A BRIEF GUIDE TO
THE SWIMS LIBRARY CATALOGUE

HOW TO SEARCH SWIMS LIBRARY CATALOGUE

The SWIMS Library catalogue lists the information resources held in the Buckinghamshire Healthcare NHS Trust Library. You can also select the option to see the resources held in all the healthcare libraries in the South West of England, an area covering Buckinghamshire to Cornwall.

Accessing SWIMS

• You can access the catalogue via Swanlive, the Trust Intranet:
  • Look under the Staff Resources tab, then Trust Library Services, then Resources
  • Click on the Books and e-books link.
• You can also access the catalogue via the Internet:
  • Go to http://www.swims.nhs.uk/cgi-bin/swihis.bat?ssi=601

Search options

The default My Area – Amersham Hospital, Stoke Mandeville Hospital, Wycombe Hospital & Buckinghamshire NHS will list resources held at Buckinghamshire Hospitals NHS Trust Library.

1. By Title

• Click on title/author button
• enter details of title
• you can add author’s surname
• you can also use * for a wildcard search to search for a word anywhere in a title, e.g. *governance finds all titles that include the word governance
• Click on the search button or press Enter
• You will see a ‘Hitlist’ of titles matching your search.
• Click on the title link of the book you want.
• Extra details of the item will be displayed showing title, edition and date; then author and publication details.

The libraries that hold the item are then listed by code followed by name. The following library code is the one for Buckinghamshire Healthcare NHS Trust Library Service:

• Stoke Mandeville/Stanmore Hospital/ST):

The classmark is displayed next to the name and code of the library – this is where you will find the item on the shelf in the library.

Under ‘status’ it will indicate whether the copy is on the shelf (Available) or on loan and the date the item is due back.

If the item you require is on loan you can reserve it by asking a member of Library Staff. If the item you require is held in another library you can request it using our Document Supply Service. Forms for this service are by the Enquiry Desk in the library.
2. **Words anywhere**

If you are not sure of the title you can use the Words anywhere search.

- Type in your phrase or subject, e.g. ‘patient confidentiality’.
- And click on the search button

Results will show records that contain the exact phrase first and then records that are a close match.

3. **By Author**

- Type in surname and initials (if known).
- You can search for corporate authors e.g. organisations, government bodies.
- And click on the search button

Results will show authors with same surname and number of titles for each author. Click on the number to see the titles.

4. **By Subject headings**

You can also search on specific subject headings.

- Type in the term e.g. asthma.
- And click on the search button

A list of headings will be shown with number of titles under this heading listed. Click on the number to see the titles.

5. **Advanced search**

There is also advanced search option where you can use the drop down lists to search on combinations of fields e.g. author and subject.

**Limiting or filtering your search**

You can limit your search in three ways:

- **By date**
  - Enter a year in the “Items published before” or “Items published after” search boxes
- **By location**
  - If you wish to see results for all the healthcare libraries in the South West of England select **All Locations in the South and West**
  - By type of material – scroll down list and select type required e.g. DVD.
- You also have the option to sort the results.

**Electronic Books**

You can also access e-books through the SWIMS catalogue. There will be a link if the book you are searching for is available electronically. You will need an Athens password (to register go to [www.library.nhs.uk](http://www.library.nhs.uk)) and be sure to click on Access through Athens in the pop-up box.

**Renewal**

You can renew books on loan to you using SWIMS on-line.

- Under “My account” click on “Log In”
- Type in the barcode number from your SWIMS library card
- Click on submit
- Click in the box marked “Select for each item you wish to renew”
- Click on the “Renew the items you have selected” button
- If your renewal was not successful, please contact the library service for assistance or return the book to the library by the original due date.

**Need help?**

Contact a member of library staff. We are always happy to help.

Wilfred Stokes Library, Stoke Mandeville Hospital 01296 315428