



Discovery

LIBRARY



Australia Institute of
Business & Technology



Australia Institute of
Business & Technology

International

STUDENT HANDBOOK

VOL 2 MAY 2019

Welcome!



www.library.aibtglobal.edu.au



Welcome to the Discovery library.
We are here to help you and provide
many services to help with your studies.


Through the library you will be able to
locate ebooks, books, journal articles,
trade journals, newspapers, blogs and
other resources. Using the library is
important so that you get an academic,
in depth understanding of your
assignment topic.





Services

- Help with setting up library ID and password for searching ebooks.
- Access to online ebooks through the proquest database. Proquest provides access to over 153,000 ebooks on many subjects including Accounting, Business, Nursing, Aviation, IT.
- Access to articles from Proquest Business Premium Collection. This provides access to over 165,000 titles of magazines, journals, trade journals, newspapers, blogs and others.
- Access to physical book collection. Currently this collection is small but it will be growing over the coming months.
- Training on how to use the Proquest online databases and techniques to get the best results.
- Group training or one on one training.
- Requests for new book or resources for the library.
- Other important information on the Library website.

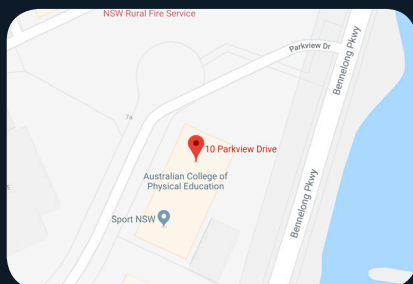


library locations



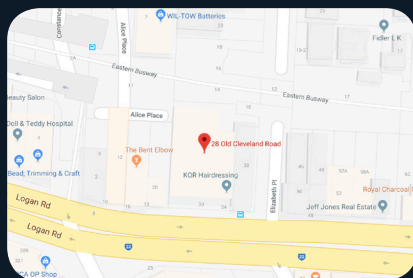
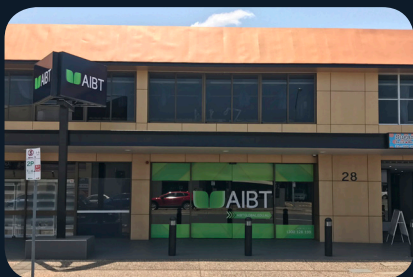
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The Library is available online 24/7 and the physical locations are coming soon.



Homebush Campus (Specialised Lab)

10 Parkview Drive, Sydney Olympic Park, NSW 2127



Inner City Campus (Specialised Lab)

28-34 Old Cleveland Road, Greenslopes (Stones Corner)
Brisbane QLD 4120



Library iD and Password Setup

Library ID: Use your AIBT email

Library Password: Use your AIBT password

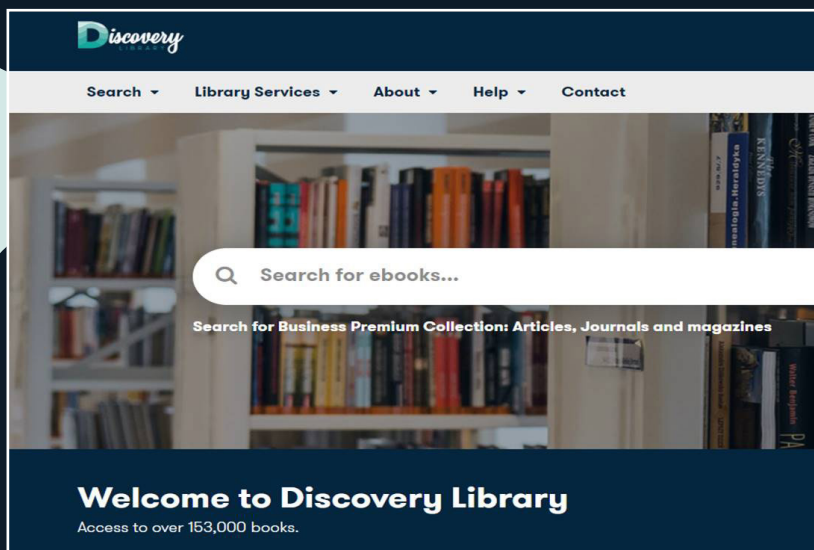


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Proquest E - Book Collection

Go to the library website: <https://library.aibtglobal.edu.au>

Click the **'Search for a book'** in the middle tab and enter your login details and enter your search terms. You may search for a general subject like Accounting, Hospitality, Aviation, Nursing, etc.



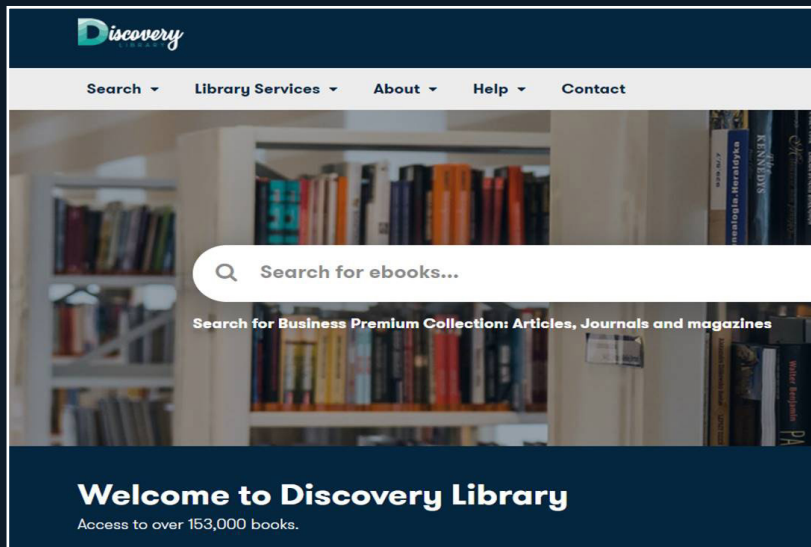
Once you have found the book you want, click on the title to open and read or download the book. You may also share the link, get a citation for it or add it to your bookshelf. However, you will need to comply with the specified copyright limitations for printing and copying. These limitations will be included in the entry.

You may refine your results by using the filters on the **left hand** side for example date, author, subject or using the 'advanced' search tab to insert relevant filters. The advance search is located on the top left menu and allows you to search for terms in various parts of the book or author/title.

Journal Articles

Go to the library website: <https://library.aibtglobal.edu.au>

Click **'search for Business Premium Collection Articles, journals and magazines'**.



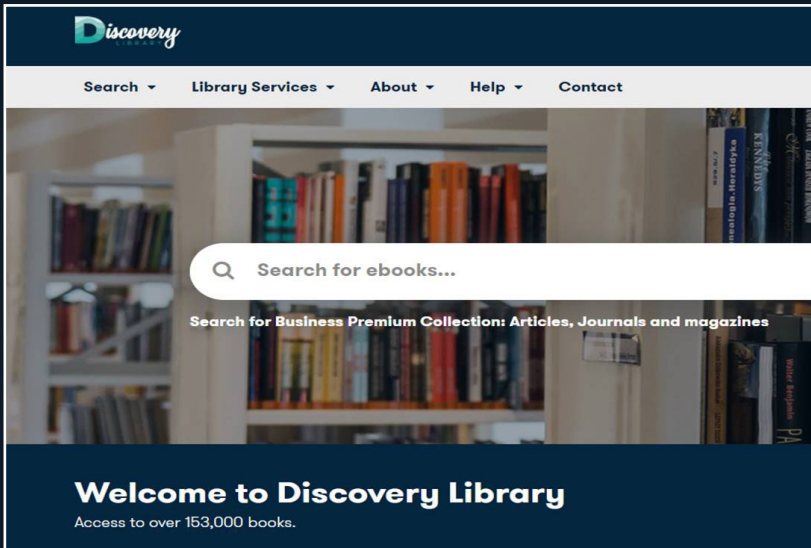
This will provide access to over 160,000 Journal titles covering many topics including Accounting, Business, Nursing, Aviation, Hospitality and many more.

Search for a specific subject, title or author by entering the terms. Log in with student AIBT email and ID details. A list of results will appear:

If there are too many results use the filters on the **left hand** side for example full text, date, author, subject etc. Also use "Advanced" search to further limit your search. The advanced search is located on the top menu and allows you to search for terms in various parts of the article including author, title, subject etc.

Physical Book Collection

The physical book collection will be available soon. Please visit the library website for an update. The physical book collection is small at the moment but will be increasing over the coming months.



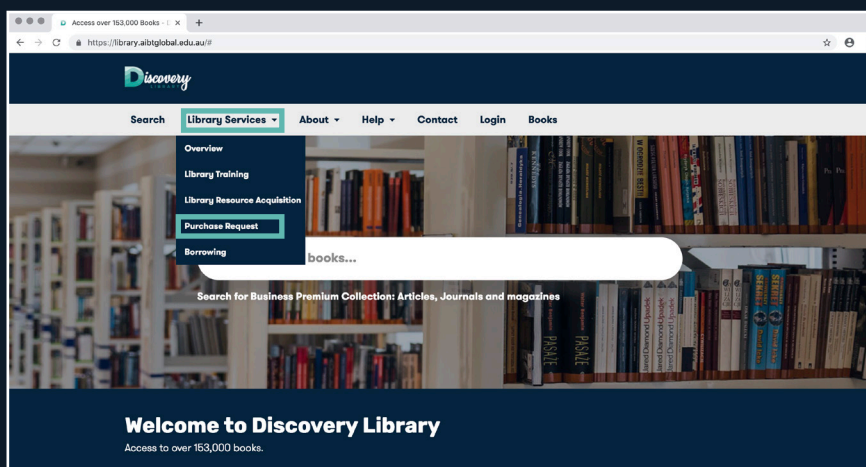
To borrow a book please email:

library@aibtglobal.edu.au with the details of the book and we will respond with details of where to collect it.

Books may be borrowed for **14 days for students.**

Book Purchase Requests

If there is a book or other resources you would like the library to purchase just follow the process in the ‘**purchase request**’ section under the ‘**Library Services**’ tab.



Complete the form with as much detail to justify your request. It is important for the Library to expand the collection with items that are relevant to other students and staff.

We will email you with the outcome of your request.

Training

The librarian is happy to provide assistance with training on any of the library resources.

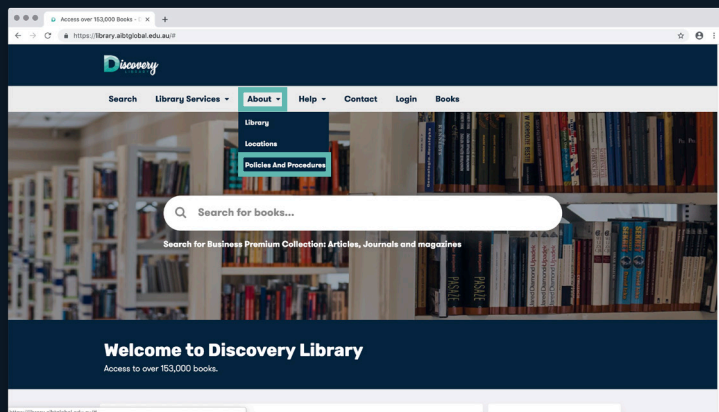
Please contact library@aibtglobal.edu.au for any help you need with library resources and searching.

All group training sessions will be notified to students by email.

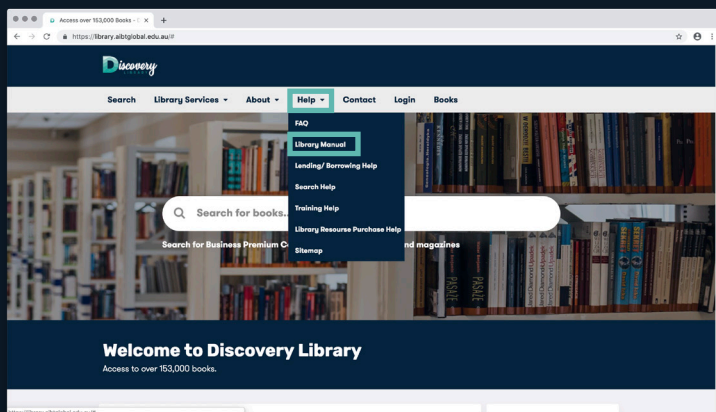


Other important information

Go to the link: <https://library.aibtglobal.edu.au> The Policies and Procedures document is located under the 'about' tab. It is very important for students to read these documents to become familiar with Library usage.



The **Library Manual** is a comprehensive document found under the 'help' tab. Again it is essential for students to read this and become familiar with all aspects of the library services.





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