

# User Manual

# Coinfo

Coinfo

Welcome Books Serials eResources

Books Quick Search Go

Any book you need Manage your serials A world of digital content

## Coinfo

Register for Coinfo  
Setup a New Title Alert  
Your New Title Alert  
Your Booklists  
Your Orders

## For Libraries

eBooks  
Selection & Acquisition  
Collection Development  
Subscription Services  
Online Resources  
Major Reference Works

## For Publishers

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## New Major Reference Works



The New MRW page has been substantially upgraded and features details on nearly 450 MRW titles from over 20 publishers worldwide.

## Coinfo News



Keep up to date with the latest academic products, product updates, publisher promotions, conference activity and new features.



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www.coinfo.com.au

[www.coinfo.com.au](http://www.coinfo.com.au)

This powerful suite of web-based book selection and acquisition tools is available to anyone in the academic and library community. ColInfo works the way you do, simplifying your workflow and giving you as much flexibility and control as you need.

## ColInfo Workgroups

This option further enhances shared workflows, allowing the library to manage groups of users online, providing complete control over access and authority. Users can view details of books that have been selected by others in the Workgroup, as well as titles already ordered.

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# 1. CoInfo Registration



## CoInfo users benefit from enhanced functionality

To register, click on **Register for CoInfo** at the top right of our home page. Simply enter the information requested then click **Save** when finished.

A screenshot of the CoInfo registration form. It is divided into two main sections: "New CoInfo Sign-in Details" and "Your Details". The first section contains three fields: "Sign-in", "Password", and "Confirm Password", each with a red asterisk indicating it is a required field. The second section contains five fields: "First Name", "Surname", "Company/Organisation", "Email Address", and "Phone", with red asterisks next to "First Name", "Surname", and "Email Address". A "Save" button is located at the bottom right of the form. Below the button, a legend states "\* = Required field".

New CoInfo Sign-in Details	
Sign-in	<input type="text"/> *
Password	<input type="password"/> *
Confirm Password	<input type="password"/> *

Your Details	
First Name	<input type="text"/> *
Surname	<input type="text"/> *
Company/Organisation	<input type="text"/>
Email Address	<input type="text"/> *
Phone	<input type="text"/>

\* = Required field

An email will be instantly sent to you to confirm your registration. You will need to click on the link in the email to authenticate your registration details. Once you have authenticated, you will be able to immediately access the enhanced features of CoInfo using your Sign-in and Password.

## 2. Selection Possibilities

### Identifying required titles

There are numerous resources available within CoInfo to assist in the selection of titles for purchase consideration.

#### 2.1 New Title Alert

Stay informed of new and forthcoming books in your areas of interest with the New Title Alert, a comprehensive, fully-featured online list of new books and other information products tailored to the profiles you control.

Each month, you are automatically alerted to the new online list by an email prompt. At your preference, the email itself can contain the entire list for the purpose of quick review, with links to the online version.

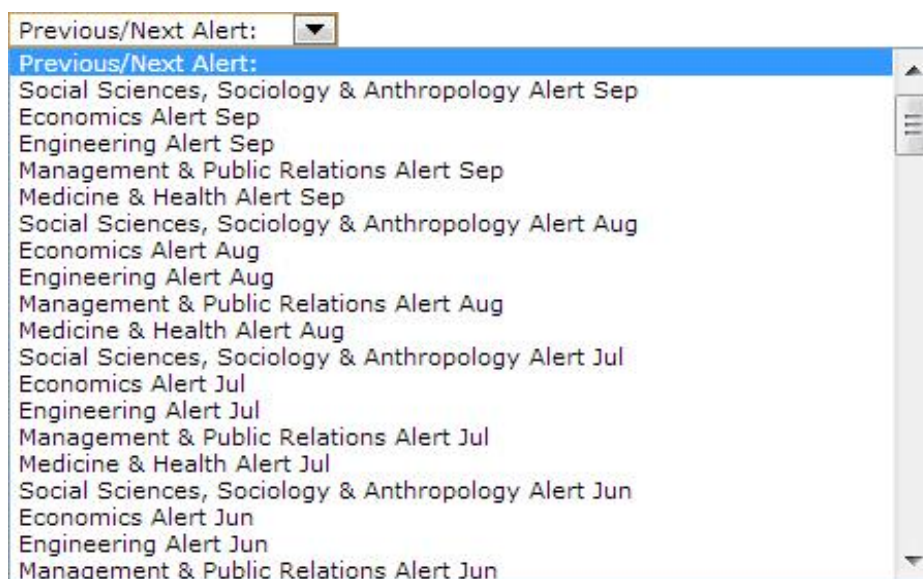
To setup profiles that create the Alert, refer to section 2.3.1 of this document.

To access your New Title Alert online, click through to CoInfo from the monthly email, or select **New Title Alert** from the CoInfo Books menu, at any time.



The Alert's header includes the name you assigned to the profile and the month the Alert was generated, as well as the number of products in the Alert and the number of web pages (each page having 15 products).

Review your Alerts when it suits your workload. Not only are previous Alerts stored online (select from the list at the top left of the page), but they are dynamically updated for prices, availability and other changes each time you access them.



## 2.2 Books TitleSearch

### Search for the books you need

Searching our database of 3 million titles is simple and effective because your searches are conducted in much the same way as the leading search engines, requiring no knowledge of complex search strategies.



#### 2.2.1 Quick Search

Enter a keyword into the field on the top left of any CoInfo page to quickly find the title you are searching for. You may enter a title, title keyword, or ISBN in this field.

A search form with a white input field containing the placeholder text 'Books Quick Search' and a blue 'Go' button to its right.

#### 2.2.2 ISBN Search

Quickly find a product by entering a single ISBN (10-digits or 13-digits) with or without hyphens. **Note:** The ISBN format must not include spaces.

##### Title Search

Single ISBN

A single-line white text input field for entering a single ISBN.

Multiple ISBNs

Or select **Multiple ISBNs** to search for up to 330 ISBNs at once

##### Title Search

Multiple ISBNs

A large white text input field for entering multiple ISBNs, with a vertical scrollbar on the right side.

Single ISBN

Search

**Note:** Enter ISBNs with a delimiter separating each item  
(space, comma, full stop, semi colon, colon, carriage return/line feed).  
Input is limited to 330 ISBNs

This function will save time if you have a pre-determined list of ISBNs (10-digits and/or 13-digits) from other sources. Simply click the **Multiple ISBN** box and paste (or key) your list into the Multiple ISBN search box.

**Note:** The ISBN format must not include spaces. However, extraneous characters (e.g. hyphens) are accepted. The search result will highlight records that are not (yet) on the database, or are invalid ISBNs. Click on the links at the top of the search result in order to identify these.

Your search returned 327 titles  
Multiple ISBN: [\[Full ISBN List\]](#) [\[Invalid ISBNs\]](#)

### 2.2.3 Title Search (Advanced)

Here you can search by keywords, **DDC** or **LCC** subject codes, formats, publishers etc with options to exclude titles that are not yet published, out of print or already in another Booklist.

As you cannot always judge a book by its cover (title), try selecting **Also search in Table of Contents** to discover additional titles relevant to the keyword you are searching.

#### Title Search

Single ISBN

Multiple ISBNs

Title keywords

with **all** of the words

with the **exact phrase**

with **at least one** of the words

**without** the words

☐ Also search in Table of Contents and Description

Only ▾

with ebook purchase model / binding

Select From List

Only ▾

written or edited by

Only ▾

published by

Only ▾

between the dates of

Mth ▾ Year ▾ to Mth ▾ Year ▾

Show Advanced Search

☐ Include "Out Of Print" and "Superseded" Products

☒ Include products "Not Yet Published"

☐ Only Display "Not Yet Published" Products

☐ Only Display Products with a Review

☐ Exclude titles already in one of my Booklist(s)/New Title Alert

Sort Results By Title ▾

Clear

Search

You have the option to **exclude** products that are not yet published and/or unobtainable because they are superseded or out of print. You also have the option to **only** display products that are "Not Yet Published".

*Tip: In the show titles written or edited by field try entering the author name using quotes and last name, first name - i.e. "author, an"*



Select **Show Advanced Search** for a further array of search criteria and filters.

Hide Advanced Search

Only ▾

with readership level

Select From List

Only ▾

in the series

Only ▾

with physical media

Select From List

Only ▾

with place of publication

Select From List

Only ▾

with LCC Subjects

Select From List

Remove Selected

Only ▾

with Dewey number

Will return exact match, or use "\*" to truncate Dewey number

## 2.2.4 Search by eBook Purchase Models

You can restrict your Books TitleSearch in CoInfo to retrieve only your preferred eBook platform and purchase model, including:

- EBL Non Linear (NL)
- EBL Unlimited Access (UA)
- Ebrary MUPO
- Ebrary SUPO

From Books TitleSearch, click the **Select From List** button and choose your preferred eBook purchase model/binding field.

### Title Search

Single ISBN

Multiple ISBNs

#### Title keywords

with **all** of the words

with the **exact phrase**

with **at least one** of the words

**without** the words

☐ Also search in Table of Contents and Description

Only ▾

with ebook purchase model / binding

Select From List

Only ▾

written or edited by

Only ▾

published by

Only ▾

between the dates of

Mth ▾

Year ▾

to

Mth ▾

Year ▾

*Tip: Hold down the Ctrl key to select multiple eBook purchase models/bindings.*

childrens/novelty  
EBL Non Linear  
EBL Textbook  
EBL Unlimited Access  
Ebrary 3USER  
Ebrary MUPO  
Ebrary SUPO  
hbk.  
laminated  
leather  
library edition  
loose-leaf  
pbk.  
slipcase  
spiral/comb/coil  
stapled  
vinyl bound

Select All

Deselect All

Reset

Cancel

OK

The options you select will be listed.

If required, you can combine with other criteria, such as ISBN, keyword, etc.

## Title Search

Single ISBN

Multiple ISBNs

### Title keywords

with **all** of the words

with the **exact phrase**

with **at least one** of the words

**without** the words

engineering

☐ Also search in Table of Contents and Description

Only ▾

with ebook purchase model / binding

Select From List **EBL Non Linear** ... [Selected Items]

Only ▾

written or edited by

Only ▾

published by

Only ▾

between the dates of

Mth ▾ Year ▾ to Mth ▾ Year ▾

The search results highlight the eBook platform and purchase model of each title in red bold text.

- ☐ [Developments in Strategic Materials and Computational Design III : Ceramic Engineering and Science Proceedings Ceramic Engineering and Science Proceedings](#) Kriven, Waltraud M., Gyekenyesi, Andrew L., Westin, Gunnar, Wang, Jingyang, ACerS (2012) | 9781118530542 | John Wiley & Sons Inc | **EBL Non Linear** | 1st ed., | **ebook** | 216pp | LCC: TP785 .D384 2012 | DDC: 666 USD 79.95, AUD 105.60 (inc. GST), AUD 96.00 (ex. GST), **Firm sale, no return rights.** A collection of 21 papers from The American Ceramic Society's 36th International Conference on Advanced Ceramics and Composites, held in Daytona Beach, Florida, January 22-27, 2012. This issue includes papers presented in the Geopolymers; Thermal Management Materials and Technologies; Advanced Sensor... [\[More\]](#)  
**ALTERNATE:**  
[9781118206003](#) | 2012 | Edition: 10 ed. | hbk. | book | USD 79.95, | AUD 105.60 (inc. GST), | AUD 96.00 (ex. GST),
- ☐ [Early Japanese Railways 1853 - 1914 : Engineering Triumphs That Transformed Meiji Japan Engineering Triumphs That Transformed Meiji Japan](#) Free, Dan (2012) | 9781462907212 | TUTTLE PUBLISHING | **EBL Non Linear** | **ebook** | 296pp | LCC: HE3358 .F74 | DDC: 385.0952; 385.095209034 USD 65.00, AUD 85.86 (inc. GST), AUD 78.05 (ex. GST), **Firm sale, no return rights.** Early Japanese Railways 1853-1914 is a cultural and engineering history of railway building in Japan during the Meiji era. The 19th century was the first age of sustained, comprehensive contact between Asia and the West. This book describes the history of Japanese social adaptation to railway development,... [\[More\]](#)
- ☐ [Engineering Safe and Secure Software Systems](#) Axelrod, C. Warren (2012) | 9781608074730 | Artech House Inc | **EBL Non Linear** | 1st ed., | **ebook** | 349pp | LCC: QA76.76.D47 .A384 2012 | DDC: 5.12 USD 109.00, AUD 143.97 (inc. GST), AUD 130.88 (ex. GST), **Firm sale, no return rights.** This first-of-its-kind resource offers a broad and detailed understanding of software systems engineering from both security and safety perspectives. Addressing the overarching issues related to safeguarding public data and intellectual property, the book defines such terms as systems engineering, software... [\[More\]](#)  
**ALTERNATE:**  
[9781608074723](#) | 2013 | hbk. | book | USD 109.00, | AUD 143.97 (inc. GST), | AUD 130.88 (ex. GST),  
**# Previously ordered item**
- ☐ [Frontiers of Energy and Environmental Engineering Selected, Peer Reviewed Papers from the 2012 International Conference on Frontiers of Energy and Environment Engineering](#) Sung, Wen-Pei (2012) | 9780203386101 | Taylor & Francis Ltd | **EBL Non Linear** | 1st ed., | **ebook** | 864pp | LCC: TA170.I58 | DDC: 333.79 USD 535.50, AUD 707.31 (inc. GST), AUD 643.01 (ex. GST), **Firm sale, no return rights.** Frontiers of Energy and Environmental Engineering brings together 192 peer-reviewed papers presented at the 2012 International Conference on Frontiers of Energy and Environment Engineering, held in Hong Kong, December 11-13, 2012. The aim of the conference was to provide a platform for researchers,... [\[More\]](#)  
**ALTERNATE:**  
[9780415661591](#) | 2012 | hbk. | book | GBP 217.00, | AUD 483.10 (inc. GST), | AUD 439.18 (ex. GST),

The full record also highlights the eBook platform and purchase model.

## Biopolymer Engineering in Food Processing

**Author/Editor:** Telis, Vania Regina Nicoletti  
**Publisher:** CRC Press LLC  
**Pubn Place:** US  
**Binding:** **EBL Non Linear**  
**Edition:** 1st ed  
**Physical Media:** ebook  
**Pages:** 405  
**Availability:**  
**Pubn Year:** May 2012  
**LCC:** TP248.65.P62 .B545 2  
**DDC:** 572  
**Readership:** Research & professional  
**eBook ID:** 911991

**Firm sale, no return rights**

**Binding field indicates NL or UA. Platform fees may be applicable.**

[Licence Terms for EBL for Libraries](#)

**PRICE: USD 269.93**

**AUD 356.53 (inc. GST)**

**AUD 324.12 (ex. GST)**

**eISBN: 9781439844953**

**eISBN10: 143984495X**

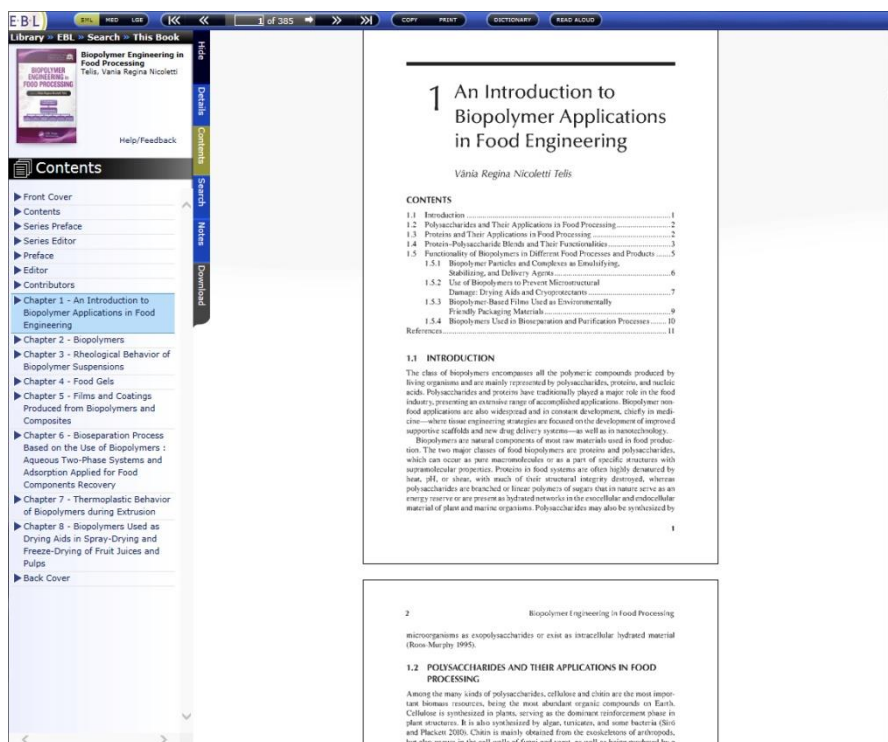
[\[Check my holdings\]](#)

eBook  
Version

Recommend to  
your Library

[\[Preview The Book\]](#)

*Tip: From any EBL eBook title there is a link called [Preview The Book]. This opens a new window, with a link that takes you to a timed preview of the book. Here you can preview sections of the book for free (5 minute limit).*





## 2.2.5 Search by Next / Previous Result

When looking at a search results list in CoInfo, there is now a **Next** and **Previous** button, so you can move from one full record display to another **without** having to go back to the results list.

[\[Previous\]](#) [Close](#) [\[Next\]](#)

### Eighteenth-Century Thing Theory in a Global Context : From Consumerism to Celebrity Culture.

**Author/Editor:** Baird, Ileana., Ionescu, Christina.  
**Publisher:** Ashgate Publishing  
**Pubn Place:** UK  
**Binding:** hbk.  
**Physical Media:** book  
**Pages:** 338  
**Availability:** Not in stock; usually ships in 3 weeks  
(last checked 12/3/2014)

**Pubn Year:** Jan 2014  
**LCC:** D286.E42 2014  
**DDC:** 306.4609033

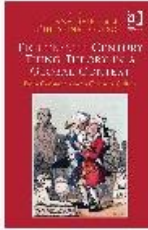
**PRICE: GBP 65.00**  
**AUD 144.71 (inc. GST)**  
**AUD 131.55 (ex. GST)**  
**ISBN:** 9781472413291 [\[Check my holdings\]](#)  
**ISBN10:** 1472413296

**ALTERNATE:**

☐ [9781472413307](#) 2014  
book

☐ [9781472413307](#) 2014  
EBL Non Linear ebook

Add Selected Alternates To BookList: ▼



[Buy Now!](#)

Action This Item ▼

Add To SavedTrolley: ▼

Add to Booklist: ▼

**Description:** Exploring Enlightenment attitudes toward things and their relation to human subjects, this collection offers a geographically wide-ranging perspective on what the eighteenth century looked like beyond British or British-colonial borders. To highlight trends, fashions, and cultural imports of truly global significance, the contributors draw their case studies from Western Europe, Russia, Africa, Latin America, and Oceania. This survey underscores the multifarious ways in which new theoretical approaches, such as thing theory or material and visual culture studies, revise our understanding of the people and objects that inhabit the phenomenological spaces of the eighteenth century. Rather than focusing on a particular geographical area, or on the global as a juxtaposition of regions with a distinctive cultural footprint, this collection draws attention to the unforeseen relational maps drawn by things in their global peregrinations, celebrating the logic of serendipity that transforms the object into some-thing else when it is placed in a new locale.

**Contents:** Introduction: Peregrine things: rethinking the global in 18th-century studies, Ileana Baird; Through the prism of thing theory: new approaches to the 18th-century world of

## 2.3 Manage Profiles

All profiles are accessible from the **Manage Profiles** tab on the menu.



**Set up as many profiles as you need.**

There are three types of profiles that can be created:

1. New Title Alert Profile
2. Title Search (Saved Search) Profile
3. Approval Plan Profile



**Create New Profile** | **Saved Profiles**

**Select Profile Type**

- ☒ **New Title Alert** - results sent automatically each month
- ☐ **Title Search** - available for your use anytime
- ☐ **Approval Plan** - books sent automatically when profile has been agreed with by our information resources staff.

To edit or review profiles, select the **Saved Profiles** tab.



<input type="checkbox"/>	<u>Profile Name</u> ▲	<u>Profile Type</u>	<u>Created Date</u>	<u>Last Modified</u>
<input type="checkbox"/>	<a href="#">Chemical Engineering</a>	Title Search	10/03/2014, 10:55	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Economics</a>	New Title Alert	11/03/2014, 11:00	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Engineering</a>	New Title Alert	11/03/2014, 11:05	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Management &amp; Public Relations</a>	New Title Alert	11/03/2014, 11:10	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Medicine &amp; Health</a>	New Title Alert	11/03/2014, 11:15	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Social Sciences, Sociology &amp; Anthropology</a>	New Title Alert	11/03/2014, 11:20	<input type="button" value="Edit"/>

### 2.3.1 New Title Alert Profiles

The New Title Alert is sent to you automatically (refer to section 2.1 of this document). Setting up a profile for your New Title Alert is easy. Set up as many profiles as you need.

There are lots of ways to customise your New Title Alert profile to suit your own personal requirements.

1. Delivery methods:
  - Online and Email Alert
  - Online Only - No Email Alert
2. eBook formats:
  - All
  - EBL only
  - ebrary only
3. Subject classifications:
  - Library of Congress Classification (LCC)
  - Dewey Decimal Classification (DDC)

**New Title Alert Profile**

**Name**

**Email Type**

☒ Online and Email Alert  
☐ Online Only - No Email Alert

**Title Format**

☒ Print  
☒ eBook  

☒ - All  
☐ - EBL only  
☐ - ebrary only

**Please select from one of the following**

**LCC Subjects**

Select LCC Subjects

**OR**

**DDC Subjects**

Select DDC Subjects

**Email Recipients**

**Default Recipient**

nta@coinfo.com.au

**Additional Recipients**

Add New

Remove Selected

Back

Save

## LCC Subject List

- ☐ [A General Works](#)
- ☐ [B Philosophy, Psychology, Religion](#)
- ☐ [C Auxiliary Sciences of History \(General\)](#)
- ☐ [D World History \(except American History\)](#)
- ☐ [E American History](#)
- ☐ [F Local History of the United States and British, Dutch, French, and Latin America](#)
- ☐ [G Geography, Anthropology, Recreation](#)
- ☐ [H Social Sciences](#)
- ☐ [J Political Science](#)
- ☐ [K Law](#)
- ☐ [L Education](#)
- ☐ [M Music](#)
- ☐ [N Fine arts](#)
- ☐ [P Language and Literature](#)
- ☐ [Q Science](#)
- ☐ [R Medicine](#)
  - ☒ [R5-920 Medicine \(General\)](#)
    - ☒ [R5-130.5 General works](#)
    - ☒ [R131-687 History of medicine. Medical expeditions](#)
    - ☒ [R690-697 Medicine as a profession. Physicians](#)
    - ☒ [R702-703 Medicine and the humanities. Medicine and disease in relation to history, literature, etc.](#)
    - ☒ [R711-713.97 Directories](#)
    - ☒ [R722-722.32 Missionary medicine. Medical missionaries](#)
    - ☒ [R723-726 Medical philosophy. Medical ethics](#)
    - ☒ [R726.5-726.8 Medicine and disease in relation to psychology. Terminal care. Dying](#)
    - ☒ [R727-727.5 Medical personnel and the public. Physician and the public](#)

## DDC Subject List

- ☐ [000 Computer science, information & general works](#)
- ☐ [100 Philosophy & psychology](#)
- ☐ [200 Religion](#)
- ☐ [300 Social sciences](#)
- ☐ [400 Language](#)
- ☐ [500 Science](#)
- ☐ [600 Technology](#)
  - ☐ [600 Technology](#)
  - ☒ [610 Medicine & health](#)
    - ☒ [610 Medicine & health](#)
      - ☒ [610.1 Medicine--philosophy, ...](#)
        - ☒ [610.14 Medicine--terminology, ...](#)
      - ☒ [610.3 Medicine--dictionaries, ...](#)
      - ☒ [610.6 Organizations, management; group practice; medical personnel and relationships](#)
        - ☒ [610.65 Group Practice](#)
        - ☒ [610.69 Medical Personnel and Relationships](#)
      - ☒ [610.7 Education, research, nursing, services of allied health personnel](#)
        - ☒ [610.71 Medicine--education](#)
        - ☒ [610.72 Medicine--research, ...](#)
        - ☒ [610.73 Nursing and services of allied health personnel](#)
        - ☒ [610.76 Medical sciences--examinations, ...](#)
      - ☒ [610.9 Medicine--history, ...](#)
        - ☒ [610.92 Biography](#)
    - ☒ [611 Human anatomy, cytology & histology](#)
      - ☒ [611.01 Anatomic embryology, cytology, histology](#)
      - ☒ [611.1 Cardiovascular organs](#)

*Tip: To select a more specific subject area in your New Title Alert, click on any subject with blue (underlined) text to reveal the next level of available subjects.*




You can add additional recipients (colleagues) that may wish to also receive your New Title Alert email.

### Email Recipients

**Default Recipient** acustomer@alibrary.edu.au

**Additional Recipients**

When you have completed your profile preferences, name your profile and select the **Save** button. Once a **Data Saved** box appears, you can then continue making your next profile.



Sign-in:  Password:

Welcome, **A Customer** [\[Sign out\]](#)

Your Trolley contains 0 items /\$ 0.00 (AUD)

[\[Checkout\]](#) [\[NZ Customers\]](#)

[Welcome](#) [Books](#) [Serials](#) [eResources](#)

[Books TitleSearch](#) [New Title Alert](#) [Book Lists](#) [Approval Lists](#) [Saved Trolley](#) [Order Search](#) [Manage Profiles](#) [MARC Queue](#) [MARC Template](#) [Group Maintenance](#) [Co Info Registration](#)

### New Title Alert Profile

**Name**

**Email Type**

☒ Online and Email Alert

☐ Online Only - No Email Alert

**Title Format**

☒ Print

☒ eBook

☒ - All

☐ - EBL only

☐ - ebrary only

**Please select from one of the following**

LCC Subjects

OR


DDC Subjects  457 item(s) selected

### Email Recipients

**Default Recipient** nta@coinfo.com.au

**Additional Recipients**

A division of Australia's largest member owned retailer



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### 2.3.2 Title Search Profiles

By setting up Title Search profiles (or Saved Searches), you can avoid having to enter the same search criteria for each Title Search. From the **Create New Profile** tab in **Manage Profiles** select the **Title Search** radio button and click **Continue**.

**Create New Profile** | **Saved Profiles**

**Select Profile Type**

- ☐ **New Title Alert** - results sent automatically each month
- ☒ **Title Search** - available for your use anytime
- ☐ **Approval Plan** - books sent automatically when profile has been agreed with by our information resources staff.

**Cancel** **Continue**

Enter keywords, DDC or LCC subject codes, formats, publishers etc. with options to exclude titles that are not yet published, out of print or already in another Booklist. Once you have completed your profile preferences, name your profile and select the **Save** button. When the **Data Saved** box appears, you can then continue making your next profile.

**Title Search Profile**

**Name**

**Search Filters**

**Title keywords**

- ☐ with **all** of the words
- ☐ with the **exact phrase**
- ☐ with **at least one** of the words
- ☐ **without** the words

☐ Also search in Table of Contents and Description

**written or edited by**

**published by**

**between the dates of**  Mth  Year  to  Mth  Year

**with readership level**

**in the series**

**with binding**

**with physical media**

**with Dewey number**

**with LC subject headings**

**with place of publication**

**starting with Dewey number**

☐ Include "Out Of Print" and "Superseded" Products

☐ Include products "Not Yet Published"

☐ Only Display "Not Yet Published" Products

☐ Exclude titles already in my Booklist(s)/New Title Alert(s)

**Sort Results By**

Once set up, these saved searches can be updated at any time and can also be run from the above page or from the My Searches list on the standard Title Search page as shown below (provided you are signed-in).

Title Search

Single ISBN

Multiple ISBNs

My Searches

Engineering

Title keywords

with **all** of the words

with the **exact phrase**

with **at least one** of the words

**without** the words

☐ Also search in Table of Contents and Description

## 3. Search Results

### 3.1 Library Holdings Visibility

This option allows any library to submit a file of their holdings to CoInfo and is linked to all the library's CoInfo users. A blue message "[Holdings exist for product](#)" is visible in brief and full title display, alerting the user that they already hold the item even if it was not purchased from CoInfo. This message displays at the list level, eliminating the need to check title by title.

☐ [The Idea of Arbitration.](#) Paulsson, Jan.

(2013) | 9780199564163 | Oxford University Press UK | hbk. | book | 336pp | LCC: KZ6115 | DDC: 347.09  
GBP 70.00, AUD 155.84 (inc. GST), AUD 141.67 (ex. GST),  
What is arbitration? This volume provides a novel theoretical examination of the concept of arbitration, attempting to answer fundamental questions which have rarely been addressed systematically in English. It explores the place of arbitration in the legal process, offering a challenging, yet accessible... [\[More\]](#)

# Previously ordered item

# Holdings exist for product

Action This Item

### 3.2 Open URL

The Open URL feature allows a link to check your individual library holdings, preventing the reordering of titles that your library may already contain.

[\[Previous\]](#) [\[Close\]](#) [\[Next\]](#)

#### Advances in financial economics vol. 16.

**Author/Editor:** Ferris, Stephen., Makhija, Anil., John, Kose.  
**Publisher:** EMERALD GROUP  
**Pubn Place:** UK  
**Binding:** hbk.  
**Physical Media:** book  
**Pages:** 250  
**Availability:** Not in stock; usually ships in 3 weeks (last checked 12/3/2014)  
**Pubn Year:** Dec 2013  
**LCC:** HG4026  
**DDC:** 658.15

**PRICE:** GBP 62.95  
AUD 140.14 (inc. GST)  
AUD 127.40 (ex. GST)  
**ISBN:** 9781783501205  
**ISBN10:** 1783501200

[Buy Now!](#)  
Action This Item  
Add To SavedTrolley:  
Add to Booklist:

[\[Check my holdings\]](#)

**Description:** This volume contains a set of empirical papers by a set of global scholars who examine corporate governance and market regulation from a variety of perspectives. Jiang, Kim and Zhang argue that in certain cases an ex post increase in CEO pay can prevent the ex ante problem of managerial underinvestment and thereby help to reduce the agency problems characteristic of modern firms. Akyol and Cohen focus on firms' use of executive search firms versus allowing internal members to nominate new directors to serve on the board of directors. Choi, Ferris, Jayaraman and Sabherwal examine 361 CEO terminations occurring among the Fortune Global 500 firms during the years 2000 to 2006. Cashman, Gillan and Whitby investigate the labor market for corporate directors to better understand which director attributes are relevant for board selection. Baulkaran, Amoako-Adu and Smith analyze the link between the valuation discount of dual class companies and the channels through which private benefits can be extracted. Aggarwal examines ETFs and notes that the additional risks, complexity, and reduced transparency of these funds have attracted heightened attention by regulators.

Found an error in our data? [Suggest a correction.](#)

Publisher sets prices. CoInfo converts to \$A. Prices change when publisher's prices or exchange rates vary at time of supply. Prices are exclusive of postage. A service fee applies for non-commercial items.

### 3.3 Integrated Acquisition of Print and eBooks

Integrated acquisition of print and eBooks allows for simple web ordering via the online trolley to more advanced acquisition options. Customised MARC data can be exported from CoInfo for your selected titles to create order files within your ILMS.

ISBN: 9780415534383 [\[Check my holdings\]](#)  
ISBN10: 0415534380

**ALTERNATE:**

☐ [9781134680146](#) 2013  
EBL Non Linear ebook

☐ [9781134680146](#) 2013  
EBL Textbook ebook

☐ [9780415534390](#) 2013  
pbk. book

[Add Selected Alternates To BookList:](#) ▼

[Buy Now!](#)

Action This Item ▼

Add To SavedTrolley: ▼

Add to Booklist: ▼

*Tip: At the title level, select the tick box of your preferred alternate format(s) to add it to a booklist.*

If a title is part of an eBook collection, the specific collection is listed with a direct link to the publisher's website.

[\[Previous\]](#) [\[Close\]](#) [\[Next\]](#)

**Race For Sustainability : Energy, Economy, Environment And Ethics.**

**Author/Editor:** Hickson, Ken.  
**Publisher:** World Scientific Publ Co  
**Pubn Place:** Other  
**Binding:** pbk.  
**Physical Media:** book  
**Pages:** 328  
**Availability:** Not in stock; usually ships in 3 weeks (last checked 12/3/2014)

**Pubn Year:** Dec 2013  
**LCC:** HD75.6  
**DDC:** 333.72  
**Readership:** Undergraduate, Postgraduate, Research & professional

**PRICE: USD 48.00**  
**AUD 63.40 (inc. GST)**  
**AUD 57.64 (ex. GST)**  
**ISBN:** 9789814571357 [\[Check my holdings\]](#)  
**ISBN10:** 9814571350

**ALTERNATE:**

☐ [9789814571364](#) 2013  
EBL Non Linear ebook

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Action This Item ▼

Add To SavedTrolley: ▼


Add to Booklist: ▼

**You may already have access to this title as part of the WSP Business and Economics ebook package. To check if your library has purchased it, [Click Here](#)**

**Description:** This book looks at the sustainable issues and the accompanying opportunities, and leads readers on a fast track to clear the air and drive to a sustainable, low-carbon future. To focus on renewable energy and energy efficiency. To stop the burning and stop wasting resources. Read on and let the wealth of information in this book inspire you along your sustainability journey. Join the race and act soon. A portfolio of stories, essays, profiles and case studies covering the four E's of Sustainability: Energy, Economy, Environment and Ethics. Readership: Professionals, researchers and students in the field of sustainability, climate change economics, corporate social responsibility, and environmental studies, and the general public interested in sustainability and the environment.

**Contents:** \* Introducing the Race for Sustainability; \* Why Sustainability Matters; \* Making Energy Efficiency Sexy; \* Building Hopes Beyond Green Buildings; \* The Sun Shines on Renewables; \* Industrial and Innovative Solutions; \* Gold Standard for Sustainable Events; \* Air Pollution, Deforestation and Biodiversity; \* Resourceful Management of Waste; \* Energy Literacy and Creative Education; \* Ethics, Media and Communication.




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[Home](#) > [All Publications](#) > [All Books](#) > [Race for Sustainability](#)

**This Book**






328pp Nov 2013  
 ISBN: 978-981-4571-35-7 (softcover)  
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**USD36.00** [Buy Now](#)  
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 For institutional orders, please contact [sales@wspc.com.sg](mailto:sales@wspc.com.sg)

**World Scientific**  
**Energy**  
 Related Publications  
[Resources](#)

**Race for Sustainability**  
 Energy, Economy, Environment and Ethics  
 By (author): **Ken Hickson** (*Sustain Ability Showcase Asia, Singapore*)
 
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[Add to Favorites](#) | [Citation Alert](#) | [View Abstracts](#) | [Send to Citation Mgr](#)
☐ Select All
 

- ☐ **FRONT MATTER**  
 DOI: 10.1142/9789814571364\_fmatter  
 Abstract | PDF (224 KB)
- ☐ **Why Sustainability Matters**  
 DOI: 10.1142/9789814571364\_0001  
 Abstract | PDF (4187 KB)
- ☐ **Making Energy Efficiency Sexy**  
 DOI: 10.1142/9789814571364\_0002  
 Abstract | PDF (8309 KB)
- ☐ **Building Hopes Beyond Green Buildings**  
 DOI: 10.1142/9789814571364\_0003  
 Abstract | PDF (4804 KB)
- ☐ **The Sun Shines on Renewables**  
 DOI: 10.1142/9789814571364\_0004  
 Abstract | PDF (3562 KB)
- ☐ **Industrial and Innovative Solutions**  
 DOI: 10.1142/9789814571364\_0005  
 Abstract | PDF (6677 KB)
- ☐ **Gold Standard for Sustainable Events**  
 DOI: 10.1142/9789814571364\_0006  
 Abstract | PDF (6686 KB)
- ☐ **Air Pollution, Deforestation and Biodiversity**  
 DOI: 10.1142/9789814571364\_0007  
 Abstract | PDF (10996 KB)
- ☐ **Resourceful Management of Waste**  
 DOI: 10.1142/9789814571364\_0008  
 Abstract | PDF (4696 KB)

## Introducing the Race for Sustainability

There's a sense of urgency about all this. It's a race against time. It's a race the world is in danger of losing.

We're on about the urgent need to fix the world's unhealthy dependency on fossil fuels, which contribute most of the deadly greenhouse gas emissions damaging the atmosphere and bringing about unheard of changes to our climate.

The science is in. Without exception, the world's international agencies — the United Nations, the World Health Organisation, the World Bank, the International Energy Agency, among others — recognise the gravity of the global problem and call for more to be done to deal with its ramifications.

As long as we continue to dig up and burn fossil fuels; as long as we continue to destroy and burn rainforests; as long as we continue to make, drive, consume, waste products and resources, we stay on the path to destruction.

Dramatic, yes. Painful, yes. But how else will we understand how real is the global problem if we do not hear it the way it is.

But this is not all doom and gloom. In this book — as well as in my previous encyclopaedic effort "The ABC of Carbon" — I go out of my way to write about the issues and the opportunities.

This book is made up mostly of what I have talked about and written about over the last year or so.

You will also meet some great men and women who are profiled because they have something significant to say. I've met them and talked to them so I know they are well and truly off the starting blocks in this race.

This book has been written and produced in Singapore and much of its attention has been on events happening in Asia. But its focus and reach is truly global.

There are many governments who are doing more than we give them credit for. Singapore is among the most committed.

Likewise, most of the leading corporations around the world are taking serious, deliberate and meaningful steps on the sustainability journey.

We report the wise words of the International Energy Agency (IEA) and the UN Framework Convention on Climate Change (UNFCCC). We hear from Sir Richard Branson and the Carbon War Room. One of the world's most

Race for Sustainability Downloaded from www.worldscientific.com  
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Introducing the Race for Sustainability  
 vii

## 3.4 Search Result Details

To simplify discovery, LCC and DDC are now displayed at the search result level, eliminating the requirement to click through to the title detail level.

Sign-in:  Password:

Welcome, **A Customer** [\[Sign out\]](#)

Your Trolley contains 0 items /\$ 0.00 (AUD)

[\[Checkout\] \[NZ Customers\]](#)

WelcomeBooksSerials eResources

BooksQuick SearchGoBooksTitleSearchNew TitleAlertBook ListsApproval ListsSaved TrolleyOrder SearchManage ProfilesMARC QueueMARC TemplateGroup MaintenanceCo InfoRegistration

Back to Search(16 pages)Print This PagePrint All Pages

Action entire list

Sort By Title

Tag all items in list

Clear tags in list

Action this page

Tag all items on page

Clear tags on page

Action tagged items

0 items tagged

Buy (Add to order trolley)

Add your MARC data

Print items

Queue MARC for FTP

Add To SavedTrolley:

Add To BookList:

Download:

Recommend:

Your search returned 232 titles

Multiple ISBN: [\[Full ISBN List\]](#)

☐

**Capital Wars : the new east-west challenge for entrepreneurial leadership and economic success.** **Pinto, Daniel**  
(2014) | 9781472905079 | A & C Black Publishers Ltd | **EBL Non Linear** | 1st ed., | ebook | 257pp | LCC: HC59.3 | DDC: 337  
USD 87.00, AUD 114.92 (inc. GST), AUD 104.47 (ex. GST),  
Just a few years is all it took for the debt crisis to bring down the mighty 'twin towers' of American and European capitalism and undo two centuries of Western dominance on the world's economic and political stage. Daniel Pinto offers a unique insight into how the East is winning the battle for economic... [\[More\]](#)  
**ALTERNATE:**  
9781472905055 | 2014 | hbk. | book | GBP 25.00, | AUD 55.66 (inc. GST), | AUD 50.60 (ex. GST),

Action This Item

☐

**Career Counseling and Constructivism : Elaboration of Constructs.** **McMahon, Mary.**  
(2014) | 9781629485751 | Nova Science Publishers Inc | pbk. | book | 182pp | LCC: HF5381 | DDC: 331.70201  
USD 69.00, AUD 91.14 (inc. GST), AUD 82.85 (ex. GST),  
Vocational guidance fits industrial societies and career counseling suits corporate cultures. However, neither guidance nor counseling seems to be the best practice for career intervention in the global economy of the information era. Thus, the emergence of career construction theory for comprehending... [\[More\]](#)  
**ALTERNATE:**  
9781617617072 | 2010 | Ebrary MUPO | ebook | USD 103.50, | AUD 136.71 (inc. GST), | AUD 124.28 (ex. GST),  
9781617617072 | 2010 | Ebrary SUPO | ebook | USD 69.00, | AUD 91.14 (inc. GST), | AUD 82.85 (ex. GST),

Action This Item

☐

**Cartels, Markets and Crime : a normative justification for the criminalisation of economic collusion.** **Wardhaugh, Bruce.**  
(2014) | 9781107036307 | Cambridge University Press UK | hbk. | book | 384pp | Availability last checked: 7/3/2014 | LCC: HD2757.5 | DDC: 338.87  
GBP 75.00, AUD 166.97 (inc. GST), AUD 151.79 (ex. GST),  
This study of the normative justification for the use of criminal sanctions as a means of cartel control goes beyond the historical and economic viewpoints by adding a normative evaluation of anti-cartel regimes and analysing cartel control in the USA, Europe and the UK. The analysis is unique in seeking... [\[More\]](#)

Action This Item

☐

**China Cloud Rising : china's journey towards technology supremacy.** **Zhu, Jinzy.**  
(2014) | 9783642537448 | Springer | hbk. | book | 150pp | LCC: HC79.T4 | DDC: 338.064  
EUR 99.99, AUD 184.14 (inc. GST), AUD 167.40 (ex. GST),  
In twenty years, China's expenditures for research and development will surpass those of the United States, a trend that epitomizes nationalistic ambitions to regain intellectual prestige for a country that had once invented paper and gunpowder. Tens of billions of dollars have been poured into a new... [\[More\]](#)

Action This Item

☐

**China's Securities Market : towards efficient regulation.** **Bian, Jing.**  
(2014) | 9780415822770 | Routledge c/- Taylor & Francis | hbk. | book | 240pp | LCC: HG5782.B43 2014 | DDC: 332.04150951  
GBP 85.00, AUD 189.23 (inc. GST), AUD 172.03 (ex. GST),  
This book is a comprehensive and detailed study of the information disclosure system in the Chinese securities market. Covering China, the UK and Hong Kong, it examines the listed companies, stock exchanges, securities companies, financial intermediaries, financial regulators and investor

Action This Item

## 4. Manage Selections & Acquisitions Using Booklists



**Booklists allow you to save information in order to print, email, export or share with your colleagues – as well as simply save lists of products for future reference.**

Titles identified on CoInfo may be organised and managed in Booklists. Titles may be added or removed at any time. Booklist items may be actioned, either individually or by batch, in multiple ways:

- Product detail may be downloaded in Text, Excel or MARC format
- Booklists may be recommended for review either by e-mail or by copying to another CoInfo user
- Items stored in other Workgroup members' booklists are clearly marked
- If a user has permission to view product Order History, it will be accessible from the Product Detail

MARC data may be added and saved to Booklist titles for further review and action. Local data (name, fund, selector note) may be added at the record level or booklist header level. Records are easily marked, and the tags are retained even when re-sorting or moving through subsequent pages of a search result, alert or booklist.

Individual records or entire booklists can be easily emailed, printed or saved to Excel/text, without having to understand icons. CoInfo even saves the email addresses for your future use.

Automatically copy online any record or booklist (with a handy notes field) to a colleague, who may optionally receive an email prompt that includes a link to the newly arrived booklist. To avoid unwanted recommendations, you will need to know your colleague's CoInfo "sign-in" (not their password).

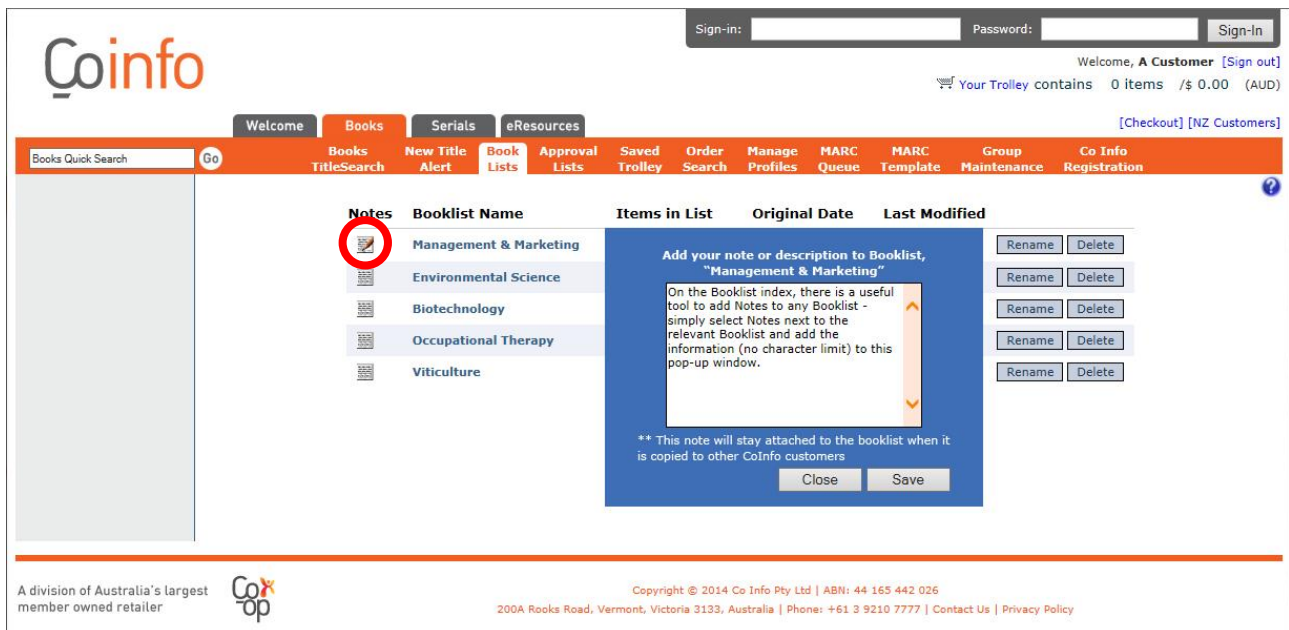
Add a note or description to your Booklist. There is no limit to the size of the note and it will stay attached to the Booklist if it is copied to other registered CoInfo colleagues.

Don't want to order products before they are published? Need to create a wish-list? Save items to a new Booklist. Check back regularly because data is dynamically updated with the latest price and availability data. Simply order when you're ready.



## 4.1 To Access Booklists

Select **Book Lists** from the CoInfo Books menu.



From this index of your personal Booklists, the following information is provided:

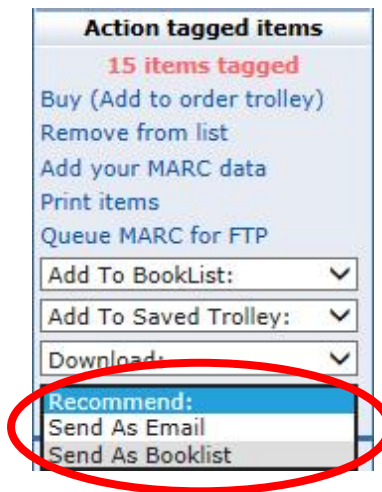
- Booklist name
- Notes - add descriptive information (to the entire list – see example below)
- Original date list created
- Date list last modified
- Details of each Booklist that has been copied to you by another user, including the date of this action and details of that user name

You can rename your Booklist or delete it (this cannot be undone)

**Tip:** On the Booklist index, there is a useful tool to add Notes to any Booklist – simply select Notes next to the relevant Booklist and add the information (no character limit) to the pop-up window (see example above).

## 4.2 To Share a Booklist

A Booklist can be shared by email or within CoInfo from the **Recommend** drop-down box.



### 4.2.1 Share a Booklist via Email

To share or recommend a Booklist, open the Booklist (click on its name from the Booklist index page). Tag all relevant items in the list and then from the left menu, select **Recommend**, then **Send as Email** from the drop-down box.

**Email "Management & Marketing" containing 4 title(s).**

To:	
New Email Address:	Send To:
<input type="text"/>	colleague@alibrary.com
Previous Addresses:	
<input type="text"/>	
<input type="button" value="Add New"/>	<input type="button" value="Add &gt;&gt;"/>
<input type="button" value="Add All &gt;&gt;"/>	<input type="button" value="Remove &lt;&lt;"/>
<input type="button" value="Remove &lt;&lt;"/>	<input type="button" value="Remove All &lt;&lt;"/>
<input type="button" value="Delete Previous"/>	

**Message:**

Fund Code

Message

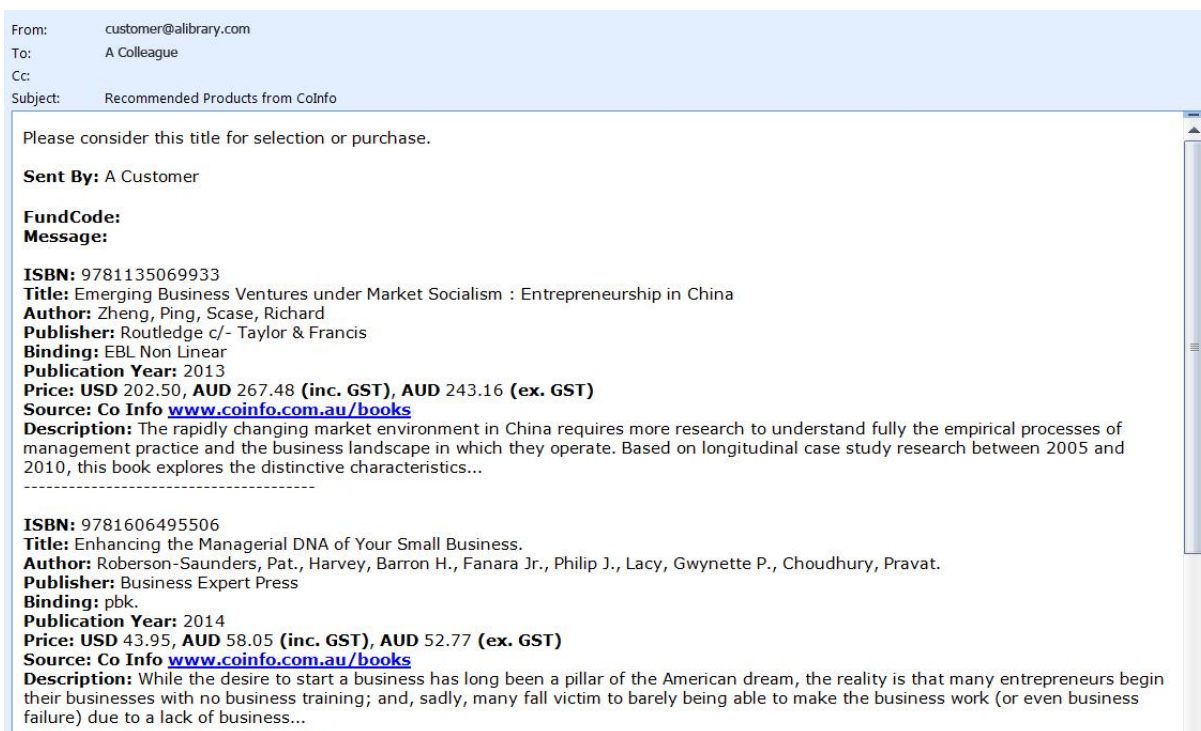
**From: (Your Details)**

Name:

Email:

Receive Confirmation? ☒

An email will be sent containing the tagged Booklist titles.



#### 4.2.2 Share a Booklist with another ColInfo User

To share a Booklist with another user (automatically copying it to that user's list of Booklists), the following sequence is recommended:

- Select the **Book Lists** (index page) from the ColInfo top menu
- Open the Booklist (click on its name from the Booklist index page). From the left menu, tag all relevant items in the list, select **Recommend**, then **Send as Booklist** from the drop-down box.
- Enter each user's Sign-in (but not password) and add in order to avoid unsolicited use of this function. ColInfo will send an automatic email to prompt your colleague to discover your list in their ColInfo Booklists.

**Copy "Management & Marketing" To Colleague**

**To:**

New UserID:

Previous UserIDs:

Copy Booklist To:

Send Email advising Colleague ☒

Message

The Booklist will appear in the recipients CoInfo Book Lists (see example below)

The screenshot shows the CoInfo web application interface. At the top, there is a login section with 'Sign-in:' and 'Password:' fields, and a 'Sign-In' button. Below this, a welcome message says 'Welcome, A Customer [Sign out]'. A shopping cart icon indicates 'Your Trolley contains 0 items /\$ 0.00 (AUD)'. A navigation bar includes links for 'Welcome', 'Books', 'Serials', and 'eResources'. Below the navigation bar, there is a 'Books Quick Search' field with a 'Go' button. The main content area displays a table of booklists. The first row, 'Management & Marketing', is circled in red. Below it, a note indicates '(Copied 20/02/2012, 14:28) (acolleague) A Colleague'. Other booklists listed include 'Environmental Science', 'Biotechnology', 'Occupational Therapy', and 'Viticulture'. At the bottom of the page, there is a footer with the CoInfo logo, a copyright notice for 2014, and contact information.

Notes	Booklist Name	Items in List	Original Date	Last Modified	
	Management & Marketing	11	20/02/2012, 13:00	13/03/2014, 10:00	Rename Delete
(Copied 20/02/2012, 14:28) (acolleague) A Colleague					
	Environmental Science	89	20/02/2012, 11:57	20/02/2012, 11:57	Rename Delete
	Biotechnology	71	20/02/2012, 11:56	20/02/2012, 11:56	Rename Delete
	Occupational Therapy	53	20/02/2012, 11:55	20/02/2012, 11:55	Rename Delete
	Viticulture	35	20/02/2012, 11:54	20/02/2012, 11:54	Rename Delete

[Create New Booklist](#)  
[Back To Search Results](#)

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## 5. Working with Booklists



**Booklists, New Title Alerts and Title Search Results all provide rich data and a range of functions that work in with any library workflow.**

**Note:** Virtually identical functionality is available for your Booklists, New Title Alerts and Title Search result lists.

You will notice that every list includes extensive bibliographic detail when available for each item:

- Title: Sub-title
- Author(s)/Editor(s)
- Year of publication
- ISBN
- Publisher
- Binding
- Edition
- Media
- Number of pages
- Date that Availability was last checked
- Price (inclusive/exclusive of GST)
- Short Description and/or Table of Contents
- LCC / DDC

### 5.1 Working with a Single Item

Clicking on any specific Title or **[More]** will take you to the Product Detail page where the above information is supplemented with:

- Availability
- Subjects (DDC & LCC)
- Series title / volume
- Alternate versions.
- Description / Contents
- Cover image (if available)
- Check my holdings (if previously set up with CoInfo)

Each page automatically updates the Availability data within a few seconds of first viewing the page. You have experienced the power of the CoInfo Web Services, which simultaneously access our supply partner databases. "In stock at CoInfo Source" means the item is actually in stock in at least one of our major supply partners and you can have confidence that it would usually be delivered within 15 business days. However, if an item is reported "Not in stock" it is highly likely that we will also obtain it promptly in the timeframe shown.

#### 5.1.1 Links to (other) Booklists

If any listed products have already been included in, or added to another of your personal Booklists or New Title Alerts, you will notice a handy reference under each one as follows.

**\* This item is in the following Booklists. "Medicine & Health"**

Similarly, you are able to see if any Workgroup colleagues have previously identified an item and placed it in a Booklist or MARC queue.

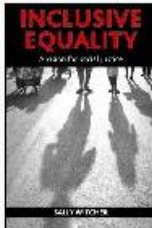
### 5.1.2 Order duplication alert

If any item has been previously ordered or purchased on an account directly linked to your Sign-in, details of the order date, number and (if already invoiced) invoice number will be displayed on the Product Detail page.

**Orders History:**

Ordered 14/03/2014 #1234-ABCD

[\[Previous\]](#) [\[Close\]](#) [\[Next\]](#)



**Inclusive equality : A vision for social justice.**


**Author/Editor:** Witcher, Sally.  
**Publisher:** Policy Press  
**Pubn Place:** UK  
**Binding:** hbk.  
**Physical Media:** book  
**Pages:** 256  
**Availability:** Not in stock; usually ships in 3 weeks  
(last checked 13/3/2014)


**Pubn Year:** Sep 2013  
**LCC:** HM671  
**DDC:** 303.372


**PRICE: GBP 70.00**  
**AUD 155.84 (inc. GST)**  
**AUD 141.67 (ex. GST)**  
**ISBN:** 9781447300038 [\[Check my holdings\]](#)  
**ISBN10:** 1447300033


**ALTERNATE:**


☐ [9781447300052](#) 2013  
EBL Non Linear ebook

Add Selected Alternates To BookList: 

 [Buy Now!](#)

Action This Item 

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Add to Booklist: 

**Orders History:**

Ordered 14/03/2014 #1234-ABCD

**Description:** At a time of tremendous economic upheaval and fiery political contests, the possibility of viable social cohesion- and social justice-seems dimmer than ever. In this ambitious, wide-ranging book, Sally Witcher asks what it takes to create a better-functioning society. Weaving together literature on poverty, discrimination, and social exclusion, she formulates a vision for social justice as "inclusive equality," a novel approach that reveals clear, practical ways to design and deliver social policy. Making complex material accessible, she uncovers just what social justice means and how we can achieve it.



### 5.1.3 Working with one detailed item record at a time

Clicking on any Title or **[More]** will take you to the Product Detail page.

The screenshot displays the CoInfo library management interface. At the top, there's a sign-in section and a welcome message for a customer. Below this is a navigation bar with tabs for 'Books', 'Serials', and 'eResources'. The main content area shows a list of books under the category 'Management & Marketing'. Each book entry includes a checkbox, the title, author, publication details, and a '[More]' link. The left sidebar contains various actions that can be performed on the items, such as 'Buy (Add to order trolley)', 'Remove from list', 'Add your MARC data', 'Print items', 'Queue MARC for FTP', 'Add To BookList', 'Add To Saved Trolley', 'Download', and 'Recommend'.

### 5.1.4 To action a single item from the Product Detail page

Click any of the following options:

- Action this item:

The screenshot shows a dropdown menu titled 'Action This Item'. The menu contains the following options: 'Buy (Add To Order Trolley)', 'Email To Colleague', 'Add your MARC data (full view)', 'Queue MARC for FTP', 'As Text (.txt)', 'As Excel (.xlw)', and 'As MARC Record File'.

- Buy (Add to Order Trolley) - If the library chooses, orders may be placed in the Trolley and ordered on a specific customer account (if the user has been granted permission to do so by the Workgroup Administrator). At checkout, you will only see the account codes on which you have been given permission to order and will also be given the choice of entering credit card details. If the user does not have permission to order on any Library account, they may still place an order by entering a delivery address and credit card details. This is useful for direct departmental or faculty orders and private purchases.

- Email to Colleague – this will request a dialogue box from which you can automatically email details of this product to anyone. The addresses you enter will still be there when you next return. The email sent to your colleague includes a link to the ColInfo page for the recommended product.
- Add your MARC data (full view) – this will invoke a comprehensive MARC record structure that allows you to add or edit MARC data as well as add Vendor Notes or 960 series local data.

When you complete this action by saving your data, the Booklist or Alert web page will be refreshed to include your added data under the product information as follows:

☐ **Planning sustainable transport. Hutton, Barry.**

Action This Item

(2013) | 9781849713900 | Taylor & Francis Ltd | hbk. | book | 440pp | LCC: HE193 | DDC: 388  
 GBP 110.00, AUD 244.89 (inc. GST), AUD 222.63 (ex. GST),  
 Transport choices must be changed if we are to cope with sustainability and climate change but that may only be done if we understand how the whole transport system works how the different modes are used in combination, not as simple alternative. There are never straightforward choices between one... [more]

960 o 1  
 960 t mar  
 960 u wa2da  
 960 v coimm  
 961 d Architecture Print  
 961 f COI SK

**ALTERNATE:**  
[9781136754081](#) | 2013 | EBL Non Linear | ebook | USD 255.00, | AUD 336.82 (inc. GST), | AUD 306.20 (ex. GST),  
[9781136754081](#) | 2013 | EBL Textbook | ebook | USD 212.50, | AUD 280.68 (inc. GST), | AUD 255.16 (ex. GST),  
[9781849713917](#) | 2013 | pbk. | book | GBP 34.99, | AUD 77.90 (inc. GST), | AUD 70.82 (ex. GST),

- Queue MARC for FTP – adds the product to a batch of records to be exported to the library automation system via FTP transmission.
- Download as Text, Excel or MARC record file – these export options may be used to export full details in the format of your choice. The output file is made available to you immediately. Occasionally, browser settings may prevent this function from completing. Simply perform it a second time to overcome this.
- Add to Saved Trolley – To view, send to a colleague or delete a Saved Trolley, select **Saved Trolley** from the Books menu. Saved Trolleys that have been sent to you by a colleague are indicated with that colleague's user name. This option is available from Books TitleSearch results, a New Title Alert search or a Book List.



- Add to Booklist - You may setup as many Booklists as you need. Booklists have almost identical functionality and features as the New Title Alert. You must give each list a Booklist title. To retrieve, rename, append a note to, or delete any Booklist, select **Booklists** from the Books menu. Booklists that have been copied to you by a colleague are indicated with that colleague's user name.

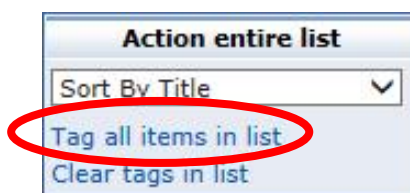




## 5.2 Working with Multiple Items

### 5.2.1 To select for action all items in the list

Click **Tag all items in list** (or to de-select, click on **Clear tags in list**)



### 5.2.2 To select for action all items on the current page

Click **Tag all items on page** (or to de-select, click on **Clear tags on page**)



### 5.2.3 To select for action one or more items

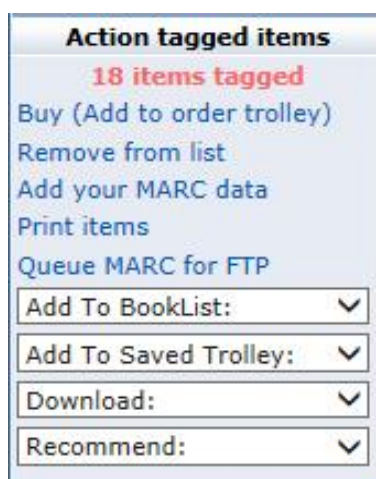
Click the tag (tick box) to the left of any listed item (or to de-select, click on the tag again).

☒ [Dynamics in the History of Religions between Asia and Europe : Encounters, Notions, and Comparative Perspectives.](#) Action This Item ▼  
**Krech, Volkhard., Steinicke, Marion.**  
(2011) | 9789004185005 | BRILL NV | hbk. | book | VIII, 536pp  
**EUR 152.00, AUD 219.54 (inc. GST), AUD 199.58 (ex. GST).**  
This first volume of the series "Dynamics in the History of Religions" reviews the opening conference of the "Käte Hamburger Kolleg" at the Ruhr-University Bochum. The first section concentrates on the formation of what later come to be termed "world religions" through inter-religious contact, the second... [\[More\]](#)

**ALTERNATE:**  
[9789004225350](#) | 2011 | Ebrary MUPO | ebook | **EUR 152.00, | AUD 219.54 (inc. GST), | AUD 199.58 (ex. GST),**  
[9789004225350](#) | 2011 | Ebrary SUPO | ebook | **EUR 152.00, | AUD 219.54 (inc. GST), | AUD 199.58 (ex. GST),**

### 5.2.4 To action selected (tagged) items

Click any of the following options:



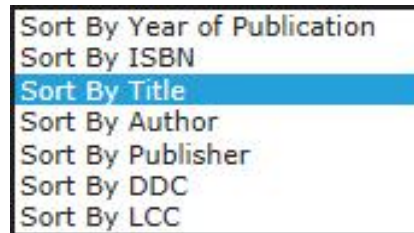
- **Buy (Add to Order Trolley)**

If the library chooses, orders may be placed in the Trolley and ordered on a specific customer account (if the user has been granted permission to do so by the Workgroup Administrator). At checkout, you will only see the account codes on which you have been given permission to order, and will also be given the choice of entering credit card details. If the user does not have permission to order on any Library account, they may still place an order by entering a delivery address and credit card details. This is useful for direct departmental or faculty orders and private purchases.

- **Remove from List** – selecting this action removes the product from this list.
- **Add your MARC data** – this will automatically display an extract of the MARC record structure that allows you to add or edit MARC data and add Vendor Notes or 960 series local data. When you complete this action by saving your data, the Booklist or Alert web page will be refreshed to include your added data under the product information.
- **Print items** – in a printer-friendly format.
- **Queue MARC for FTP** (this menu item is only visible when your Workgroup Administrator has granted permission)
- **Add to Booklist** – use this function to add tagged items to a new or existing Booklist. To instantly create a new Booklist, select **Add to New Booklist** at the top of the drop-down box. A pop-up window will ask you to give your new Booklist a name. To access any Booklist, select **Book Lists** from the ColInfo Books menu and click on the name of the appropriate list. There is a handy facility to add Notes to each Booklist – simply select **Notes** and add the information you need to the pop-up window.
- **Add to Saved Trolley** – use this function to add tagged items to a new or existing Saved Trolley. To instantly create a new Saved Trolley, select **Add to Saved Trolley** at the top of the drop-down box. A pop-up window will ask you to give your new Saved Trolley a name. To access a saved trolley, select **Saved Trolley** from the ColInfo Books menu and click on the relevant saved trolley name.
- **Download as Text, Excel or MARC record file** – these options may be used to export full details in the format of your choice. The output file is made available to you immediately. (Occasionally, browser settings may prevent this function from completing. Simply perform it a second time to overcome this.) The MARC option facilitates EDI ordering by allowing you to upload MARC data to your Library Management System, either made available for download on ColInfo's servers or actively placed in a specified directory on the Library's network. These records may be subsequently overlaid by full MARC records from ColInfo's Cataloguing team or any other source.
- **Recommend by Email** – this will invoke a dialogue box from which you can automatically email details of this product to anyone. The addresses you enter will still be there when you next return. The email sent to your colleague includes a link to the ColInfo pages for the recommended products.
- **Recommend as a Booklist** – use this function to add the tagged items as a Booklist to another ColInfo user. You will need to know that user's Sign-in (but not password) in order to avoid unsolicited use of this function. An email will be automatically sent to prompt your colleague to discover your list in their ColInfo Booklists.

### 5.2.5 To sort or print the list without tagging

- **Sort by Year of Publication, ISBN, Title, Author, Publisher, DDC or LCC** (descending order)



- **Print All Pages (or Print This Page)** - you can produce a printer-friendly page of the full list or current page using these functions, which are located at the top right of the web page

[\[Back to BookLists\]](#)   [\[Print This Page\]](#)   [\[Print All Pages\]](#)

## 6. Working with MARC Data

CoInfo provides acquisitions team members with the ability to add local data and queue records for FTP directly from Title Search search results and Booklists.

Local data may be added across the entire list, across tagged items or for individual items only. When adding local data, tagged titles may be immediately queued for FTP from the MARC template.

### 6.1 MARC Template

Many libraries have the need to customise local data tags and auto-populate specific information relevant to the configuration of their Library Management System. The CoInfo MARC Template allows the Library to configure MARC tags and system data to meet their specifications, and to make changes at any time. The Template is accessed from the menu as below.

Books TitleSearch	New Title Alert	Book Lists	Approval Lists	Saved Trolley	Order Search	Manage Profiles	MARC Queue	<b>MARC Template</b>	Group Maintenance	CoInfo Registration
----------------------	--------------------	---------------	-------------------	------------------	-----------------	--------------------	---------------	--------------------------	----------------------	------------------------

Elements of the MARC Template include:

- Control number may be assigned either to Tag 001 or 035
- A default value may be entered into Tag 082, if required
- All tag descriptions, numbers, indicators, subfields and repetition may be modified to suit the Library's needs
- Default or system data may be set to display automatically for each MARC record

MARC Template Name:

Insert control number into tag

Default Value (Tag 082):

Tag Desc.	Tag	I1	I2	Subfield	Data Prefix	System Data	Data Suffix	Visible	Repeated	No. Repts.	Repetition Type
Extra Tag 1								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Extra Tag 2								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Cust Order Reference	935			a				<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Match-Point No.	949			o	COI	Match-Point		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Status	960			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Quantity	960			o				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Estimated Price	960			s		Price AUD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Location Code	960			t				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Fund Code	960			u				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Code	960			v				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Number of volumes	960			y		Volumes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Currency Code	960			z		Currency		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Library Note	961			d				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Selector	961			f				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Note	961			h				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Customer Code	961			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual

Once customised, the MARC template will be applied to any records for which you choose to add MARC data, either individually, or by batch.

## 6.2 Multiple MARC Templates

Multiple templates are now available upon request (contact your Business Development Manager for more details) for exporting brief records across multiple fund or location codes.

Marc Template Name	
Fund Code 123	Copy
Fund Code 456	Copy
Location Code abc	Copy
Custom fields hidden	Copy
Location Code mtl	Copy
Sample Rush MARC Template	Copy
Sample with all fields	Copy
Sample to remove fields visibility	Copy

Create New Marc Template

Marc Template Name	
Fund Code 123	Copy
Fund Code 456	Copy
Location Code abc	Copy
Custom fields hidden	Copy
Location Code mtl	Copy
Sample Rush MARC Template	Copy
Sample with all fields	Copy
Sample to remove fields visibility	Copy

Create New Marc Template





MARC Template Name:

Insert control number into tag

Default Value (Tag 082):

Tag Desc.	Tag	I1	I2	Subfield	Data Prefix	System Data	Data Suffix	Visible	Repeated	No. Reprs.	Repetition Type
Extra Tag 1								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Extra Tag 2								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Cust Order Reference	935			a				<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Match-Point No.	949			o	COI	Match-Point		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Status	960			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Quantity	960			o	1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Estimated Price	960			s		Price AUD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Location Code	960			t	050			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Fund Code	960			u				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Code	960			v	050-COI			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Number of volumes	960			y		Volumes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Currency Code	960			z		Currency		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Library Note	961			d	ABC			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Selector	961			f	COI123			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Note	961			h	COI123			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Customer Code	961			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual

MARC Template Name:

Insert control number into tag

Default Value (Tag 082):

Tag Desc.	Tag	I1	I2	Subfield	Data Prefix	System Data	Data Suffix	Visible	Repeated	No. Reprs.	Repetition Type
Extra Tag 1								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Extra Tag 2								<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Cust Order Reference	935			a	EDU			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Match-Point No.	949			o	COI	Match-Point		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Status	960			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Quantity	960			o	1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Estimated Price	960			s		Price AUD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Location Code	960			t	050			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Fund Code	960			u	05-BOOKS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Code	960			v	050-COI			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Number of volumes	960			y		Volumes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Currency Code	960			z		Currency		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Library Note	961			d	ABC			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Selector	961			f	COI123			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Vendor Note	961			h	CO x			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual
Customer Code	961			m				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Manual

## 6.3 MARC Full View (Item Level)

Local data can be added to the data created by the template at the item level. All MARC data can be edited in CoInfo before use.

Add your MARC data – this will automatically display an extract of the MARC record structure that allows you to add or edit MARC data and add Vendor Notes or 960 series local data. When you complete this action by saving your data, the Booklist or Alert web page will be refreshed to include your added data under the product information.

☐ [Visible learning and the science of how we learn.](#) Hattie, John., Yates, Gregory. Action This Item ▼

(2013) | 9780415704984 | Routledge c/- Taylor & Francis | hbk. | book | 368pp | LCC: LB1067.5.H36 2013 | DDC: 370.1523  
GBP 95.00, AUD 211.50 (inc. GST), AUD 192.27 (ex. GST),  
On publication in 2009 John Hattie's Visible Learning presented the biggest ever collection of research into what actually work in schools to improve children's learning. Not what was fashionable, not what political and educational vested interests wanted to champion, but what actually produced the... [\[More\]](#)

960 o 1  
960 t 050  
960 u 050-Books  
960 v 050-COI  
961 d Education  
961 f COI PM

ALTERNATE:  
[9781315885025](#) | 2013 | Ebrary 3USER | ebook | USD 200.00, | AUD 264.17 (inc. GST), | AUD 240.15 (ex. GST),

☐ [Visible learning and the science of how we learn.](#) Hattie, John., Yates, Gregory. Action This Item

(2013) | 9780415704984 | Routledge c/- Taylor & Francis | hbk. | book | 368pp | LCC: LB1067.5.H36 2013 | DDC: 370.1523  
GBP 95.00, AUD 211.50 (inc. GST), AUD 192.27 (ex. GST),  
On publication in 2009 John Hattie's Visible Learning presented the biggest ever collection of research into what actually work in schools to improve children's learning. Not what was fashionable, not what political and educational vested interests wanted to champion, but what actually produced the... [\[More\]](#)

960 o 1  
960 t 050  
960 u 050-Books  
960 v 050-COI  
961 d Education  
961 f COI PM

ALTERNATE:  
[9781315885025](#) | 2013 | Ebrary 3USER | ebook | USD 200.00, | AUD 264.17 (inc. GST), | AUD 240.15 (ex. GST),

Action This Item  
Buy (Add To Order Trolley)  
Email To Colleague  
**Add your MARC data (full view)**  
Get MARC for FTP  
Remove From List

(See over for screen shot)

		I1	I2	Sub	
Control No.	001				1297924
Control No. Identifier	003				AU-MiDAI
Date/Time Last Transaction	005				20140203165900.0
Control	008				140203s2013 xx
ISBN	020			a	9780415704984 (hbk.)
ISBN	020			a	0415704987
Source	037			b	
Original Cataloguing Source	040			a	AU-MiDAI
Transcribing Agency	040			c	AU-MiDAI
DDC Number	082			a	
Main Entry - Personal Name	100	1		a	Hattie, John.
Title	245	1	0	a	Visible learning and the science
Label of Medium	245			h	[book].
Subtitle	245			b	
Edition	250			a	
Place of publication	260			a	
Publ./Dist.	260			b	Routledge c/- Taylor & Francis,
Publ./Dist.	260			c	2013.
Extent	300			a	368 p.
Dimensions	300			c	
Formatted Contents	505	0		a	
Summary, etc.	520			a	On publication in 2009 John Ha
Added Entry - Personal Name	700	1		a	Yates, Gregory.
Extra Tag 1					
Extra Tag 2					
Cust Order Reference	935			a	
Match-Point No.	949			o	COI1410935
Status	960			m	
Quantity	960			o	1
Estimated Price	960			s	211.50
Location Code	960			t	050
Fund Code	960			u	
Vendor Code	960			v	050-COI
Number of volumes	960			y	
Currency Code	960			z	AUD
Repeat Tag 960		Hide Tag 960			
Library Note	961			d	ABC
Selector	961			f	COI123
Vendor Note	961			h	COI123
Customer Code	961			m	
Repeat Tag 961		Hide Tag 961			

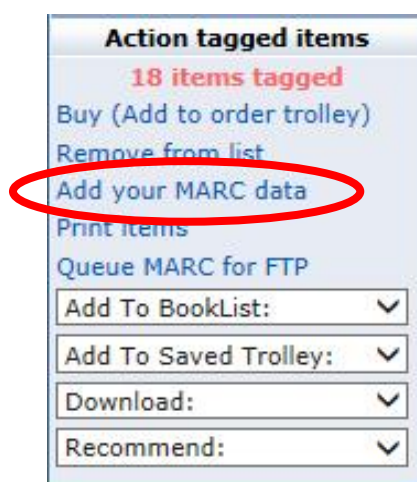
**Note: All data is able to be edited**



## 6.4 MARC Batch View (Header Level)

Local data can be added to the data created by the template at the header and item level. All MARC data can be edited in ColInfo before use.

Select **Add your MARC data** – this will automatically display an extract of the MARC record structure that allows you to add or edit MARC data, as well as add Vendor Notes or 960 series local data. When you complete this action by saving your data, the Booklist or Alert web page will be refreshed to include your added data under the product information.



A screenshot of a web application menu titled "Action tagged items". The menu lists several actions: "Buy (Add to order trolley)", "Remove from list", "Add your MARC data" (which is circled in red), "Print items", "Queue MARC for FTP", and four dropdown menus: "Add To BookList:", "Add To Saved Trolley:", "Download:", and "Recommend:".



A screenshot of the "MARC Batch View (Header Level)" form. The form is divided into two main sections: "Extra Tag 1" and "Extra Tag 2". Each section contains a table with columns for "I1", "I2", "Sub", and a text input field. The "Extra Tag 1" section includes fields for "Cust Order Reference", "Match-Point No.", "Status", "Quantity", "Estimated Price", "Location Code", "Fund Code", "Vendor Code", "Number of volumes", and "Currency Code". The "Extra Tag 2" section includes fields for "Library Note", "Selector", "Vendor Note", and "Customer Code". Below the form, there are buttons for "Repeat Tag 960", "Hide Tag 960", "Repeat Tag 961", and "Hide Tag 961". At the bottom, there is a note: "Note: All data is able to be edited". Below the note are buttons for "Save To Search Results", "Save to Booklist" (with a dropdown arrow), "Queue for FTP", "Undo Changes", and "Close Window".

## 6.5 Working with the MARC Queue for EDI Ordering

The MARC queue provides multiple acquisition team members with the ability to add titles (with or without local data) directly from Title Search, New Title Alerts or Booklists throughout the day.

The MARC queue provides the web user with the ability to review queued records prior to download, to amend local data to all items or selected items, or to remove items, as required. This function becomes operational as soon as an FTP folder has been setup for the Library on one of ColInfo's servers.

ColInfo facilitates EDI ordering through the Library Management System by exporting MARC data, either to be made available for download on ColInfo's servers or actively placed in a specified directory on the Library's network.

**Select MARC export destination**  
Please select an existing file to append the marc record(s) to, or elect to create a new marc record file.  

Create a new file

Queue MarcClose Window

**Marc record(s) queued successfully!**  
The marc records for the selected titles have successfully been exported to 'BookListMARC20120202\_123456.txt'.  

Close Window

## 7. The Trolley

### 7.1 Your Trolley



Click on the **Your Trolley** text in the top right hand corner of the CoInfo website to view the contents of Your Trolley.

**Your Trolley**

Comments:

<input type="checkbox"/>	Title	Order Number	Fund Code	Order Instruction	Quantity	AUD Sub-Total
<input type="checkbox"/> <b>Delete</b>	Aerospace navigation systems.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	264.10 \$264.10
<input type="checkbox"/> <b>Delete</b>	Design of liquid retaining concrete structures. <b>Firm sale, no return rights.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	166.97 \$166.97
<input type="checkbox"/> <b>Delete</b>	Advances in computational modeling and simulation.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	455.70 \$455.70
<input type="checkbox"/> <b>Delete</b>	Using Technology Tools to Innovate Assessment, Reporting, and Teaching Practices in Engineering Education.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	283.99 \$283.99

**Total: \$1,170.76**

**Note:** The red delete button next to each title will **permanently** delete the title from Your Trolley. The option to restore title has been removed.

### 7.1.1 Customise Your Trolley data

Your trolley allows you to customise:

- General Order Comments
- Order Number
- Fund Code
- Order Instruction
- Quantity

The user can customise individual or multiple titles by tagging items and using the Action Tagged Items options. Click the **Save Trolley** button after any customisation.



Select the green **Checkout** button to Choose Customer, Delivery Address and select method of payment.

**Your Trolley**

Comments:

<input type="checkbox"/>	Title	Order Number	Fund Code	Order Instruction	Quantity	AUD	Sub-Total
<input type="checkbox"/>	<a href="#">Delete</a> Aerospace navigation systems.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	264.10	\$264.10
<input type="checkbox"/>	<a href="#">Delete</a> Design of liquid retaining concrete structures. Firm sale, no return rights.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	166.97	\$166.97
<input type="checkbox"/>	<a href="#">Delete</a> Advances in computational modeling and simulation.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	455.70	\$455.70
<input type="checkbox"/>	<a href="#">Delete</a> Using Technology Tools to Innovate Assessment, Reporting, and Teaching Practices in Engineering Education.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	283.99	\$283.99

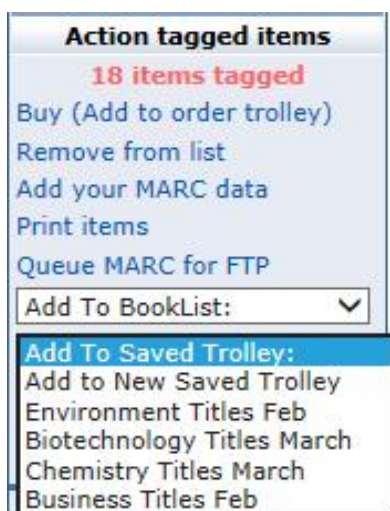
**Total: \$1,170.76**

Back To List **Checkout** Continue Shopping Save Trolley

## 7.2 Saved Trolley

**You can now create a trolley, add order related data and send it on to a colleague.**

To create a new saved trolley or add to an existing one, select the drop down box from the Product Detail page or the Action tagged items menu. This option is available from Books TitleSearch results, a New Title Alert search or a Book List.



To access a saved trolley select **Saved Trolley** from the CoInfo Books menu.



From this index of your saved trolleys, the following information is provided:

- Saved Trolley Name
- Web User name of the Saved Trolley creator
- Number of items contained in the Saved Trolley
- Original date Saved trolley created
- Date Saved Trolley last modified
- Details of each Saved Trolley that has been send to you by another user, including the date of this action and details of that web user

Name	Web User	Items Count	Original Date	Last Modified		
Environment Titles Feb	acustomer	4	17/03/2014, 15:05	19/03/2014, 14:12	Send	Delete
Biotechnology Titles March	acustomer	13	17/03/2014, 14:51	19/03/2014, 14:34	Send	Delete
Chemistry Titles March	acustomer	14	17/03/2014, 14:40	19/03/2014, 14:21	Send	Delete
Business Titles Feb	acustomer	17	17/03/2014, 14:55	19/03/2014, 14:48	Send	Delete

[Back To Search Results](#)



You can also send your Saved Trolley to a colleague or delete it (this cannot be undone)

### Copy "Environment Titles Feb" To Colleague

**To:**

New UserID:

Previous UserIDs:

Add New

Add >>

Add All >>

<< Remove

<< Remove All

Copy Saved Trolley To:

Send Email advising Colleague ☒

Message This is an example of the way in which a Saved Trolley is copied to another web user (you will need to know their sign-in). An email is automatically sent to confirm.

Copy Saved Trolley    Reset Form    Close Window

Select a **Saved Trolley** to view the contents and customise.

### Your Saved Trolley

Comments:

	Title	Order Number	Fund Code	Order Instruction	Quantity	AUD Sub-Total
<input type="checkbox"/>	<b>Delete</b> Advanced Water Supply and Wastewater Treatment: A Road to Safer Society and Environment	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	245.47    \$245.47
<input type="checkbox"/>	<b>Delete</b> Contaminants of Emerging Concern in the Environment Ecological and Human Health Considerations	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	198.99    \$198.99
<input type="checkbox"/>	<b>Delete</b> Mapping the chemical environment of urban areas.	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	147.08    \$147.08
<input type="checkbox"/>	<b>Delete</b> Mathematics for the environment.	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	120.42    \$120.42
<b>Total:</b>						<b>\$711.96</b>

Purchase    Save Trolley

Saved Trolley allows you to customise:

- General Order Comments
- Order Number
- Fund Code
- Order Instruction
- Quantity

The user can customise individual or multiple titles by tagging items and using the Action Tagged Items options. Click the **Save Trolley** button after any customisation.



To select a title to add to your trolley, click the tick box next to the relevant title then click the green **Purchase** button. To select all titles in the Saved Trolley select the tick box in the column header. **Note:** This purchase action adds titles to your existing trolley contents.

## 8. Order Search & Management Reports



### 8.1 Order History

#### Be alert to potential duplicated orders

If any item has been previously ordered or purchased on an account directly linked to your Sign-in, details of the order date, number and (if already invoiced) invoice number will be displayed on the Product Detail page.

##### Orders History:

Ordered 17/03/2014 #1234567

If the user is part of a CoInfo Workgroup, this feature will only display if permission has been granted by the Workgroup Administrator.

### 8.2 Order Search

**Order Search allows you to manage all your orders online.**



To review your order history, or the progress of an order, use Order Search.

Search by:

- ISBN
- Order Date Range
- Order Number
- Invoice Number
- Fund Code
- Customer Account
- Despatch

Order Search allows you to easily identify:

- Progress on any specific order
- Data on any range of completed or open orders, or both
- Orders under approval plans and series orders
- Print and e in online order history

**Note:** The default setting for order date range is 30 days. If your date range exceeds this, please select the Last 90 days, Last 180 days and custom date range options.

Single ISBN	<input type="text"/>	
	<input type="button" value="Multiple ISBNs"/>	
Order Date Range:	<input checked="" type="radio"/> Last 30 days <input type="radio"/> Last 90 days <input type="radio"/> Last 180 days <input type="radio"/> Enter custom date range	
Order Number:	1 or More *	<input type="text"/>
	Range	<input type="text"/> to <input type="text"/>
Invoice Number:	<input type="text"/>	
Fund Code: *	<input type="text"/>	
Location: *	<input type="text"/>	
Customer Account: *	<input type="text"/>	
	* Enter multiple values separated by commas	
Order Type:	<input type="text" value="All Orders"/>	
Order Status:	<input type="text" value="All Orders"/>	
	<b>Expenditure Reports</b> Filter your search by "Invoiced Only" then Export to Excel	
	<b>Commitment Reports</b> Filter your search by "On Order Only" then Export to Excel	
Sort:	<input type="text" value="ISBN"/>	
	<input type="checkbox"/> Include Cancelled Orders	
	<input type="button" value="Search Orders"/>	<input type="button" value="Clear"/>

Each listed order line has convenient links that provide:

- For items awaiting consolidated shipping, the notation “ready to ship”
- For items not yet supplied, the latest known availability status
- For shipped items, details of the ColInfo invoice, including the net line price ex-GST after the library’s discount
- Link to the bibliographic record, including latest pricing and status
- Online request to ColInfo for order follow-up
- Online request to ColInfo for order cancellation
- Details of any previous orders for the same item

Date	Order Number	Fund Code	ISBN	Ord:	Inv:	On Ord:
17/02/2014	12345678	abc123	9780455223421	Ord: 3	Inv: 3	On Ord: 0
<b>Construction law in Australia.</b>						
Invoiced on Wednesday, 12 March 2014 on Invoice No. 9876543						
Net Line Price (ex GST): \$319.08 Qty: 3 Location: abc						
20/02/2014	90123456	def456	9780470671160	Ord: 1	Inv: 0	On Ord: 1
<b>Essential Simulation in Clinical Education.</b>						
Expected Value (ex GST): \$91.05 Location: abc						
<a href="#">Follow Up?</a> <a href="#">Cancel Order?</a>						
27/02/2014	78901234	ghi789	9780520249080	Ord: 5	Inv: 0	On Ord: 5
<b>Stoicism.</b>						
Expected Value (ex GST): \$161.80 Location: def						
<a href="#">Follow Up?</a> <a href="#">Cancel Order?</a>						
27/02/2014	56789012	jkl012	9780520257801	Ord: 1	Inv: 0	On Ord: 0
<b>Earth sound earth signal :</b>						
<b>Ready to ship</b>						
Expected Value (ex GST): \$41.97 Location: def						
<a href="#">Follow Up?</a> <a href="#">Cancel Order?</a>						
17/02/2014	34567890	mno345	9780520274976	Ord: 1	Inv: 1	On Ord: 0
<b>The people want :</b>						
Invoiced on Wednesday, 12 March 2014 on Invoice No. 9876542						
Net Line Price (ex GST): \$70.25 Qty: 1 Location: abc						

Order data is available online at the end of the day in which you placed your order.

Information about any orders, whether ordered directly on ColInfo or by EDI, EOD or email, etc. are available on Order Search.

## 8.3 Management Reports

Order Search allows you to create commitment and expenditure management reports for any selection of dates, funds, etc.

Select the status “On order only” to create a management report of your order commitments at the time of the report.

Select the status “Invoiced only” to create a management report of your invoiced expenditure for the period you nominate.

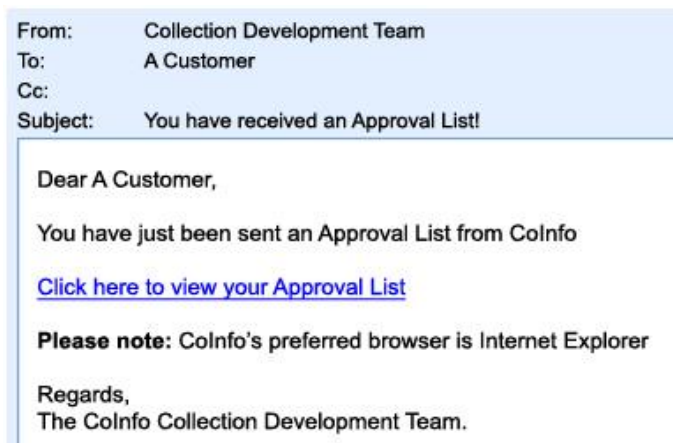
Save the Order Search result as an Excel file, using the option at the top of the page, and you will be able to manipulate the data, providing flexibility to view information and create reports specific to your needs.



## 9. Approval Lists

### 9.1 Reviewing Approval Plan lists in CoInfo

Approval Plan title lists will be delivered to you for your review, inside CoInfo, directly to your CoInfo Sign-in. You will be notified by email that a new list has arrived. **Note:** We recommend using IE browser.



You can click on the link in the email to go straight to the list. Click on the Approval List Name to open up the list. **Note:** You need to be signed in to CoInfo to see the list.

The screenshot displays the CoInfo web application interface. At the top, there is a navigation bar with the CoInfo logo and a user login section. Below the navigation bar, a sidebar on the left contains various filters and actions for the current list. The main content area shows a list of items for review, each with a checkbox, a title, author information, and a 'Reviewed' status. The first item is 'Animal models for the study of human disease' by Conn, P. Michael, which is marked as 'Reviewed'. The second item is 'Animals at work : Identity, politics and culture in work with animals identity, politics and culture in work with animals.' by Hamilton, Lindsay., Taylor, Nik., also marked as 'Reviewed'. The third item is 'Antimicrobial Therapy in Veterinary Medicine' by Giguere, Steeve, Prescott, John F, Dowling, Patricia M, marked as 'Reviewed'. Each item has a 'Location Code Quantity' section with a dropdown menu and a 'Remove' button. The list is titled 'Vet Sci ebooks Aug 2013' and contains 14 titles across 3 pages.

Alternatively, if you don't want to look at the list straight away, you can sign-in to CoInfo at a later time, and the list will be under the Approval Lists tab. Click on the Approval List Name to open up the list.

By agreement with CoInfo, a list may be sent to multiple recipients at your library. In that case, all recipients will be able to see the list under their respective CoInfo logins, and discuss as a group, but only one person should make changes to the list.

The CoInfo Collection Development team may add a note for you, at the title level. This may include information such as your holdings of previous editions, etc. If there is a note for you, it is indicated by a pencil showing on the notes icon. Click on the icon to open and read the note.

In the list you can click on any title or **[More]** to see the full details in CoInfo.

For EBL titles there is an option to [\[Preview The Book\]](#).

**Animal models for the study of human disease**

**Author/Editor:** Conn, P. Michael  
**Publisher:** EBL - LIBRARY ORDERS ONLY  
**Pubn Place:** US  
**Binding:** **EBL Unlimited Access**  
**Physical Media:** ebook  
**Pages:** 1109  
**Availability:**  
**Pubn Year:** Jul 2013  
**LCC:** RB125  
**DDC:** 616.0273  
**eBook ID:** 1208925

**Binding field indicates NL or UA. Platform fees may be applicable.**  
[Licence Terms for EBL for Libraries](#)

**PRICE: USD 494.93**  
**AUD 639.82 (inc. GST)**  
**AUD 581.65 (ex. GST)**  
**eISBN:** 9780124159129 [\[Check my holdings\]](#)  
**eISBN10:** 0124159125

**ALTERNATE:**  
☐ **9780124158948** 2013  
hbk. book

Add Selected Alternates To BookList:

**eBook Version**  
Recommend to your Library  
[\[Preview The Book\]](#)

[Buy Now!](#)  
Action This Item   
Add To SavedTrolley:   
Add to Booklist:

Preview the book from the EBL platform

EBL Library » EBL » Search » This Book


**Animal Models for the Study of Human Disease**  
Conn, P. Michael

Help/Feedback

**Contents**

- ▶ Front Cover
- ▶ ANIMAL MODELS FOR THE STUDY OF HUMAN DISEASE
- ▶ Copyright
- ▶ Contents
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- ▶ List of Contributors
- ▶ Part I - ETHICS, RESOURCES AND APPROACHES
  - ▶ Chapter 1 - Ethics in Biomedical Animal Research: The Key Role of the Investigator
    - ▶ NATURE AND SCOPE OF THE CHAPTER
    - ▶ THE SUBJECT MATTER OF ANIMAL RESEARCH ETHICS
    - ▶ ASPECTS OF ANIMAL USE AND CARE RELEVANT TO ANIMAL RESEARCH ETHICS
    - ▶ WHY INVESTIGATORS ARE UNIQUELY QUALIFIED TO ENGAGE IN ETHICAL ASSESSMENT OF ANIMAL RESEARCH
    - ▶ WHY INVESTIGATORS SHOULD COMMIT THEMSELVES TO ETHICAL CONDUCT OF ANIMAL RESEARCH

**Animal Models for the Study of Human Disease**  
Edited by P. Michael Conn




... allowing you 5 minutes of free browsing of the entire book.



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**Animal Models for the Study of Human Disease**  
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Help/Feedback

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    - ▶ WHY INVESTIGATORS ARE UNIQUELY QUALIFIED TO ENGAGE IN ETHICAL ASSESSMENT OF ANIMAL RESEARCH

4

I. ETHICS IN BIOMEDICAL ANIMAL RESEARCH

<p>F9. The Species-Appropriate Housing Principle 23</p> <p>Definition of and Ethical Arguments for Research Animal "Well-Being" 23</p> <p>Environmental Enrichment 25</p> <p>F10. Appropriate Supervision and Care 25</p> <p>F11. Research Animals Should Be Treated with Kindness, Compassion, and Gratitude 26</p> <p>Practical Ethical Guidelines for Investigators 26</p> <p>Some Current Difficult Issues in Animal Research Ethics 28</p> <p>The Nature and Ethical Argument for "Alternatives" 28</p> <p>The 3Rs as Defined by Russell and Burch 28</p> <p>The 3Rs as Tools for Eliminating or Minimizing Animal Pain and Distress 28</p> <p>Refinement as Promotion of Animal Well-Being 28</p> <p>Replacement and Reduction as Ends in Themselves or Goals Independent of Minimizing Pain and Distress 29</p> <p>The Need for Clarity and Argument Regarding the 3Rs 29</p>	<p>The Nature and Weight of Harms to be Justified by the Value of Animal Research Projects 30</p> <p>Unpleasant Experiences Other Than Pain and Distress 30</p> <p>Frustration of an Animal's Nature or Telos 30</p> <p>Killing Research Animals 30</p> <p>Ethical Relevance of Species and Species Characteristics 31</p> <p>The IOM Chimpanzee Report 31</p> <p>The Relative Moral Cost View 31</p> <p>Criteria for Ranking Species 31</p> <p>Number of Ranked Categories 32</p> <p>Research Implications of Species Rankings 32</p> <p>General Suggestions for Investigators 32</p> <p>S1. Communicate to the Public 32</p> <p>S2. Become Familiar with the Literature 33</p> <p>S3. Participate in Discussions of Ethical Issues Relating to Animal Research 33</p> <p>References 33</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**NATURE AND SCOPE OF THE CHAPTER**

This chapter presents an overview and explanation of ethical principles that are of crucial importance in the use of animal models for the study of human disease. The chapter is intended primarily for, and is written from the perspective of, scientists who conduct biomedical animal research. Like the other chapters in this volume, the discussion of animal research ethics presented here focuses on matters that are directly relevant to the design and implementation, by investigators, of animal research projects.

Biomedical animal research is founded on an enormously important ethical principle (which is discussed in further detail below): *It is among the most noble and indeed imperative of human endeavors to employ scientific research to*

a number of fundamental principles of animal research ethics, and guidelines for putting these principles into practice. The discussion then highlights several ethical issues regarding which members of the biomedical research community have exhibited some lack of clarity or disagreement. The chapter concludes with recommendations for participation by investigators in ethical discussion of their work, and of biomedical animal research generally.

The chapter does not provide a detailed description of ethical theories that have been applied to animal research by academic philosophers or legal theorists. Nor does the chapter summarize the large (and growing) scholarly literature in animal research ethics. I suggest below that animal researchers become familiar with some of this literature. However, attempting to present comprehensive descriptions of ethical theories or of the animal research ethics

You can navigate to the [\[Previous\]](#) and [\[Next\]](#) title in an Approval List.

[\[Previous\]](#) [\[Close\]](#) [\[Next\]](#)

**Animal models for the study of human disease**

**Author/Editor:** Conn, P. Michael

**Publisher:** EBL - LIBRARY ORDERS ONLY

**Pubn Place:** US

**Binding:** **EBL Unlimited Access**

**Physical Media:** ebook

**Pages:** 1109

**Availability:**

**Pubn Year:** Jul 2013

**LCC:** RB125

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Action This Item v

Add To SavedTrolley: v

Add to Booklist: v

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If you wish to download a list to Excel, just click the check boxes to the left of the titles during the review or approval process.

Sign-in:  Password:  Sign-In

Welcome, **A Customer** [\[Sign out\]](#)  
Your Trolley contains 0 items /\$ 0.00 (AUD)  
[\[Checkout\]](#) [\[NZ Customers\]](#)

Welcome Books Serials eResources

Books Quick Search  Go

Books

Title Search

New Title

Alert

Book Lists

Approval Lists

Saved Trolley

Order Search

Manage Profiles

MARC Queue

MARC Template

CoInfo Registration

Filter Items

☐ Show Approved Items Only

Action entire list

Sort By Title

Tag all items in list

Clear tags in list

Buy (Add to order trolley)

Action this page

Tag all items on page

Clear tags on page

Action tagged items

2 items tagged \$734.76 list price

Remove from list

Download:

Add To BookList:

Vet Sci ebooks Aug 2013.

This list contains 14 titles (3 pages)

[\[Back to Approval Lists\]](#)

☒

animal models for the study of human disease

Conn, P. Michael

Location Code

Quantity

mvp-Vet P

1

Remove

Add

Save

(2013) | 9780124159129 | Academic Press | EBL Unlimited Access | ebook | 1109pp

USD 494.93, AUD 653.73 (inc. GST), AUD 594.30 (ex. GST),

Animal Models for the Study of Human Disease identifies important animal models and assesses the advantages and disadvantages of each model for the study of human disease. The first section addresses how to locate resources, animal alternatives, animal ethics and related issues, much needed information... [\[More\]](#)

Enough similar material already held

☐

Animals at work : Identity, politics and culture in work with animals.

Hamilton, Lindsay., Taylor, Nik.

Location Code

Quantity

mvp-Vet P

0

Remove

Add

Save

(2013) | 9789004249332 | BRILL NV | EBL Non Linear | 1st ed., | ebook | 210pp

USD 133.00, AUD 175.67 (inc. GST), AUD 159.70 (ex. GST), Firm sale, no return rights.

Animals at Work is founded upon a broad and unique variety of empirical research settings - animal sanctuaries, farms, slaughter-houses, veterinary practices and behind the scenes of a natural history documentary film-making team. Hamilton and Taylor apply a breadth of post-structural and post-humanist... [\[More\]](#)

Borderline Value

☒

Antimicrobial Therapy in Veterinary Medicine

Giguere, Steeve, Prescott, John F, Dowling, Patricia M

Location Code

Quantity

mvp-Vet P

1

Remove

Add

Save

(2013) | 9781118675106 | John Wiley & Sons Ltd | EBL Non Linear | 5, | ebook | 703pp | Availability last checked: 23/10/2013

USD 149.99, AUD 198.11 (inc. GST), AUD 180.10 (ex. GST), Firm sale, no return rights.

The Fifth Edition of "Antimicrobial Therapy in Veterinary Medicine," the most comprehensive reference available on veterinary antimicrobial drug use, has been thoroughly revised and updated to reflect the rapid

No Reject Reason

Rejected

Rejected

Approved

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## 9.2 Approving and Rejecting Titles

### 9.2.1 Rejecting Titles

By default, all titles are approved when you receive the list. To reject a title, click on the drop down and choose **Rejected**.

☐  [Atlas of leaf venation and oil gland patterns in the eucalypts.](#) ☐ **Unreviewed** Approved  
Rejected

**Brooker, Ian., Nicolle, Dean.**

Location Code Quantity

mvp-Vet P

1

Remove

Add

Save

(2013) | 9780643109858 | CSIRO Publishing | hbk. | book | 232pp | Availability last checked: 18/3/2014  
**AUD 130.00 (inc. GST), AUD 118.18 (ex. GST),**  
Atlas of Leaf Venation and Oil Gland Patterns in the Eucalypts is an aid to the identification of eucalypts in the field and a confirmation of the natural affinities between species and higher-level taxa on the basis of their comparative morphology. Its purpose is to standardise leaf venation and oil... [\[More\]](#)

No Reject Reason

You will be prompted to select a reason for rejection – click on the drop down and select the appropriate reason. This provides valuable feedback to our Collection Development team, and contributes to further refining of your profile.

☐ [A journey in the future of water.](#) ☒ **Reviewed** Approved

**Tvedt, Terje.**

Location Code Quantity

mvp-Vet P

1

Remove


Add

Save

(2013) | 9781848857445 | Tauris (IB) & Co Ltd | hbk. | book | 272pp  
**GBP 56.00, AUD 124.67 (inc. GST), AUD 113.34 (ex. GST),**  
Nourished by fears of global warming and climate change, water has become an issue of urgent international concern. Fundamental questions about the future of humanity are being asked, and for the first time in history they have to do with the role of water and our ability to control it. In his new book... [\[More\]](#)

No Reject Reason

---

☐  [Atlas of leaf venation and oil gland patterns in the eucalypts.](#) ☐ **Unreviewed** Approved

**Brooker, Ian., Nicolle, Dean.**

Location Code Quantity

mvp-Vet P

1

Remove

Add

Save

(2013) | 9780643109858 | CSIRO Publishing | hbk. | book | 232pp | Availability last checked: 18/3/2014  
**AUD 130.00 (inc. GST), AUD 118.18 (ex. GST),**  
Atlas of Leaf Venation and Oil Gland Patterns in the Eucalypts is an aid to the identification of eucalypts in the field and a confirmation of the natural affinities between species and higher-level taxa on the basis of their comparative morphology. Its purpose is to standardise leaf venation and oil... [\[More\]](#)

No Reject Reason

Purchased previously through CoInfo

Subject does not match profile

Readership level does not match profile

Title already obtained from another source

Title received gratis

Publisher excluded from profile

Budget running out

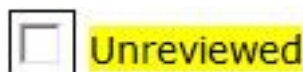
Already hold alternate edition

Enough similar material already held

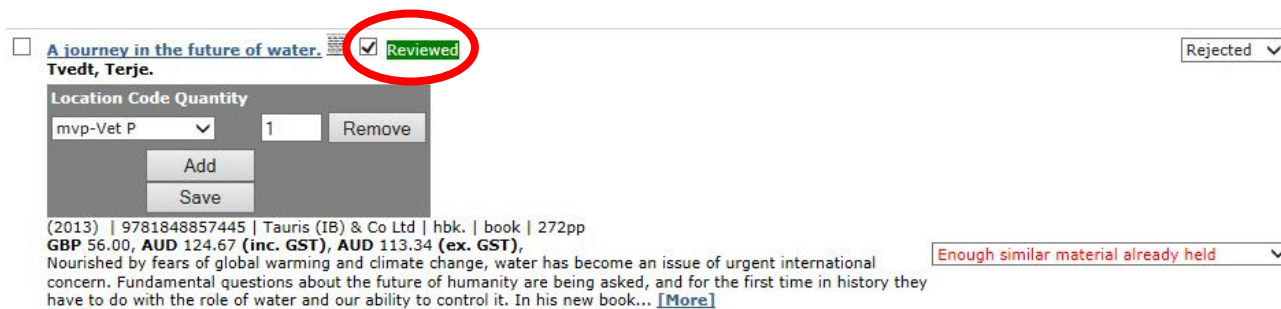
Borderline Value

Prefer another format

After you have rejected a title, click on the box adjacent to **Unreviewed**



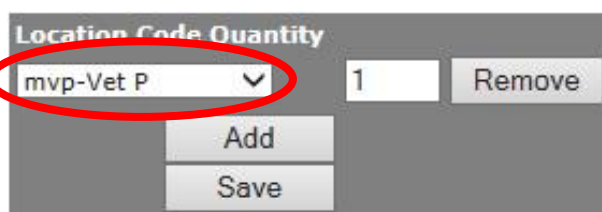
The status of that title will then change to **Reviewed**



A screenshot of a book record interface. At the top, there is a checkbox and the title "A journey in the future of water." followed by the author "Tvedt, Terje.". To the right of the title, the status "Reviewed" is displayed in a green box and is circled in red. Further right is a "Rejected" dropdown menu. Below the title, there is a "Location Code Quantity" section with a dropdown menu showing "mvp-Vet P", a quantity input field with "1", and a "Remove" button. Below this are "Add" and "Save" buttons. At the bottom, there is a line of text providing publication details: "(2013) | 9781848857445 | Tauris (IB) & Co Ltd | hbk. | book | 272pp GBP 56.00, AUD 124.67 (inc. GST), AUD 113.34 (ex. GST), Nourished by fears of global warming and climate change, water has become an issue of urgent international concern. Fundamental questions about the future of humanity are being asked, and for the first time in history they have to do with the role of water and our ability to control it. In his new book... [More]". To the right of this text is a red warning box that says "Enough similar material already held" with a dropdown arrow.

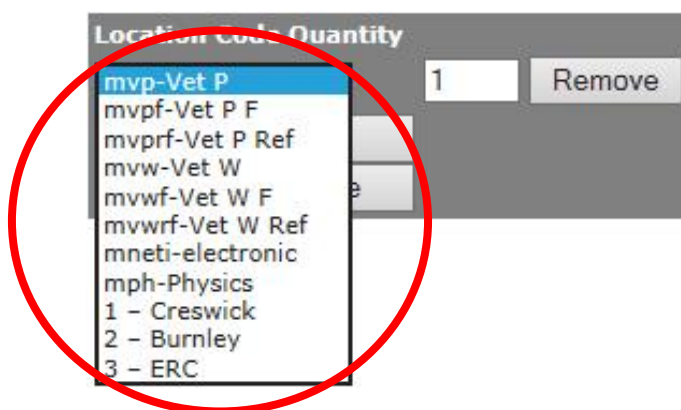
## 9.2.2 Changing Quantities and Locations

If you are Approving a title (which is the default), you may want to add locations or change quantities, before you click the **Reviewed** box. If you click on the **Add** box below Location Code, you can add locations.




A screenshot of the "Location Code Quantity" section. It shows a dropdown menu with "mvp-Vet P" selected, a quantity input field with "1", and a "Remove" button. Below these are "Add" and "Save" buttons. The dropdown menu is circled in red.

Click on the drop down next to a Location Code to choose a different location



A screenshot of the "Location Code Quantity" section. The dropdown menu is open, showing a list of location codes: "mvp-Vet P", "mvprf-Vet P F", "mvprf-Vet P Ref", "mvw-Vet W", "mvwf-Vet W F", "mvwrf-Vet W Ref", "mneti-electronic", "mph-Physics", "1 - Creswick", "2 - Burnley", and "3 - ERC". The dropdown menu is circled in red.

Change the quantity to the appropriate number for each location



A screenshot of the "Location Code Quantity" section. It shows two rows: "mvp-Vet P" with a quantity of "1" and "mph-Physics" with a quantity of "1". Each row has a "Remove" button. The quantity input fields are circled in red. Below the rows are "Add" and "Save" buttons.

When you have finished changing quantities and locations, click the **Save** button, then change the status to **Reviewed**.

☐ [A journey in the future of water.](#) ☒ **Reviewed** Rejected ▼

**Tvedt, Terje.**

**Location Code Quantity**

mvp-Vet P 1 Remove

Add

**Save**

(2013) | 9781600551113 | Tauris (IB) & Co Ltd | hbk. | book | 272pp  
GBP 56.00, AUD 124.67 (inc. GST), AUD 113.34 (ex. GST),  
Nourished by fears of global warming and climate change, water has become an issue of urgent international concern. Fundamental questions about the future of humanity are being asked, and for the first time in history they have to do with the role of water and our ability to control it. In his new book... [\[More\]](#)

Enough similar material already held ▼

Continue working through the list until all titles have a status of **Reviewed**.

**Note:** As you work through the list changing quantities and approving titles, the system will keep a running total of the list price (that is, price before your discount is applied). This is just a quick visual guide for you.

**Filter Items**

☐ Show Approved Items Only

**Action entire list**

Sort By Year of Publicati ▼

Tag all items in list

Clear tags in list

Buy (Add to order trolley)

**Action this page**

Tag all items on page

Clear tags on page

**Action tagged items**

0 items tagged

**\$417.84 list price**

Remove from list

Download: ▼

Add To BookList: ▼

You do not have to work through the list in order, or all in one session. If you come back to a list, the **Reviewed** or **Unreviewed** statuses will remind you which titles you have already dealt with.

☐
[A journey in the future of water.](#)
☒ **Reviewed**
Rejected ▼

**Tvedt, Terje.**

Location Code
Quantity

mvp-Vet P
0
Remove

Add

Save

(2013) | 9781848857445 | Tauris (IB) & Co Ltd | hbk. | book | 272pp  
**GBP 56.00, AUD 124.67 (inc. GST), AUD 113.34 (ex. GST),**  
Nourished by fears of global warming and climate change, water has become an issue of urgent international concern. Fundamental questions about the future of humanity are being asked, and for the first time in history they have to do with the role of water and our ability to control it. In his new book... [\[More\]](#)

Enough similar material already held ▼

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☐
[Atlas of leaf venation and oil gland patterns in the eucalypts.](#)
☐ **Unreviewed**
Approved ▼

**Brooker, Ian., Nicolle, Dean.**

Location Code
Quantity

mvp-Vet P
1
Remove

Add

Save

(2013) | 9780643109858 | CSIRO Publishing | hbk. | book | 232pp | Availability last checked: 18/3/2014  
**AUD 130.00 (inc. GST), AUD 118.18 (ex. GST),**  
Atlas of Leaf Venation and Oil Gland Patterns in the Eucalypts is an aid to the identification of eucalypts in the field and a confirmation of the natural affinities between species and higher-level taxa on the basis of their comparative morphology. Its purpose is to standardise leaf venation and oil... [\[More\]](#)

No Reject Reason ▼

### 9.2.3 Finishing Approval Lists

When all the titles have been changed to a status of **Reviewed**, the status of the list will change to **Approved**.

CoInfo

Sign-in:  Password:  Sign-In

Welcome, A Customer [Sign out]

Your Trolley contains 0 items / \$ 0.00 (AUD)

[Checkout] [NZ Customers]

Welcome
Books
Serials
eResources

Books Quick Search  Go

Books TitleSearch
New Title Alert
Book Lists
Approval Lists
Saved Trolley
Order Search
Manage Profiles
MARC Queue
MARC Template
Group Maintenance
CoInfo Registration

☐ Show 'Archived' lists.

Notes	Approval List Name	Items in List	List Date	Status	Archive	Fundcode	Rename	Send	Delete
	Marketing	7	18/03/2014, 12:5	Approved	Archive	Fundcode	Rename	Send	Delete
	Medicine	337	18/03/2014, 12:49	Awaiting Approval	Archive	Fundcode	Rename	Send	Delete
	Management	135	18/03/2014, 12:49	Awaiting Approval	Archive	Fundcode	Rename	Send	Delete
	Engineering	140	18/03/2014, 12:48	Awaiting Approval	Archive	Fundcode	Rename	Send	Delete
	Economics	232	18/03/2014, 12:48	Awaiting Approval	Archive	Fundcode	Rename	Send	Delete
	Social Sciences	228	18/03/2014, 12:47	Awaiting Approval	Archive	Fundcode	Rename	Send	Delete

A division of Australia's largest member owned retailer

Co-op

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200A Rooks Road, Vermont, Victoria 3133, Australia | Phone: +61 3 9210 7777 | Contact Us | Privacy Policy

# 10. Workgroups Administration



**CoInfo Workgroups are a powerful tool to enhance the selection and acquisition process in any library workflow.**

This functionality allows libraries to manage groups of linked CoInfo users. Workgroup Administrators have full control over adding and removing users from groups as well as setting permissions for each user to view or order on specific Library accounts. With Workgroups, items which are in the MARC queue or the Booklists of other users in the group are readily identifiable, making it easier to distinguish items previously chosen by other selectors. Saved Searches, New Title Alerts, and Approval Plan profiles may be monitored and maintained by the Administrator for all users in the Workgroup.

## 10.1 To set up a new Workgroup

If you would like to set up a new Workgroup, please contact us at [coinfoservice@coinfo.com.au](mailto:coinfoservice@coinfo.com.au). Workgroup set-up, Administrator permissions, and the linking of CoInfo's customer accounts are managed internally at CoInfo for added security. For more information, please don't hesitate to contact your Business Development Manager (contact details can be found on the back page of this manual).

### 10.1.1 Workgroup administration and maintenance

As a Workgroup Administrator, you may add or remove users from the Group(s) you manage.

Workgroup administration features and permission controls are available from the Group Maintenance tab on CoInfo.



Features on this tab allow complete management of the following:

### 10.1.2 Link CoInfo Users to Workgroups

CoInfo users may belong to as many Workgroups as needed, and each Workgroup may have single or multiple Administrators.





You may add users to your Workgroup(s) in two ways:

### 10.1.3 Add an existing user

To add an existing user, you must first ask them to provide you with their Sign-In and Password. Click on the **Add Web User** button at the bottom of this form and enter the details in the space provided. If the **Send confirmation to web user** box is checked, the user will receive an email informing them that they have been added to your Workgroup.

### 10.1.4 Add a new user

To add a new user to your group, first click on **CoInfo Registration** from the top menu bar and enter the information requested to create a new user. You will need to know the user's email address if you wish them to receive alerts and notifications, otherwise you may enter a generic address for the system to use.

The screenshot shows the CoInfo web application interface. At the top, there is a 'Sign-in' section with fields for 'Sign-in:' and 'Password:', and a 'Sign-In' button. Below this, a welcome message says 'Welcome, A Customer' with a '[Sign out]' link. A shopping cart icon indicates 'Your Trolley contains 0 Items / \$ 0.00 (AUD)'. A '[Checkout] [NZ Customers]' link is also present. The main navigation bar includes 'Welcome', 'Books', 'Serials', and 'eResources'. Below this, a secondary navigation bar has 'Books Quick Search', 'Go', 'Books TitleSearch', 'New Title Alert', 'Book Lists', 'Approval Lists', 'Saved Trolley', 'Order Search', 'Manage Profiles', 'MARC Queue', 'MARC Template', 'Group Maintenance', and 'CoInfo Registration'. The 'CoInfo Registration' section is active, showing a form titled 'New CoInfo Sign-in Details'. The form has two main sections: 'Sign-in' and 'Your Details'. The 'Sign-in' section has fields for 'Sign-in', 'Password', and 'Confirm Password', each with a red asterisk indicating it is a required field. The 'Your Details' section has fields for 'First Name', 'Surname', 'Company/Organisation', 'Email Address', and 'Phone', each with a red asterisk indicating it is a required field. A 'Save' button is at the bottom right of the form. A legend at the bottom right of the form states '\* = Required field'. At the bottom of the page, there is a footer with the CoInfo logo, the text 'A division of Australia's largest member owned retailer', and copyright information: 'Copyright © 2014 Co Info Pty Ltd | ABN: 44 165 442 026'. The address '200A Rooks Road, Vermont, Victoria 3133, Australia' and phone number '+61 3 9210 7777' are also listed, along with links for 'Contact Us' and 'Privacy Policy'.

Once the user is created, click on the **Add Web User** button at the bottom of the Workgroup Maintenance form and enter the details in the space provided. If the **Send confirmation to web user** box is checked, the user will receive an email informing them that they have been added to your group.

The screenshot shows a form titled 'Add Web User to "Org. Work Group (Web User Group ID: 0000001)"'. Below the title, it says 'Please enter the Web User details of the web user you wish to add to your work group.' The form has two main sections: 'Sign-in' and 'Password'. The 'Sign-in' section has a field for 'Sign-in' and a field for 'Password', each with a red asterisk indicating it is a required field. Below these fields is a checkbox labeled 'Send confirmation to web user' which is checked. At the bottom of the form are two buttons: 'Cancel' and 'Add User'.

### 10.1.5 Remove a user

To remove a user from your group, first choose the appropriate group from the drop-down list, and then choose the user/users you wish to remove. Verify your selections, then click **Remove Selected** at the bottom left of the window.

**Note:** For maximum security and privacy, Administrators are designated by ColInfo and may not be removed from groups. To have an Administrator removed from a group, please contact our Customer Care team.

### 10.1.6 Manage ColInfo user permissions

Once you have your users added to your Workgroup(s) you may set user permissions from the Web User Customer Views tab on this page.

### 10.1.7 ColInfo User Customer Views

Administrators may set appropriate permissions for ColInfo users to:

- Order on Account
- View Order History for each customer account (in title list and detail views)
- Perform Order Searches on each account

Each user may have different permissions from one Workgroup to the next, depending on their role within that Workgroup.

**Work Group Maintenance**

**Link Web Users to Groups** | **Web User Customer Views** | **Web User Search Profiles**

Arts Liaison (Web User ID: 000004) ▼

Visible for:

Customer Code	Customer Name	Order On Account	Order History	Order Search
1000001	University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000002	Faculty of Arts (COO)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1000003	Faculty of Business (COO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000004	Faculty of Engineering (COO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000005	Faculty of Law (COO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000007	Faculty of Sciences (COO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 10.1.8 Manage CoInfo user search profiles

Each Administrator has the ability to view all New Title Alert, Title Search (Saved search) and Approval Plan profiles created by users in their Workgroup(s). Criteria may be altered at any time to ensure that the appropriate subjects and titles are effective.

**Work Group Maintenance**

Link Web Users to Groups

Web User Customer Views

Web User Search Profiles

Sciences Liaison (Web User ID: 000016) ▼

<input type="checkbox"/>	Profile Name▲	Profile Type	Created Date	Last Modified	
<input type="checkbox"/>	<a href="#">Chemistry</a>	New Title Alert	18/03/2014, 14:39		<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Earth sciences &amp; geology</a>	New Title Alert	18/03/2014, 14:41		<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Inorganic chemistry</a>	Title Search	18/03/2014, 14:42	18/03/2014, 14:45	<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Organic chemistry</a>	Title Search	18/03/2014, 14:42		<input type="button" value="Edit"/>
<input type="checkbox"/>	<a href="#">Physics</a>	New Title Alert	18/03/2014, 14:39		<input type="button" value="Edit"/>

# Contact Us

For more information regarding CoInfo and our supply of books, journals, eBooks and eMedia products to academic libraries, please contact us through:

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