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## Introduction and welcome

Welcome to the Library Service provided by Northamptonshire Healthcare for staff from Northampton General Hospital, Northamptonshire Healthcare and attached students.

What can the Library Service do for you?

We can support your work by:

- Finding the latest evidence for your clinical practice / management decision making
- Supplying any books or documents you may need
- Helping keep you up to date in your field
- Training you in how to get the best out of the web and other sources of information
- Providing guides to using the resources available to you
- Giving you a place to come and work outside the office/ward/home, available 24/7

We hope you find this guide to our services useful, but for any enquiry please feel free to contact us.

*Google can bring you  
back 100,000 answers, a  
librarian can bring you  
back the right one.*

*Neil Gaiman*

## The Basics

### Joining the Library

For us to provide you with access to any of our services we need you to register as a member. Membership forms can be obtained from the libraries, or you can register using our secure online form here: <https://tinyurl.com/JoinNHFTLib>

NHFT and NGH staff and attached students are eligible for membership.

A private subscription membership service option is also available for others. Contact us for more information.

### Borrowing from the libraries

#### How many items can I borrow?

Permanent NHS staff	10 items
Bank staff	6 items
Students	6 items



#### Overdue items and fines

All items are subject to fines if they are not returned or renewed by the date they are due back.

Fines are 25p per day per item (not including weekends and bank holidays) up to a maximum of £7.50 per item.

Very overdue items will be charged at the replacement cost, plus the outstanding fines and a £25 administration fee.

## Managing your loans

When you register with us you can have either text (SMS) message or email reminders when any items you have become overdue.

However the best way to avoid any fines is to make sure you renew your books by the due date. As well as by phone or email, you can do this electronically via our catalogue or app.

## The library catalogue

As well as searching our stock and reserving items, you can also manage your loans via our catalogue (available via our web site).

Once you have your PIN (available from any of the libraries) you can use it to log into the catalogue, check your loans, and renew them online (providing no one else has reserved them).

## BookMyne App



The free BookMyne App allows you to access the library, search our catalogue, reserve items and manage your loans from any Android or iOS smartphone or tablet.

It makes both searching our stock and managing your account really easy

See the apps section on the Useful Information page of our web site: <http://tinyurl.com/NHFTLibUI>

## I want an item not in stock

NHS staff can request any book or journal article that we do not hold in stock and we will try to obtain it via our local, regional and national networks.

There is no charge for this service for NHS staff and we will process your request within one working day.

Students will need to request items we do not stock from their home institution.

## 24/7 access

You can access the libraries at the Berrywood and Northampton General hospitals 24/7 once you have registered with us.

Your library card will enable you to use our swipe system which will grant you access outside of staffed hours.

You can also borrow books, use PCs and access all of our resources out of hours.

It's worth noting that a significant build-up of outstanding fines will mean your out of hours access is automatically revoked.

## Enquiries and literature searching

Having a problem finding the information you need? Don't know where to look? Struggling to find the time to conduct a search? We can do it for you.

We can help you with:

- Literature searches using high quality sources of evidence.
- Statistics, facts, addresses, organisations.
- Examples of best practice.
- Finding specific documents.
- Hints and tips on literature searching, web browsing and finding the evidence.
- Reading lists.



- Local healthcare services information.

Professional support is usually available between 9.00am and 5.00pm, Monday to Friday.

We will respond to your request within 2 working days.

If your request is complicated or time-consuming, we may need to contact you again to discuss how and when your request can be answered.

We normally ask for 10 working days to conduct a search, but if your request is urgent or has a deadline please let us know as far in advance as possible and we will endeavour to meet your requirements.

**Please note:** we do not undertake searches for staff or students writing academic assignments, but we are happy to support you in conducting your own search.

## Access to electronic resources

### OpenAthens passwords

You will need a personal NHS OpenAthens username and password to access some of these resources.

You can register online at: <https://openathens.nice.org.uk/>

OpenAthens will then email you a link which you will need to click on to activate your account.

To complete the form you will need to submit a current email address. If you do not have an email address, contact your local organisation or Trust's IT department to obtain one.

### What electronic resources are there and how can I access them?

You can access all of these online resources from anywhere with an internet connection

#### Databases

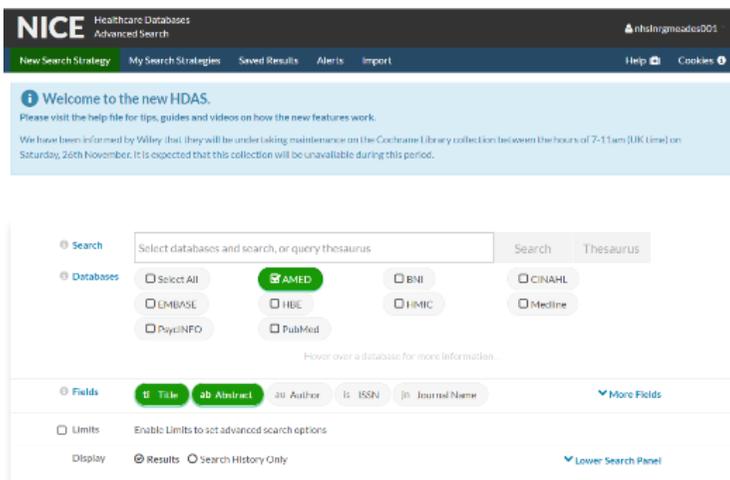
You can access any of the databases listed on the next page from the databases page on our Internet site.

Go to <https://tinyurl.com/NHFTLibDBs> and click on the databases section

You can also access them via:

**My Athens:** Go to <https://my.openathens.net/> click on Resources and choose the NICE Evidence Journals and Databases link.

**NICE Evidence Services:** Go to [www.evidence.nhs.uk](http://www.evidence.nhs.uk) and choose “Journals and databases”. Click on “Begin an advanced search” and log in with your OpenAthens account. You can then choose any of these:



- **AMED** Allied and Complementary Medicine, includes palliative care, podiatry, occupational therapy, rehabilitation, physiotherapy and complementary medicine
- **BNI** British Nursing Index, the main UK nursing and midwifery database
- **CINAHL** Cumulated Index to Nursing and Allied Health Literature US & UK nursing & allied health information
- **EMBASE** the European equivalent of Medline with a strong drug basis
- **Health Business Elite** all aspects of health care administration and management
- **HMIC** UK health management & policy information, including DoH documents
- **Medline** Covers all aspects of medicine and health care

- **PsycINFO** Psychological Information – covers psychology, psychiatry, mental health, learning disabilities & related disciplines

All the journals available to you in full text are linked in to these databases. Any title we hold a paper copy of is also flagged up.

You can also find a list of other available databases on our Internet database pages, including:

### **Cochrane Library of Systematic Reviews**

Go to [www.thecochranelibrary.com](http://www.thecochranelibrary.com)

No password needed.

### **Trip database**

Indexes over 100 high quality sources. Access direct at [www.tripdatabase.com](http://www.tripdatabase.com) No password needed (but you can log in with Twitter or Facebook to save your searches).



### **Clinical Key**

Clinical Key contains over 600 electronic journals, 1000 electronic books, 1,400 topic pages and much more, all fully searchable via an easy to use interface designed to answer clinical questions in seconds.

Go to [www.clinicalkey.com](http://www.clinicalkey.com) and log in with your OpenAthens username.

## **Electronic full text journals**

Through the local and national collections of journals you have access to over 8500 full text journals.

Go to [www.evidence.nhs.uk](http://www.evidence.nhs.uk) Click on “Journals & databases” and then “A-Z list of online journals.” Log in with your OpenAthens account to ensure you see all our local journals as well as the national collections.

You can search or use the A-Z list to find the journal title you require.

## **Electronic books**

We have a number of electronic books available, covering a variety of topics. The easiest way to find them is via our library catalogue (on our website).

You will need an OpenAthens account to be able to access our ebooks.

## **The Royal Marsden Manual of Clinical Nursing Procedures**

Go to [www.rmmonline.co.uk](http://www.rmmonline.co.uk) and log in with your OpenAthens username.

## **Medical Masterclass**

MMC is an online training resource from the Royal College of Physicians. It is aimed at doctors undertaking the MRCP examinations but is also a valuable tool for CPD.



Passwords are available from the Richmond Library.

There is also an accompanying app allowing you to use Medical Masterclass on your tablet or phone.

### **Need some help?**



For a guide to OpenAthens registration and more, see our short training videos on YouTube: <http://bit.ly/18lJigu>

For a video guide to searching the databases see: <http://tinyurl.com/hdasvideos>

We have also produced a number of user guides to some of our electronic resources which take you through the basics and show you how to get the best out of them. There is also a guide to Harvard referencing.

You can find them all in the publications section of our web site.

You may prefer to speak to a person of course, so you can always contact us with any query about using any of our e-resources.

## **Library Information skills training programme**

Our courses run at a variety of locations around the county. They are free of charge for NGH and NHFT staff and attached students. For course dates see the training pages on our web site: <https://tinyurl.com/NHFTLibTrain>

Everyone attending the courses is provided with a booklet covering the training and a certificate of attendance

### **Critical appraisal skills**

Not all evidence is equal! If you want to be confident in using published research you need to understand what it is telling you and be able to assess its quality. Our two critical appraisal skills courses can help you get to grips with the basics of this useful skill.

### **Critical appraisal: an introduction**

Covers the basics of assessing the quality of research evidence. It looks at the different types of research studies you are most likely to come across, and will give you an introduction to some of the statistical terminology most commonly used in biomedical research.

The course also takes you through a checklist for critically appraising a randomised controlled trial. (90 minutes)

### **Critical appraisal in action**

A follow up to our introductory course giving you the opportunity to appraise a randomised controlled trial.

Facilitated by one of our librarians, this course involves a group appraisal of an RCT.

The paper will be circulated in advance although time will be allowed for reading it in the session. (90 minutes)

## **Evidence into practice: A CPD opportunity for nurses undertaking revalidation**

This course offers the opportunity to refresh (or learn) your skills in searching for the latest evidence, while finding information that is relevant to your day to day work. Come to the course with a question related to your scope of practice and go away not only with updated skills, but also with evidence to feed back in to your department. You will log 2 hours and 30 minutes of CPD time and at the end of the session will complete one of the 5 reflective accounts required by the NMC based on what you have learned. (2 hours and 30 minutes)

## **Literature searching**

This course provides an introduction to searching for the published literature, showing you how to find journal articles on a subject from databases such as Medline or the British Nursing Index.

It is a good starting point for those undertaking academic courses as well as staff who want to find the evidence to support their practice.

About 50% of the course is spent practising search skills with the support of the course leader. Participants should have a good working knowledge of using the Internet. (2 hours)

## **The Pre-course course**

**The course for people about to start a course!**

Perfect for NHS staff who are about to undertake academic studies, whether it's a short course or a Masters programme.

It covers tackling reading lists and finding books, using databases to find articles, accessing full text journal articles, searching for evidence and guidelines and how to identify good quality information. (3 hours)

## **One to one training and tailored group sessions**

If you can't make any of our training dates, we can always arrange a one to one session at a mutually agreeable date and time. Please contact us if you would like to arrange a session.

Tailored sessions lasting from 10 minutes to 1 hour (or more) can be delivered to groups at any location in the county.

The standard workshops can also be tailored for particular groups and run at any of the venues listed or other suitable venues around the county.

For more information or to discuss your specific training needs please contact us.

## **Keeping up to Date**

Keeping up to date with the latest developments is never easy, and with health being so fast moving, combined with the sheer volume of material it is even more challenging for NHS staff.

We do have a few ways to help.



**Twitter** <http://www.twitter.com/NHFTNHSLibrary>

We have an active Twitter account where we tweet about the latest health news, reports and publications as well as library issues and local interest stories.

Follow us on @NHFTNHSLibrary



### **Daily Health News**

<http://nhftlibrariesdailyhealthnews.blogspot.co.uk/>

Stay current with the latest health related news with our daily service. Focusing on policy, management, publications and reports, as well as Northamptonshire news, our online service is a pain free way to keep up to date with the latest in NHS and health care developments. The service is also available directly to your email inbox.



**The Library Blog:** <http://northantspslibraries.blogspot.co.uk/>

We use our blog to keep you up to date with news about the service and new information resources. Like our health news service you can also subscribe by email.

### **Journal contents pages:**

The Library Service can supply contents pages from individual journals we subscribe to - please contact us for more information.

Don't forget the publisher sites for most journals also have the facility to allow you to sign up to receive the latest table of contents automatically by email.

**Netvibes:** <http://www.netvibes.com/northantspslibraries>

Our Netvibes site pulls in news feeds from lots of different sources and puts them together on one handy site.

The site covers NHS (and related organisations), government, the media as well as local and national news, weather and travel information.



## Code of conduct for use of library work stations

The workstations in the libraries are available to registered library members in support of

- work based activities
- maintenance or development of professional contacts
- educational activities

**Access to some sites is restricted. Printing is allowed within reason.**

**The internet access should not be:-**

- to sites that contain illegal, abusive, obscene or defamatory material
- to sites that contain images that are pornographic or otherwise indecent
- to sites that contain material that insults or harasses others
- to sites that make any improper or defamatory reference to a person's race, colour, religion, sex, age, national origin, disabilities or physique
- used to obtain copyright material or the work of third parties without consent
- used for self-promotion or personal gain
- used to participate in on-line gambling

All internet activity is recorded and monitored and any evidence of misuse will result in withdrawal of library membership and may be reported to your employer or academic institution.

Individual users are responsible for their own actions on the internet and the use of library workstations has to be in accordance with this policy.

## **Personal Information**

Athens user name: \_\_\_\_\_

Library PIN: \_\_\_\_\_

## **Notes**



## Contact us

### **Berrywood Library**

Tel: 01604 682650

Berrywood Hospital  
Berrywood Drive Northampton  
NN5 6UD

Email: [berrywoodlibrary@nhft.nhs.uk](mailto:berrywoodlibrary@nhft.nhs.uk)

Open 24 hours 7 days (Staffed 9.00 – 5.00 Mon – Fri)

### **Isebrook Library**

Tel: 01933 235862

Nene House  
Isebrook Hospital  
Irthlingborough Road  
Wellingborough  
NN8 1LP

Email: [isebrooklibrary@nhft.nhs.uk](mailto:isebrooklibrary@nhft.nhs.uk)

Open 9.00 – 5.00 Mon - Fri

### **Richmond Library**

Tel: 01604 545929

William Kerr Building  
Northampton General Hospital  
Northampton  
NN1 5BD

Email: [richmondlibrary@nhft.nhs.uk](mailto:richmondlibrary@nhft.nhs.uk)

Open 24 hours 7 days (Staffed 9.00 – 5.00 Mon – Fri)

**Internet:** [www.library.northants.nhs.uk](http://www.library.northants.nhs.uk)



<http://www.twitter.com/NHFTNHSLibrary>