

Australian Emergency Management Library

User Guide V1.0

Contents

Introduction.....	2
Account creation	2
Basic searching	5
Advanced searching.....	6
Search operators	6
Search indexes.....	6
Search limits	8
Search results	9
Koha manual.....	9
Borrowing processes	10
Renewing an item.....	12
Return processes	12

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.

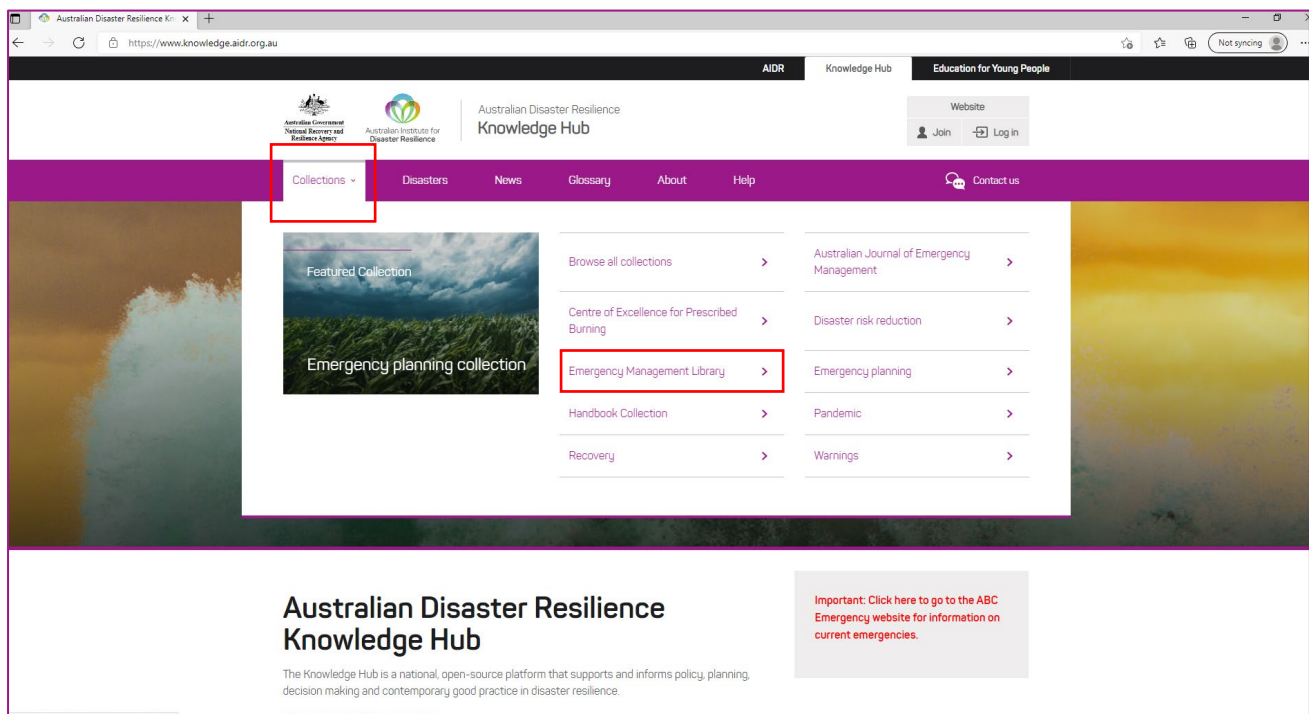
Since opening in 1956, the library has grown into one of the largest of its kind in Australia, providing services to universities, local governments, individuals and the emergency management sector.

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

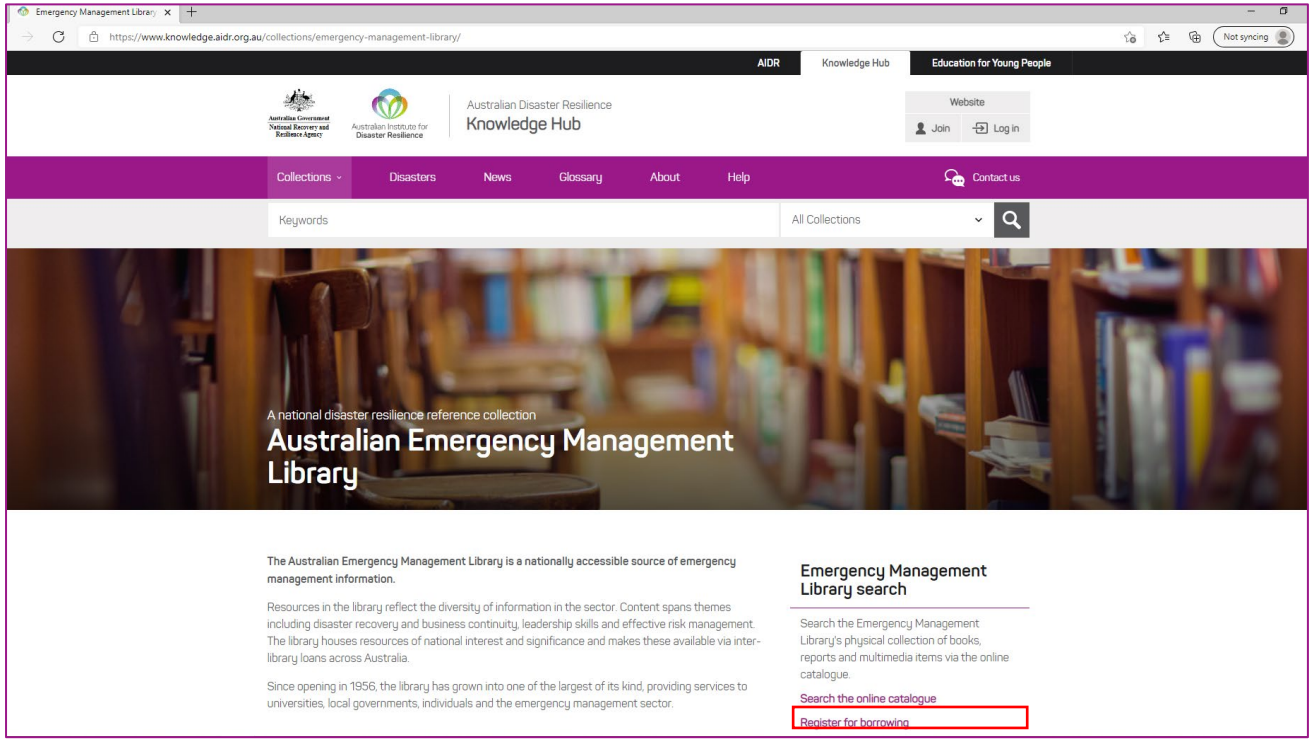
Creating an account with the Australian Emergency Management (AEM) Library is a simple process and should only take a couple of minutes.

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.

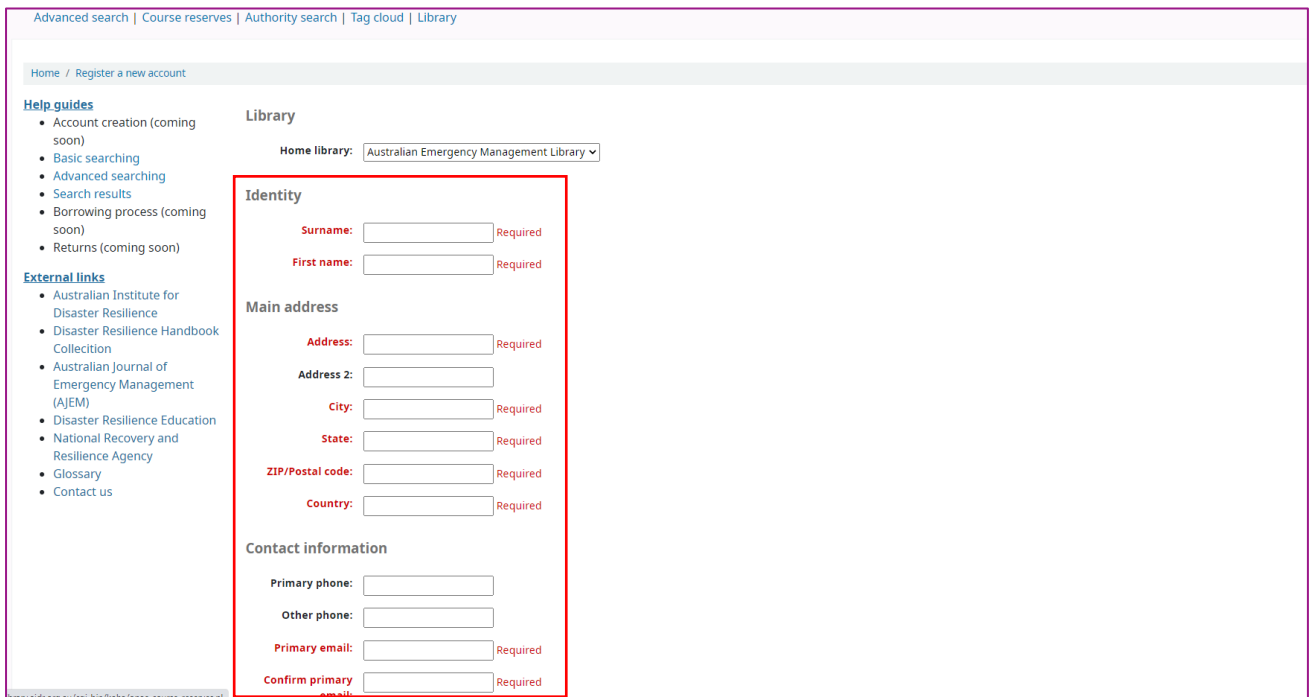


The screenshot shows the Australian Disaster Resilience Knowledge Hub website. The navigation menu includes 'Collections', 'Disasters', 'News', 'Glossary', 'About', and 'Help'. The 'Collections' menu is open, and the 'Emergency Management Library' link is highlighted with a red box. Below the navigation, there is a 'Featured Collection' section with a 'Emergency planning collection' highlighted. A grid of collection links is displayed, with 'Emergency Management Library' highlighted. An important notice at the bottom right states: 'Important: Click here to go to the ABC Emergency website for information on current emergencies.'

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 Recovery and Resilience Agency and the Australian Institute for Disaster Resilience. Below the logos is the text "Australian Disaster Resilience Knowledge Hub". A navigation menu includes "Collections", "Disasters", "News", "Glossary", "About", and "Help". A search bar is present with the text "Keywords" and "All Collections". The main content area features a background image of a library and 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 on the Australian Emergency Management Library website. 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). The "Identity" section is highlighted with a red border. On the left side of the form, there are "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:

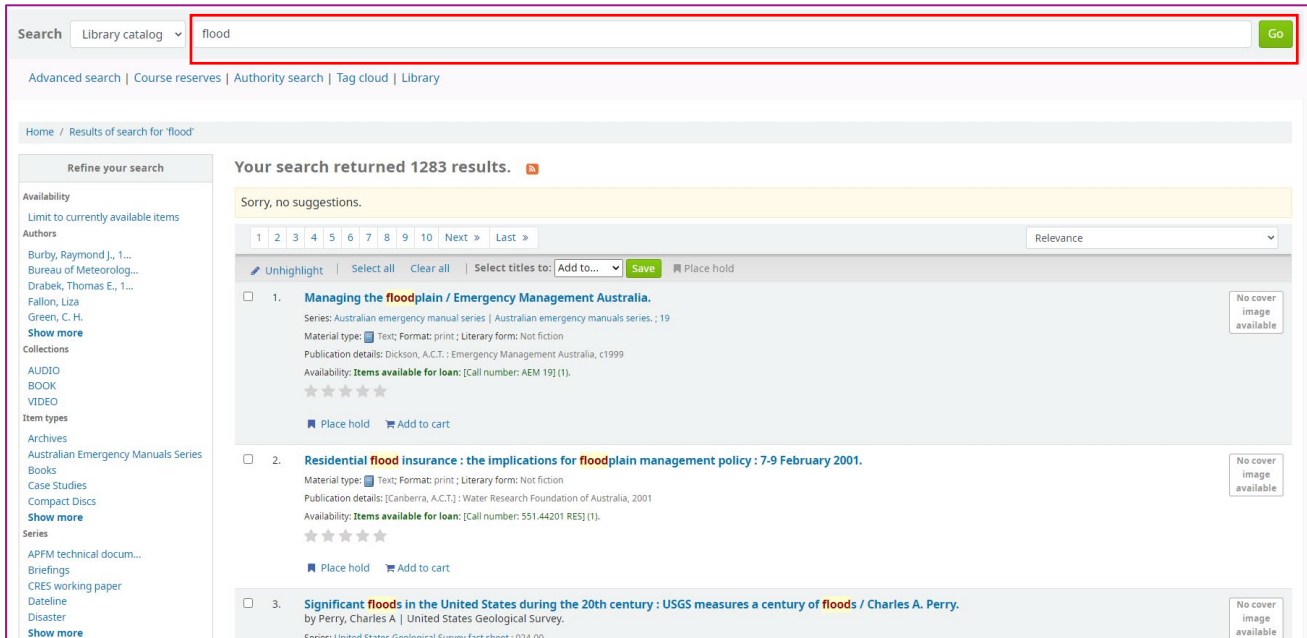
Please type the following characters into the preceding box: **KKLPI**

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

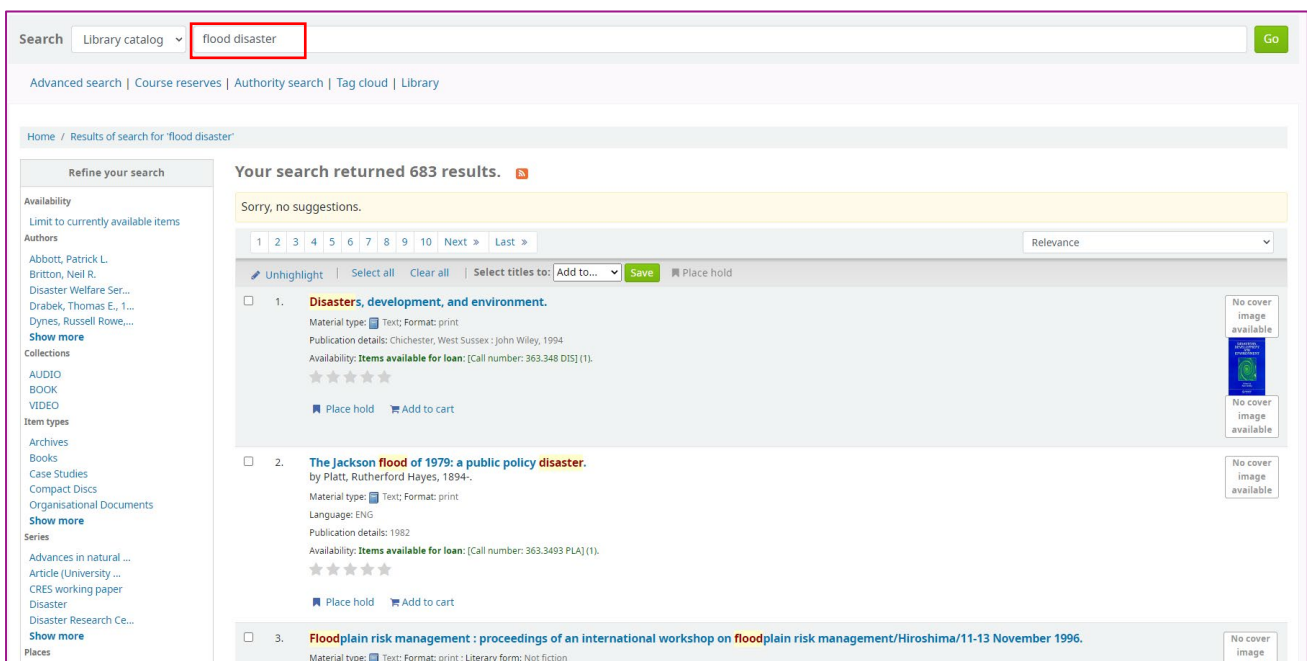
To start a search, you enter a word or multiple words in the search box. When a single word is entered, a keyword search is performed. Press the green 'go' button to perform your search. In the example below, we have used 'flood' as a keyword search. It returned 1,283 results.



The screenshot shows the search interface with 'flood' entered in the search box. The results page displays 'Your search returned 1283 results.' and a list of 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).
★ ★ ★ ★ ★
- 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).
★ ★ ★ ★ ★
- 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

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'.

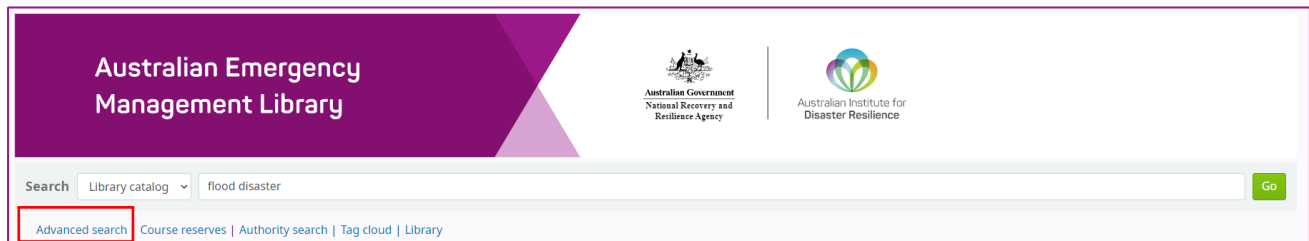


The screenshot shows the search interface with 'flood disaster' entered in the search box. The results page displays 'Your search returned 683 results.' and a list of three items:

- 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).
★ ★ ★ ★ ★
- 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).
★ ★ ★ ★ ★
- Floodplain risk management : proceedings of an international workshop on floodplain risk management/Hiroshima/11-13 November 1996.**
Material type: Text; Format: print; Literary form: Not fiction

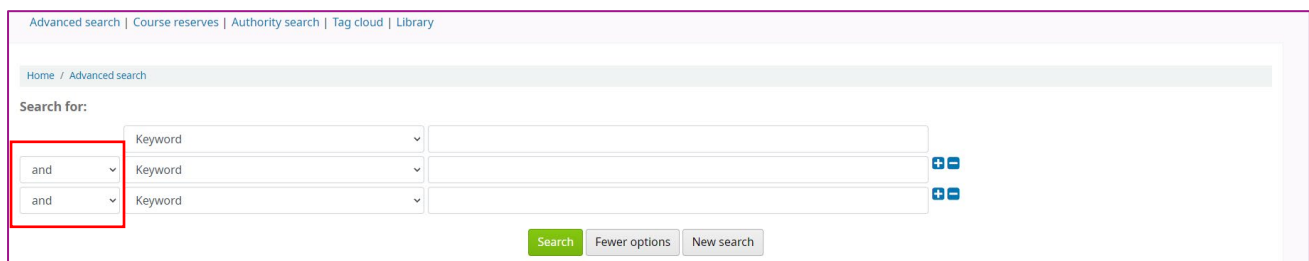
Advanced searching

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.



Search operators

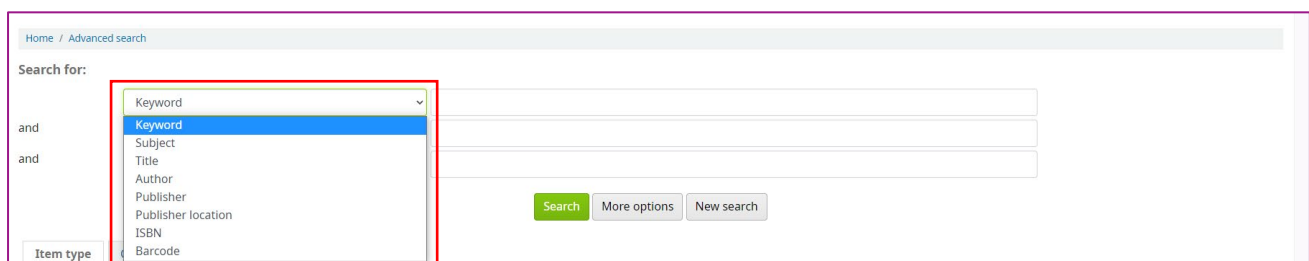
The Advanced search page offers many ways to limit the result of your search. You can search using the operators 'AND, OR, and NOT'; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability. The drop-down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



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 Title

and Keyword

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 resea...
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

Unhighlight | Select all | | Select titles to:

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).
★ ★ ★ ★ ★

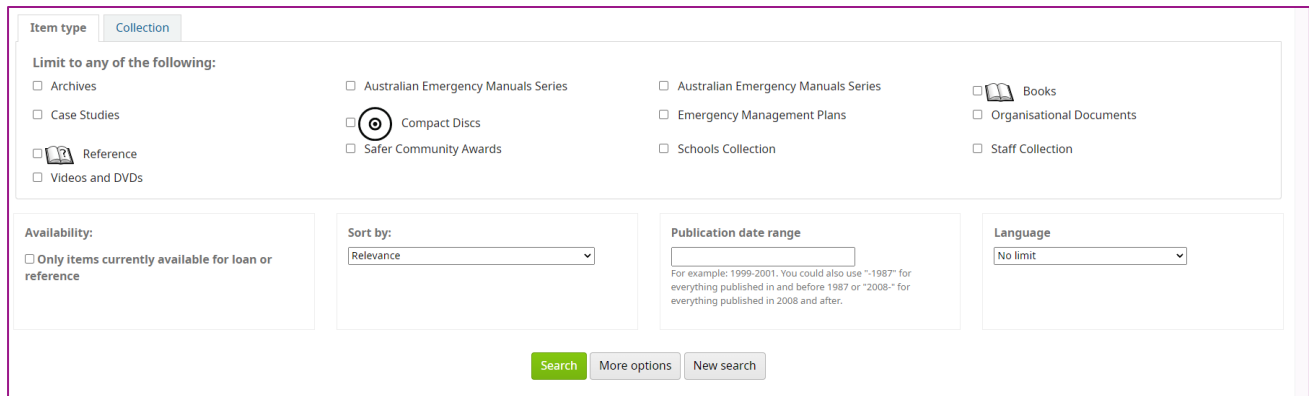
2. **Not just a big fire: emergency response to an environmental disaster.**
by Scanlon, Joseph | Prawzick, Angela | **Emergency Communications Research Unit.**
Material type: Text; Format: print
Language: ENG
Publication details: 1991
Availability: **Items available for loan:** [Call number: 363.370971 5CA] (1).
★ ★ ★ ★ ★

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).
★ ★ ★ ★ ★

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:** 'Collection' is selected.
- Limit to any of the following:**
 - 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 and a note: "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'.

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'. At the top, there is a search bar with 'flood' entered and a 'Go' button. Below the search bar, there are navigation links: 'Advanced search | Course reserves | Authority search | Tag cloud | Library'. The main heading is 'Home / Results of search for 'flood''. A red box highlights the 'Refine your search' sidebar on the left, which includes filters for Availability, Authors, Collections, Item types, and Series. The main content area shows 'Your search returned 1283 results.' and a message 'Sorry, no suggestions.' Below this is a pagination bar with numbers 1 through 10 and 'Next' and 'Last' buttons. A red box highlights a dropdown menu set to 'Relevance'. The search results list three items, each with a checkbox, title, series information, material type, publication details, availability, and a 'Place hold' or 'Add to cart' button. 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)

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)

Your search returned 1283 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

1. **Managing the floodplain / Emergency Management Australia.** No cover image available

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

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

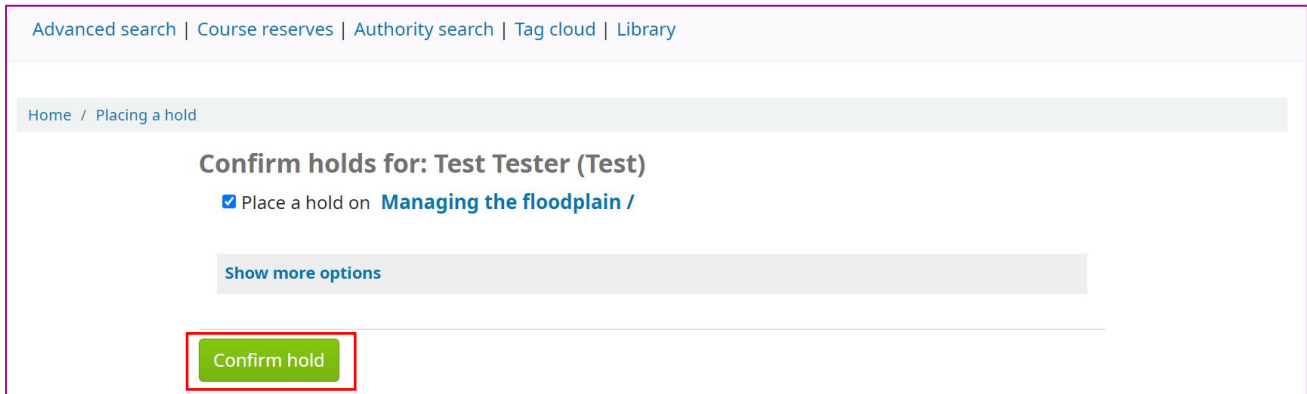
Series: Australian emergency manual series | Australian emergency manuals series. ; 19
 Publication details: Dickson, A.C.T. : Emergency Management Australia, c1999
 Description: xiv, 94 p. : ill. ; 21 cm
 DDC classification: 363.34930994

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.
 →

Browse results
 Previous Back to results Next »

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](#)

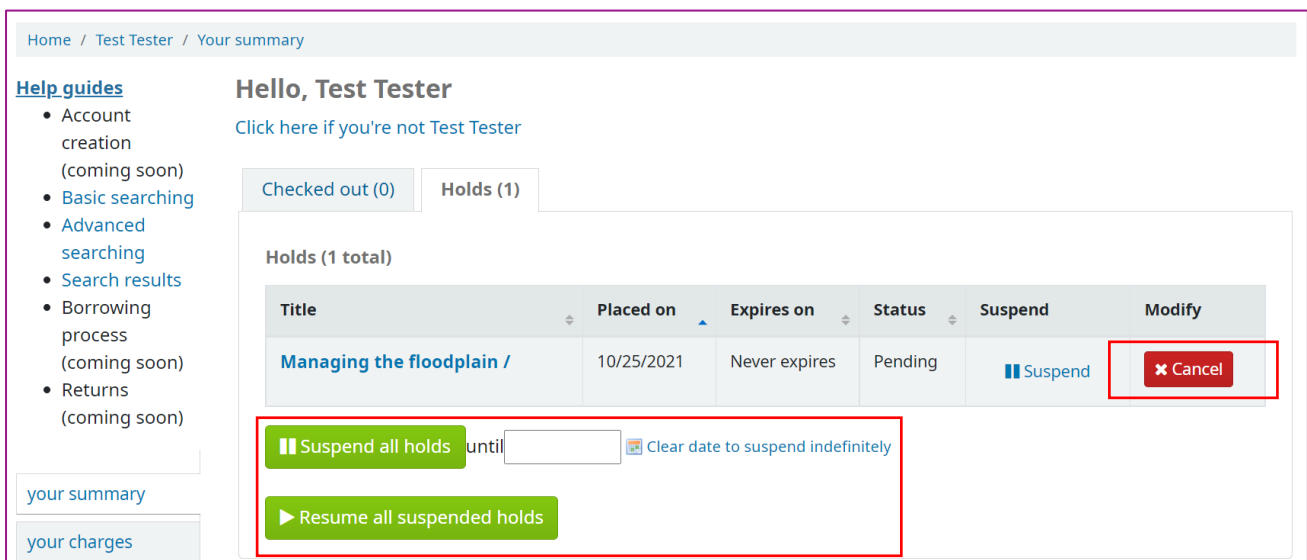
[Confirm hold](#)

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

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.