

Australian Emergency Management Library User Guide V2.0

Contents

1. Introduction.....	2
2. Account creation	2
3. Basic searching	5
4. Advanced searching.....	6
4.1. Search operators.....	6
4.2. Search indexes.....	6
4.3. Search limits	8
5. Search results.....	9
6. Accessing EBSCOhost Research Platform	10
6.1. Koha manual.....	10
7. Borrowing processes.....	10
8. Renewing an item.....	13
9. Return processes.....	13

1. 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.

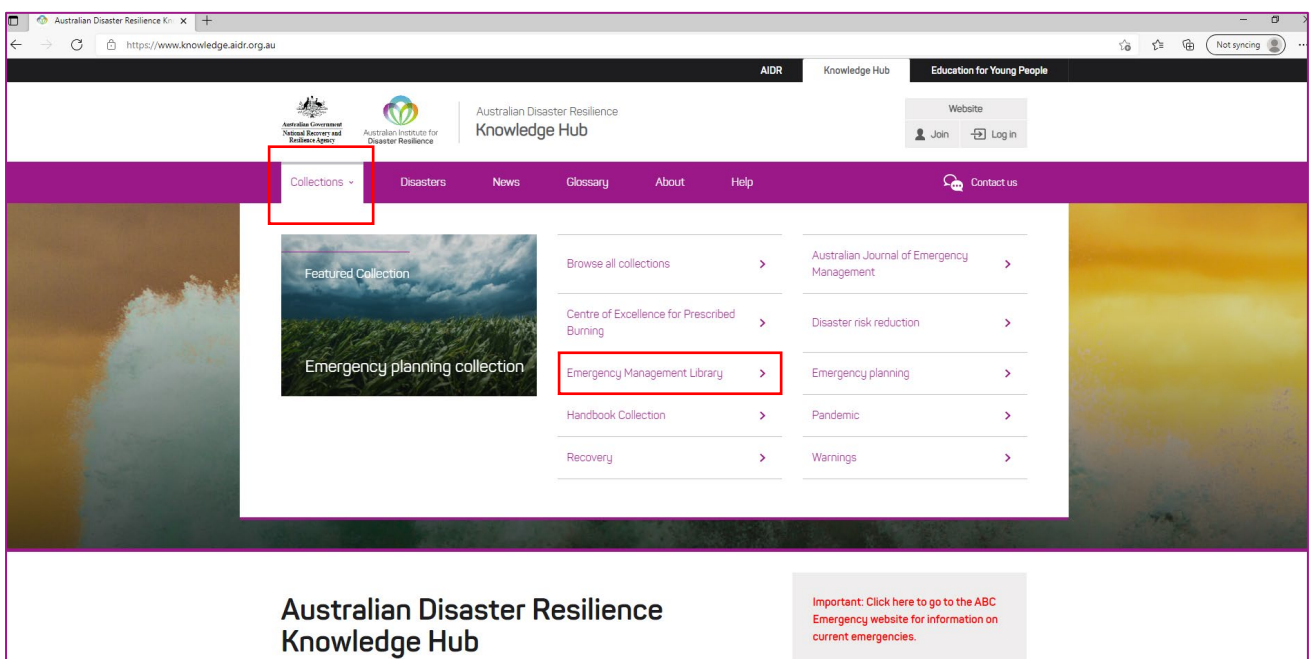
The User Guide is a live document and will be updated as the new borrowing processes are further refined.

If you have any questions or feedback, please email us at library@aidr.org.au or call +61 03 9419 2388.

2. 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](#)”.

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Emergency Management Library search

Search the Emergency Management Library's physical collection of books, reports and multimedia items via the online catalogue.

[Search the online catalogue](#)

[Register for borrowing](#)

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.

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

Home / Register a new account

Library

Home library: Australian Emergency Management Library

Identity

Surname: Required

First name: Required

Main address

Address: Required

Address 2:

City: Required

State: Required

ZIP/Postal code: Required

Country: Required

Contact information

Primary phone:

Other phone:

Primary email: Required

Confirm primary email: Required

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.

3. 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 for the Australian Emergency Management Library. The search box contains the word 'flood' and a green 'Go' button. Below the search box, 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 list of search results with pagination controls (1-10, Next, Last) and a 'Relevance' dropdown menu. The first three results are:

- 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 - 074-00
No cover image available

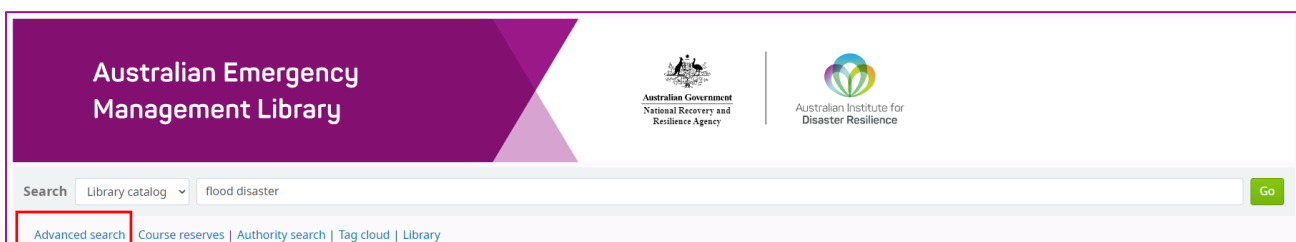
When you have more than one word in the search box, Koha will still do a keyword search, but a bit differently. Each word will be searched on its own and then using the connector 'and', it will automatically narrow your search results to items with all words contained in matching records. For example,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

The screenshot shows the search interface for the Australian Emergency Management Library. The search box contains the words 'flood disaster' and a green 'Go' button. Below the search box, there are navigation links: 'Advanced search', 'Course reserves', 'Authority search', 'Tag cloud', and 'Library'. The main content area displays 'Your search returned 683 results.' and a message 'Sorry, no suggestions.' Below this, there is a list of search results with pagination controls (1-10, Next, Last) and a 'Relevance' dropdown menu. The first two results are:

- 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 D15] (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).
★ ★ ★ ★ ★
No cover image available

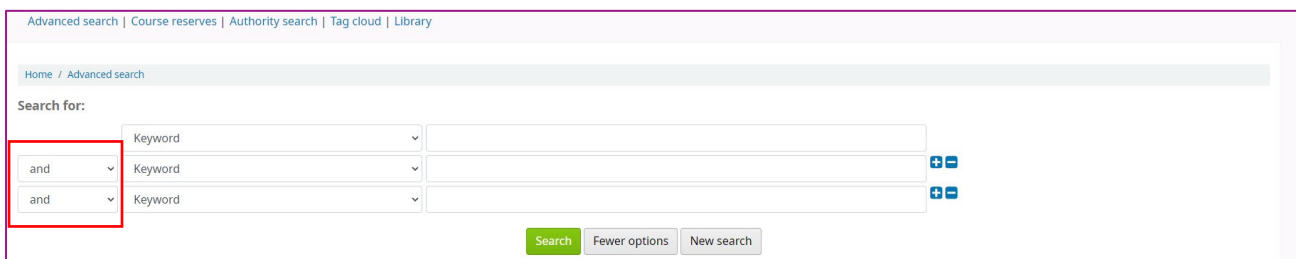
4. Advanced searching

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.



4.1. Search operators

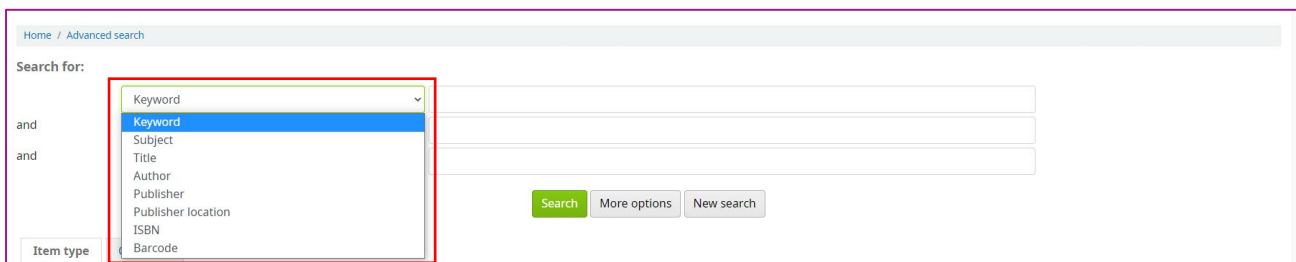
The Advanced search page offers many ways to limit the result of your search. You can search using the operators 'AND, OR, and NOT'; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability. The drop-down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



4.2. 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 [+] to add another line for your search.

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 for:

Keyword

and

and

Item type Collection

Limit to any of the following:

- Archives
- Australian Emergency Manuals Series
- Australian Emergency Manuals Series
- Books
- Case Studies
- Compact Discs
- Emergency Management Plans
- Organisational Documents
- Reference
- Safer Community Awards
- Schools Collection
- Staff Collection
- Videos and DVDs

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 rese...
Report series (Unive...

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 >

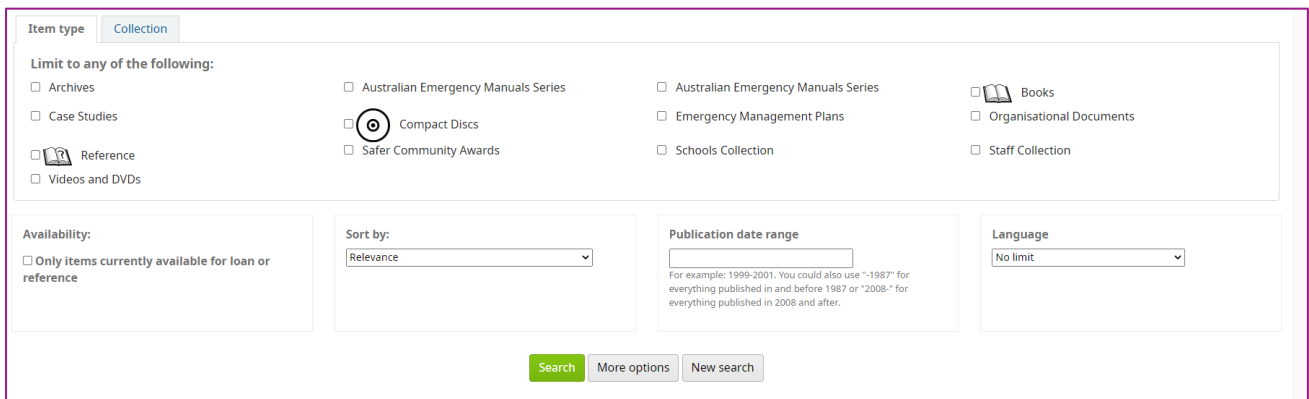
Relevance

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).
 ★★★★★
 No cover image available
2. **Not just a big fire: emergency response to an environmental disaster.**
 by Scanlon, Joseph | Prawitzk, 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).
 ★★★★★
 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: 363.37099448 BUS] (1).
 ★★★★★
No cover image available

4.3. 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.



The screenshot shows the 'Advanced Search' interface with the following elements:

- Item type:** A tab labeled 'Collection' is selected.
- Limit to any of the following:** A grid of checkboxes for various item types:
 - Archives
 - Case Studies
 - Reference
 - Videos and DVDs
 - Australian Emergency Manuals Series
 - Compact Discs
 - Safer Community Awards
 - Australian Emergency Manuals Series
 - Emergency Management Plans
 - Schools Collection
 - Books
 - Organisational Documents
 - Staff Collection
- Availability:** Only items currently available for loan or reference
- Sort by:** A dropdown menu with 'Relevance' selected.
- Publication date range:** An input field with a placeholder text: "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:** A dropdown menu with 'No limit' selected.
- Buttons:** 'Search' (green), 'More options', and 'New search'.

5. Search results

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

The screenshot shows the search results page for the term 'flood'. The search bar at the top contains 'flood' and a 'Go' button. Below the search bar, there are navigation links: 'Advanced search | Course reserves | Authority search | Tag cloud | Library'. The main heading reads 'Home / Results of search for "flood"'. A yellow banner states 'Your search returned 1283 results.' To the left, a 'Refine your search' sidebar lists various filters: Availability, Authors, Collections, Item types, Series, and Places. The main results area shows three items, each with a checkbox, title, material type, publication details, and availability information. A dropdown menu above the results is 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', and 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)

6. 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.

6.1. Koha manual

The Koha manual can be found [here](#). For further information, please contact library@aidr.org.au

7. 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. See [page 5-9](#).

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:

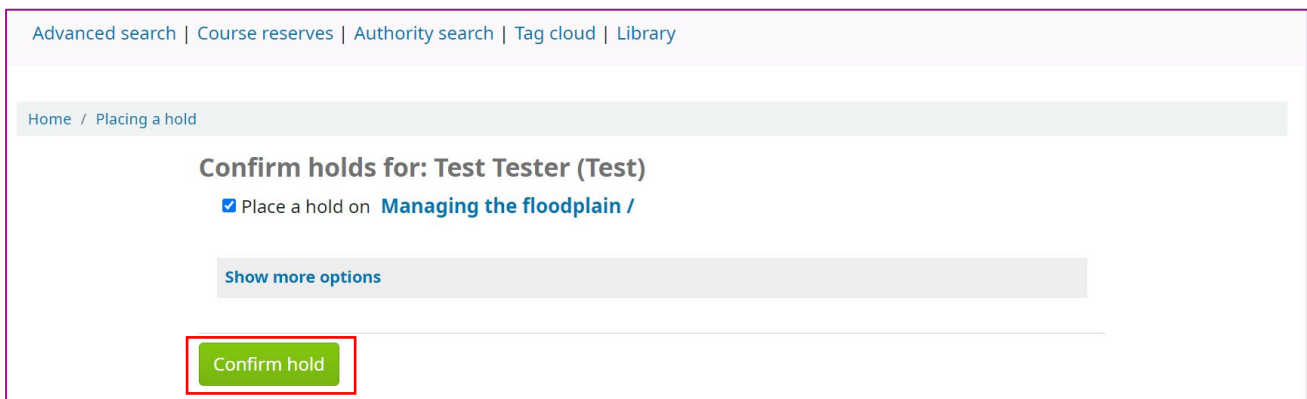
- Header: "Your search returned 1283 results." with a red RSS icon.
- Message: "Sorry, no suggestions." in a yellow box.
- Navigation: A row of numbered links (1-10), "Next »", and "Last »". A dropdown menu is set to "Relevance".
- Actions: "Unhighlight", "Select all", "Clear all", "Select titles to:" with 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".
- Details: "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: "Place hold" and "Add to cart" buttons.

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.



The screenshot shows the library item details page. At the top, there is a breadcrumb trail: Home / Details for: Managing the floodplain /. Below this, there are view options: Normal view, MARC view, and ISBD view. The main title is "Managing the floodplain / Emergency Management Australia." The material type is "Text". The series is "Australian emergency manual series | Australian emergency manuals series. ; 19". The publication details are "Dickson, A.C.T. : Emergency Management Australia, c1999". The description is "xiv, 94 p. : ill. ; 21 cm". The DDC classification is "363.34930994". The contents are listed as: "→ 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. →". On the right side, there is a sidebar with a "Browse results" section containing "Previous", "Back to results", and "Next >". Below this, there is a "Place hold" button highlighted with a red box, followed by "Print", "Add to your cart", "Suggest for purchase", "Unhighlight", "Save record", and "More searches".

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



The screenshot shows the "Confirm holds for: Test Tester (Test)" page. At the top, there is a breadcrumb trail: Home / Placing a hold. The main title is "Confirm holds for: Test Tester (Test)". Below this, there is a checkbox labeled "Place a hold on" with the text "Managing the floodplain /" next to it. Below the checkbox, there is a "Show more options" button. At the bottom, there is a green "Confirm hold" button highlighted with a red box.

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.

The screenshot shows a user interface for managing holds. At the top, there is a breadcrumb trail: Home / Test Tester / Your summary. Below this, there is a sidebar with 'Help guides' including Account creation, Basic searching, Advanced searching, Search results, Borrowing process, and Returns. The main content area is titled 'Hello, Test Tester' and includes a link to 'Click here if you're not Test Tester'. There are two tabs: 'Checked out (0)' and 'Holds (1)'. The 'Holds (1 total)' section contains a table with the following data:

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

Below the table, there are two green buttons: '|| Suspend all holds until' followed by a date input field and a link 'Clear date to suspend indefinitely', and '▶ Resume all suspended holds'. A red box highlights the 'Cancel' button in the table and the 'Suspend all holds' button and its associated input field.

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

8. 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.

9. 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.