CIS (construction information service)

a step-by-step guide
This guide will take you through the basics of searching the CIS (Construction Information Service) database and saving or printing the documents that you find. The database includes documents cited in the UK building regulations; associated approved documents and technical standards; construction management, regulatory and contract documents; health and safety and good practice material; and design and construction guidance.

Background information about CIS is available on the Library website at: www.reading.ac.uk/library/databases

Getting started

1. Open your web browser.
2. Go to the Library’s home page at www.reading.ac.uk/library
3. Click on the Databases a-z list link in the ‘E-resources’ section of the home page.
4. Use the A-Z list to find CIS and connect to it
5. At the Single Sign On page type in your University username and password and click on OK
6. A list of databases will be displayed. Click on the title: The Construction Information Service - CIS:

For more information about logging on using the institutional login see: www.reading.ac.uk/library/institutional-login

Searching

1. In the search box type indoor air quality
2. Select “exact phrase” or for a broader keyword search use “all terms”
3. Click on Q. or press <enter> to run the search
Search results

From the View option select how you would like your results displayed – Table or Document.

The example below is Table.

- The records are ranked by relevance.
- This includes title, date, type of document and publisher
- To view the abstract and full details, click on the title
- Use the ‘Search Options’ to search within our subscription only or across all supplements.

TIP: you can sort results by title, date etc.

Saving your results

Use the icons to the right of the documents to download or save to a folder.

Note: You need to register to create and add to folders

Editing your search or starting a new one

Use the search box to add or change the words you search for.
Search tips

Searching for different word endings, synonyms and alternative spellings
Searching for door retrieves records with the words door and doors but not doorway; glass does not retrieve glazing
Use an asterisk at the end of a word to find words with different endings e.g. door* will find door, doors, doorway and doorways

Use OR to find alternatives e.g. glass OR glazing, power OR energy
Use AND to find records containing both words e.g. solar AND wind

Phrase searching

Use the Exact phrase search option
This option is also available on the Advanced search page

Making your search more specific
Use the filters to the left of the screen to make your search more specific e.g. of publication, specific publishers, types of publication, or subject.

Searching by date
Use the Advanced search option to specify a year of publication or a range of dates.

Other ways of searching

Browse documents
Click on Subjects on the menu bar at the left of the screen to find documents by subject area. Select a topic and then use the subcategories to narrow down the results e.g. Legal issues and management.
Suggested search terms
If you type a broad subject area into the search box, CIS suggests other terms to search for

To search on one of these topics, click on the phrase.

Index of Publishers
You can also browse documents by Publisher, by clicking Publishers on the side menu, then using the alphabetical listing to find the publisher name.

For example, to find all the documents published by the JCT, you would click on G-K in the A-Z list then scroll down and click on Joint Contracts Tribunal to see a list of relevant documents.

Series
You can browse documents by clicking Series on the side menu bar.

For example, to find all the documents under the Loss Prevention Series, you would click on L-Q in the A-Z list and then scroll down and click on Loss Prevention Standard.

Updates
To just see documents which have been added or changed in the most recent update of CIS, use the “Just In and New and Revised” sections of the Home page.

Help with searching
Click on the Help icon at the top of the screen. Use the Help Index to browse help topics and select one of the sections.

Finishing your search
Click on the Log out icon at the top of the screen

*If you are using an IT Services machine remember to log out before leaving it *