

The Chartered Institute of Building

The Chartered Institute of Building (CIOB) represents for the public benefit the most diverse set of professionals in the construction industry.

Our 7 Guiding Principles:

- 1 Creating extraordinary people through professional learning and continuous personal development.
- 2 Promoting the built environment as central to the quality of life for everyone everywhere.
- 3 Achieving a sustainable future, worldwide.
- 4 Advocating exemplary ethical practice and behaviour, integrity and transparency.
- 5 Pursuing excellence in management practice, and technological innovation rooted in evidence based science.
- 6 Being socially responsible and working responsibly.
- 7 Enabling our members to find an emotional resonance with the Institute; their success is our success.

We have over 40,000 members around the world and are considered to be the international voice of the building professional, representing an unequalled body of knowledge concerning the management of the total building process.

Chartered Member status is recognised internationally as the mark of a true, skilled professional in the construction industry and CIOB members have a common commitment to achieving and maintaining the highest possible standards within the built environment.

The Chartered Building Company and Consultancy Schemes (CBCs) are a vital part of the CIOB, providing the Institute's members with a further business perspective.

To find out more about the benefits of either individual CIOB membership or CBC schemes go to our website www.ciob.org.uk or call us on +44 (0)1344 630 700 today.



The Chartered Institute of Building

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Registered Charity 280795



Library and Information Service



Construction knowledge at your fingertips

Library and Information Service

The Chartered Institute of Building (CIOB) Library and Information Service (LIS) offers one of the largest collections of construction management literature in the world

Whatever your level of CIOB membership or profession within the construction industry, you will find everything you need, from electronic journals and articles to books and magazines dating from the 1800s to the present day.

You can access our online services remotely 24 hours a day, seven days a week.

Our dedicated team of professional library staff are here to help you. The LIS is a central resource for construction knowledge and our collection includes:

- 150+ journal titles.
- 40,000+ books.
- 22,000+ journal articles.
- 400+ British Standards.



Giving you the knowledge to succeed

The LIS offers a full range of resources to help construction professionals and students remain on top of their game. Some of the services we offer are listed below:

- The widest range of construction-related books and journals.
- Online searchable library catalogue.
- Suite of ejournals and ebooks.
- DVDs and videos on construction management topics.
- Large collection of research projects and theses.
- Law reports, conference proceedings and various forms of contract.
- Links to useful websites and electronic documents.
- Textbooks and audio-visual packs for Continuing Professional Development (CPD).
- Prompt document delivery service including photocopies and scanning.
- Enquiry service – we aim to fulfil enquiries and requests within 3-5 days.
- Inter-library loans, including from the British Library.

Remote access: knowledge at your fingertips

The LIS frequently updates its online resources to improve accessibility for members both in the UK and worldwide.

- Service your own library account, making renewals and reservations as required.
- Visit the LIS homepage for a bite-sized guide to popular topics and information on resources available (including books, journals, websites and peer-reviewed journals online).
- View reading lists and receive alerts within the library catalogue.

Email lis@ciob.org.uk and join the library today

The traditional route: books, journals and magazines

The LIS holds a wide range of construction-related journals, including several large collections of popular journals, such as 'Building' and 'Architects' Journal'.

Various journals are now available to members online in full text through the CIOB LIS website. Contact us to be allocated a password.

Material diversity

The LIS offers a diverse range of material to meet all your knowledge needs.

- **Historical** – books and journals ranging back to the late 1800s and covering topics such as house building, estimating, management and founding figures in construction.
- **International** – one-off books and research papers, plus literature on international construction management best practice.
- **Academic** – research projects and theses, including those from scholarships awarded by the CIOB.
- **Regulations** – BRE papers, conference papers, British Standards, building regulations, planning law, building contracts and law reports.

Searching the library catalogue

To view the library catalogue, go to www.ciob.org.uk/resources/lis and click on OPAC search to browse the full range of stocked items.

Conducting research

If you are conducting literature searches for dissertations and research projects, LIS staff can advise you on which online resources to use.

Open to all

CIOB members of all grades, including students, have full use of the LIS facilities and are entitled to preferential rates for our document supply services.

The LIS can support members in fulfilling their Continuing Professional Development requirement.

Chartered Building Company and Consultancy members have institutional use of the LIS. Our numerous business planning and management resources are of use to small businesses within CBC membership.

Register with the library

As soon as you become a member of the CIOB we can register you to use the LIS. Please email lis@ciob.org.uk, with the subject line 'LIS registration'. Please supply your name and your CIOB membership number.

Access at your convenience

You can access the LIS in several ways:

Online: Log on to www.ciob.org/resources/lis, enter your membership number and password and gain immediate access to our online services.

By telephone: Monday – Friday (business hours), to obtain specific construction information or enquire into availability over the phone.

By email: From wherever you are in the world. Our library staff will endeavour to respond to all email enquiries as quickly and efficiently as possible.

In person: Monday – Friday (business hours). Visit us to use our reference facilities, or come and use the LIS as a place to work from. Please notify us at least 24 hours in advance so that requests for certain stock and services can be ensured. Non-members are welcome to use the LIS as a reference library.

Email lis@ciob.org.uk and join the library today



Facilities for visitors

- Access to all library stock.
- Access to our online facilities and electronic volumes.
- Internet access.
- Use of the Microsoft Office software package on our computers.
- Subsidised lunch in the staff restaurant.

Information on services and charges

Borrowing services

Members may borrow six books at any one time with three possible renewals.

Non-members are not permitted to borrow items from the library.

Document supply services

- Available to members and non-members internationally under UK copyright law.
- Delivery by email, post, or fax.

Photocopying charges (in-stock items only)

	Members	Non-members
Email delivery (scanning)	£1.30 per page	£2.00 per page
Postal delivery	30p per page	60p per page
Fax delivery	30p per page	1.60 per page

Inter-library loans (including British Library)

CIOB members may request inter-library loans at £15 per item. This service is not available to non-members.

We accept payment from all major credit/debit cards and cheques (payable to CIOB).

Book requests can be ordered for UK members only and not members overseas. Requests from members should be accompanied with a current membership number.

A copyright/payment form must be completed by law for all photocopy and inter-library loan requests, signed by the requester and returned to the library by email (scanned), post or fax.

Deposit accounts

Deposit accounts for photocopy requests can be opened with a minimum deposit of £50. We will deduct the appropriate cost from your account at each request and will inform you of the remaining balance.

Technical enquiries

We will endeavour to direct the enquirer to the most appropriate route. This is often to a CIOB technical expert or various specialists with whom we work closely. If sending such requests by email, please use technical@ciob.org.uk.

Contact us

Opening hours: business hours

Telephone enquiries

+44 (0)1344 630 741/737

Address

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Email enquiries

Library/research: lis@ciob.org.uk
Technical: technical@ciob.org.uk

Your knowledge base – your views

Comments and suggestions for new items to add to the library collection or feedback on services are always very welcome. Please send them to lis@ciob.org.uk.

This leaflet is available in pdf format or hard copy. Please contact us to request copies.

