Construction Information Service

Construction Information Service (CIS) is an online tool that provides access to current regulations, construction standards, technical advice and industry news on building, engineering, design and construction processes in the United Kingdom and Republic of Ireland.

This database is available on and off campus and may be accessed from **Databases** in the **Electronic Library** at: www.ljmu.ac.uk/library/e-library

Please note that you **MUST** register to use Construction Information Service and details on how to do this are provided in the Construction Information Service Registration Guide. Once you have registered and created your account you will then be able to sign in to CIS and search as detailed in this guide.

- Go to **Discover**, if prompted, **Sign in** with your **LJMU username@ljmu.ac.uk** and **password**
- Select the **Databases** option
- Type **Construction Information Service** into the search box and select the **search icon**
- Select **Construction Information Service** from the results list and then the online link in the **View Online** box
- If you have not already registered then firstly you **MUST** read the **Privacy Policy** and **Terms of Use** first by following the links provided to this guidance as it is your responsibility to be aware of what you are agreeing to when registering for this service
- Then select the option **Users are required to first register with their LJMU username and password**
- On the next screen please read the **Construction Information Service Registration Guide** for details on how to register
- Once you have registered you can then log in to Construction Information Service by going to **Discover** and if prompted, **Sign in** with your **LJMU username@ljmu.ac.uk** and **password**
- Select the **Databases** option
- Type **Construction Information Service** into the search box and select the **search icon**
- Select **Construction Information Service** from the results list and then the online link in the **View Online** box
- Login with your **LJMU email address** and select **Continue** and then type in your **CIS password** and select **Continue** and you should be directed to the ACCURIS Main Menu page
- From the ACCURIS Main menu page, select **The Construction Information Service - CIS** and then you will have access

Searching

Type in your search term(s) in the search box, select either to search for **All terms** or **Exact Phrase** and select the **search icon**

Search Tips

Next to the Search box you have the option to select **Advanced Search** to perform a more detailed search which allows you to build up complex searches easily, selecting to search in all content or specific fields such as title or abstract or a combination of fields.

Boolean Operators

Boolean search operators: **AND**, **OR** and **NOT**, link your keywords together and enable you to search more effectively:

- The term **AND**, will narrow a search to only find records which contain all search terms, for example: construction **AND** roads

- The term **OR**, will widen a search to find records containing any of your alternative search terms, but not necessarily all, for example: construction **OR** building

- The term **NOT**, excludes part of a topic or specific terms from a search, for example: roads **NOT** pavements

Exact phrases

You can search for an exact word or phrase of two or more words by surrounding it with quotation marks. For example, if you type **"construction management"** in quotation marks this ensures that the database only retrieves records where these words appear together as a phrase.

Search Limits

You can refine your search further and reduce the size of your search results by using the other Advanced Search options. You can select to limit your search by adding search terms in additional fields such as **publisher name, document number, series** or by typing in a **date range** for the publication date.

Displaying Results

- After you select **Search** the brief bibliographic details of each record will be displayed on the left hand side of the screen, for example: title, year and publisher

- The first record will be displayed in full on the right hand side of the screen and you can select to see any of the other full records by selecting the brief record. You can scroll up and down the list of results using the scroll bar.
- The results will be ordered in **Relevance** but you can change to order your results by **date**, **title**, **publisher** or **series** by selecting from the drop down menu
- From this screen you can also limit your search further using the **Filter** options available by selecting the **filter icon** and selecting from the drop down menus: **Publisher name**, **Published Date**, **Series**, **Subject, Added to service, Interest** or **Status** and selecting **Apply**
- If the full-text is available you can download the document by selecting **Download**
- Please note that by selecting to download the document you are confirming to have read, understood and fully agreed to the publisher's copyright agreement
- You can also select to view your results in a table format by selecting the **table icon**

Print/Save

- The document is displayed as a PDF document, using Adobe Acrobat Reader software
- To print or save the individual document select the appropriate icon within the Acrobat screen and follow the onscreen instructions

Your CIS Account

You can also personalise your CIS account by creating project folders to store links to your favourite documents, saving searches, setting up alerts and selecting topics of interest.

Logging out of CIS

Don't forget to log out of your CIS account when you have finished. To do this select the **Sign Out** option next to your initials in the top right hand corner of the screen and then select **Log out**.

Further Help

Further guidance is available by selecting **Help** from the left hand menu. You can also contact your Academic Engagement Librarian for help and guidance via **LJMU HelpMe**.

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