Australian Emergency Manuals Series	<input type="checkbox"/> Books
<input type="checkbox"/> Case Studies	<input checked="" type="checkbox"/> Compact Discs	<input type="checkbox"/> Emergency Management Plans	<input type="checkbox"/> Organisational Documents
<input type="checkbox"/> Reference	<input type="checkbox"/> Safer Community Awards	<input type="checkbox"/> Schools Collection	<input type="checkbox"/> Staff Collection
<input type="checkbox"/> Videos and DVDs			

Availability:
 Only items currently available for loan or reference

Sort by:
Relevance

Publication date range:

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Language:
No limit

Search results

After performing a search, the number of results found in your search will appear above the results.

The screenshot shows a search results page for the keyword 'flood'. The search bar at the top contains 'flood' and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Course reserves', 'Authority search', 'Tag cloud', and 'Library'. The main heading reads 'Your search returned 1283 results.' To the left of the results is a 'Refine your search' sidebar with categories: Availability, Authors, Collections, Item types, and Series. The main results area shows three items, each with a checkbox, title, and details. A dropdown menu for sorting is visible, currently set to 'Relevance'. The first item is 'Managing the floodplain / Emergency Management Australia.' The second is 'Residential flood insurance : the implications for floodplain management policy : 7-9 February 2001.' The third is 'Significant floods in the United States during the 20th century : USGS measures a century of floods / Charles A. Perry.'

To the left, you will find filters to refine your search. Current available filters include:

- Availability
- Authors
- Collections
- Item types
- Series
- Places
- Topics
- Titles

To the right, above your search results, there is a box where you can sort the results. Current available sorting options include:

- Relevance (default)
- Popularity (most to least or least to most)
- Author (A-Z or Z-A)
- Call number (0-9 to A-Z or Z-A to 9-0)
- Dates (newest to oldest or oldest to newest)
- Title (A-Z or Z-A)

Accessing EBSCOhost Research Platform

Your library membership gives you access to full text peer reviewed papers through the [EBSCOhost Research Platform](#). The EBSCOhost Service is all inclusive search solution that allows access to peer reviewed journals. AIDR can now provide access to full text articles through our arrangement with EBSCO.

To search for full text articles, go through the following steps

1. Go to the any page on the Knowledge Hub
2. Use the search bar to do a key word search for a topic in all collections
3. Click on EM library results tab.

4. Look for results labelled academic journal or ebooks (in the box on the left side of the results).
5. Click on the record, you will be taken to the EBSCO database.
6. At the top of the page click on *Welcome, Guest. Sign in to your institution for full access to your library's resources.*
7. When prompted Discovery Service for AIDR click on Sign In
8. On the sign in page, click on Access through your institution (this should take you to the AEML login)
9. On the EBSCO consent page, click skip for now.
10. You should now have access to the full text page.

Koha manual

The Koha manual can be found [here](#).

For further information, please contact library@aidr.org.au

Borrowing processes

To borrow items from the AEM Library, follow the steps below.

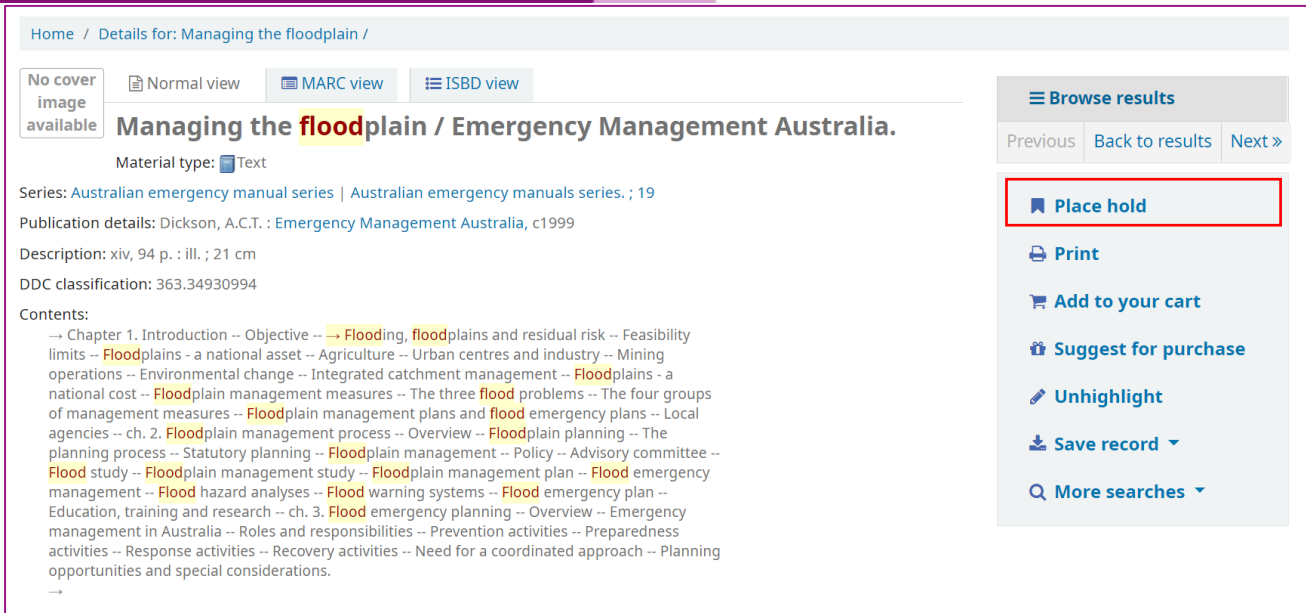
1. Log into your AEM Library account.
2. Search for an item. Instructions on how to do this are listed on pages 5.

Once you have located the item you wish to borrow, click on the heading for the item (blue hyperlinked text)

The screenshot shows a search results page with the following elements:

- Header: "Your search returned 1283 results." with a small icon.
- Message: "Sorry, no suggestions." in a yellow box.
- Navigation: A row of buttons from 1 to 10, followed by "Next »" and "Last »". A dropdown menu is set to "Relevance".
- Actions: "Unhighlight", "Select all", "Clear all", "Select titles to:" followed by a dropdown menu set to "Add to...", a green "Save" button, and "Place hold".
- Result 1: A red box highlights the title "Managing the floodplain / Emergency Management Australia." in blue text. To the right is a box that says "No cover image available".
- Metadata: "Series: Australian emergency manual series | Australian emergency manuals series. ; 19", "Material type: Text; Format: print; Literary form: Not fiction", "Publication details: Dickson, A.C.T. : Emergency Management Australia, c1999", "Availability: Items available for loan: [Call number: AEM 19] (1).", and a five-star rating.
- Bottom actions: "Place hold" and "Add to cart".

Clicking on the item will take you through to a more detailed entry for it. On the right side of the page there is a link called 'Place hold'. Click this link.



Home / Details for: Managing the floodplain /

No cover image available | Normal view | MARC view | ISBD view

Managing the floodplain / Emergency Management Australia.

Material type: Text

Series: Australian emergency manual series | Australian emergency manuals series. ; 19

Publication details: Dickson, A.C.T. : Emergency Management Australia, c1999

Description: xiv, 94 p. : ill. ; 21 cm

DDC classification: 363.34930994

Contents:

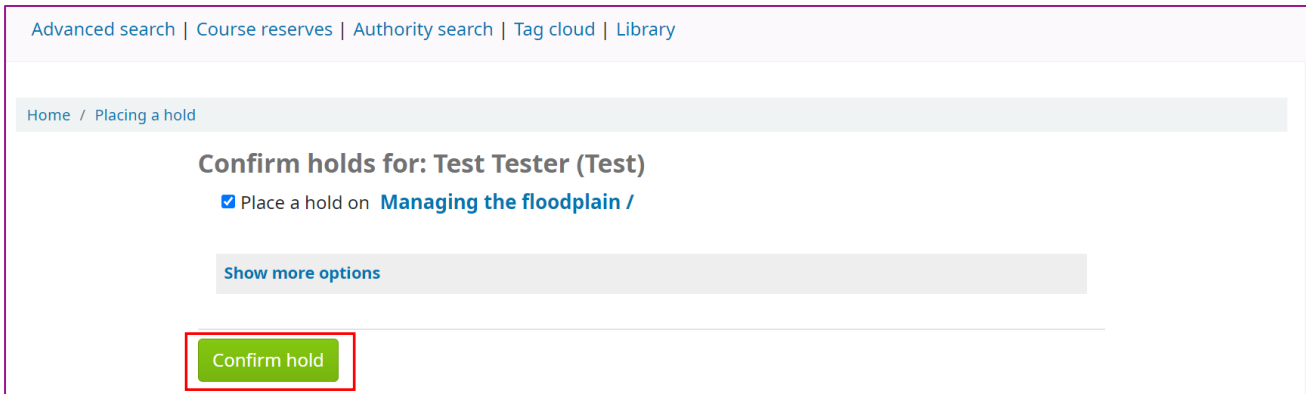
- Chapter 1. Introduction -- Objective -- → Flooding, floodplains and residual risk -- Feasibility limits -- Floodplains - a national asset -- Agriculture -- Urban centres and industry -- Mining operations -- Environmental change -- Integrated catchment management -- Floodplains - a national cost -- Floodplain management measures -- The three flood problems -- The four groups of management measures -- Floodplain management plans and flood emergency plans -- Local agencies -- ch. 2. Floodplain management process -- Overview -- Floodplain planning -- The planning process -- Statutory planning -- Floodplain management -- Policy -- Advisory committee -- Flood study -- Floodplain management study -- Floodplain management plan -- Flood emergency management -- Flood hazard analyses -- Flood warning systems -- Flood emergency plan -- Education, training and research -- ch. 3. Flood emergency planning -- Overview -- Emergency management in Australia -- Roles and responsibilities -- Prevention activities -- Preparedness activities -- Response activities -- Recovery activities -- Need for a coordinated approach -- Planning opportunities and special considerations.

→

Navigation: Previous | Back to results | Next »

Actions: Place hold, Print, Add to your cart, Suggest for purchase, Unhighlight, Save record, More searches

On the following screen, press the green 'Confirm hold' button to confirm the hold request.



Advanced search | Course reserves | Authority search | Tag cloud | Library

Home / Placing a hold

Confirm holds for: Test Tester (Test)

Place a hold on **Managing the floodplain /**

Show more options

Confirm hold

You will then be taken to your account summary page. This will show all the items you have on hold. You can cancel a hold by pressing the red button on the right side of the page. Doing so will mean that another user could borrow the item before you.

Once an item has been put on hold, a notification will be sent to AEM Library staff. Library staff will pick the item from the shelves and send it to you via Australia Post.

You will receive a notification when the item has been picked and posted.

You can also suspend all holds until a specified date by pressing the green button. This will also mean that another user could borrow the item before you. You also have the option to resume all suspended holds.

Home / Test Tester / Your summary

Help guides

- Account creation (coming soon)
- Basic searching
- Advanced searching
- Search results
- Borrowing process (coming soon)
- Returns (coming soon)

your summary

your charges

Hello, Test Tester

[Click here if you're not Test Tester](#)

Checked out (0) Holds (1)

Holds (1 total)

Title	Placed on	Expires on	Status	Suspend	Modify
Managing the floodplain /	10/25/2021	Never expires	Pending	Suspend	Cancel

|| Suspend all holds until [Clear date to suspend indefinitely](#)

▶ Resume all suspended holds

For further information, please contact library@aidr.org.au

Renewing an item

To renew an item that you currently have loaned out, follow the steps below.

THIS SECTION IS CURRENTLY UNDER CONSTRUCTION AND WILL BE UPDATED SOON.

Return processes

To return an item, follow the steps below.

1. When you receive your item(s), you will also receive an **Australia Post reply-paid package**. Store the reply-paid package in a safe location so that is ready to use when you return your item(s).
2. You will receive a reminder notice from the AEM Library via email two weeks prior to your item(s) due date.
3. Place all items that are due for return in the supplied package.
4. Check that the supplied package is addresses correctly:

AEM Library
Level 1, 340 Albert Street
East Melbourne, 3002
VICTORIA

5. Add your return address to rear of the supplied package.
6. Seal the supplied package.

7. Post the item at your nearest **Australia Post Office** or **Australia Post Letterbox**.
8. Once we receive the items, we will remove them from your library account. This process must be completed by a team member and cannot be done automatically. We appreciate your patience and understanding.

Alternatively, for users who live close to the library, you may return items in person to the same address.

For further information, please contact the library team at library@aidr.org.au or call +61 03 9418 2388.