DOCUMENT DELIVERY SERVICE AND INTERLIBRARY LOANS

Please ask a member of Library staff if you can't find the information you need in stock. We can usually obtain a copy of a book, report or journal article for you from another library within 5 to 8 working days. We can often obtain photocopies the same day if they are required urgently for patient care. Charges apply for some services and these are explained in detail in our Guide to Inter-Library Loans and Document Supply Service.

PHOTOCOPYING FACILITIES AND COPYRIGHT

A 24-hour self-service photocopier is available in the library. Printing by Buckinghamshire hospitals staff for work-related purposes is available free of charge. Any private copying or printing will incur a charge of 5p per A4 page, payable to library staff. Photocopy cards in the following denominations may be purchased from the Library staff:

- £1.00 card = 20 A4 or 10 A3 copies
- £5.00 card = 100 A4 or 50 A3 copies

The use of the Library photocopier is governed by the Copyright Act, 1988 and a poster listing the main points of the Act is displayed by the photocopier. You are required to comply with these guidelines. Please ask library staff for advice if you have any queries about the copying of library materials.

SUGGESTIONS

We aim to provide you with the best service possible and welcome any comments and suggestions you may have to help us ensure that the library services meet your needs. You can pass your suggestions directly to any of the library staff or leave a note in the Suggestions Box in the library.

OTHER SERVICES

You have access to other local library and information services, either as a full member or for reference purposes. Please ask a member of Library staff for details of these other services and their areas of expertise.

Medicines Information Service
Pharmacy Dept, Stoke Mandeville Hospital – 01296 315281

Staff Library, Milton Keynes Hospital
Milton Keynes General Hospital, Milton Keynes – 01908 243077

Tindal Centre Library
(part of Oxford Health NHS Foundation Trust)
Tindal Centre, Aylesbury – 01296 565461

Nursing Library/ Learning Resources, University of Bedfordshire (Aylesbury)
Oxford House, Aylesbury – 01296734301

This leaflet provides a brief guide to the library and the services we offer. Further details can be found under Trust Library Services on the Buckinghamshire Healthcare NHS Trust intranet or via our Internet site at: http://www.buckshealthcare.nhs.uk/Library

Please contact a member of staff if you have any queries.

We are always happy to help.

Wilfred Stokes Library
Postgraduate Centre, Stoke Mandeville Hospital,
Mandeville Road, Aylesbury HP21 8AL

01296 315428   Fax 01296 315475    medlibrary@buckshealthcare.nhs.uk

01296 315475

Staffed: 9:00am – 5:00pm, Mon - Fri

Library Services Manager
Jennie Kelson, BSc, Grad Dip Info Sci & Lib, Cert EB Health Care

01296 315427   Fax 01296 315475    jennie.kelson@buckshealthcare.nhs.uk

Clinical Outreach Librarians
Lorena Cascant, Lib I Sc BS
Claire Coleman, BSc, MSc, MCLIP
Gill Rose, BSc (Econ), MCLIP

01296 315478   Fax: 01296 315475

clinicallibrarians@buckshealthcare.nhs.uk

Senior Library Assistants
Lindy Jost, Cert Ed, NVQ 3
Phil Ruston, BSc, Dip Lib, MA

01296 315428   Fax: 01296 315475

clinicallibrarians@buckshealthcare.nhs.uk

medlibrary@buckshealthcare.nhs.uk
WHAT WE CAN OFFER

Buckinghamshire Healthcare NHS Trust library service provides a comprehensive library and information service to all NHS staff employed by Buckinghamshire hospitals, local GP practices and students whilst on placement within these organisations. Membership is also available to other NHS staff, members of the public, students not on placement, and other healthcare workers although additional fees will be levied for some services.

The library staff are skilled in information management and aim to provide access to current, accurate health and related information relevant to your needs. Although specialising in health information, we can help you find information on almost any topic. Even if we can’t provide the information directly, we can usually suggest someone who can.

We can help if you need:

- Information to support decisions about patient care
- Resources to help you when preparing a presentation to colleagues
- Resources to help you when studying for a further qualification
- Help in planning an audit or research project
- To keep up to date with developments in your specialty
- Help in searching for information or managing your reference files
- An answer to a general reference query
- Somewhere quiet to catch up on some study
- Access to a computer to read your email

JOINING THE LIBRARY

Joining the library is easy! Simply show some form of ID (your staff ID badge is ideal although we also accept a letter confirming your workplace details. A utility bill or similar is required for non-NHS applicants) and complete a library registration form. You will be issued with a library card that you can use to borrow or obtain services from the library. Please note that services may be refused if you cannot produce a valid library card.

OUT OF HOURS ACCESS

Staff of Buckinghamshire hospitals, local GP practices or students on placement with these organisations who wish to use the Library service outside staffed hours will need to have access to the library added to the chip in your staff ID badge. Please contact a member of library staff for details.

ACCESS TO HEALTH CARE DATABASES AND FULL-TEXT ELECTRONIC JOURNALS

The library provides access to many health care databases, usually via an Athens password. These are just some of them.

<table>
<thead>
<tr>
<th>For information on:</th>
<th>Appropriate databases:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General medicine &amp; surgery</td>
<td>Cochrane Library, Clinical Key, EMBASE, Medline, UpToDate</td>
</tr>
<tr>
<td>Nursing</td>
<td>BNI, CINAHL, Clinical Key, Cochrane Library, Maternity &amp; Infant Care, UpToDate</td>
</tr>
<tr>
<td>Psychology / Psychiatry</td>
<td>CINAHL, Clinical Key, Cochrane Library, Medline, PsycINFO, UpToDate</td>
</tr>
<tr>
<td>Physiotherapy / Occupational Therapy</td>
<td>AMED, CINAHL, Clinical Key, Cochrane Library, EMBASE, Medline, UpToDate</td>
</tr>
<tr>
<td>Health Management</td>
<td>Cochrane Library, HMIC (replaces DH Data &amp; King’s Fund), Medline</td>
</tr>
</tbody>
</table>

Your Athens password also provides access to over 1000 journals in electronic full-text that you can access at work or at home from any computer with a good internet connection. Athens passwords are available to NHS staff via self-registration at [https://www.evidence.nhs.uk/nhs-evidence-content/journals-and-databases](https://www.evidence.nhs.uk/nhs-evidence-content/journals-and-databases). Students on placement may apply for an Athens password for the duration of their course. Please contact library staff for details.

Training is available if you would like to learn more about how to maximise your searching skills or to learn more about the strengths and coverage of the various databases now available to you. Please contact library staff for details.

FINDING AND BORROWING ITEMS FROM THE LIBRARY

All journals are shelved alphabetically by the journal title. A printed list of journal holdings, including those available in electronic full-text, is available at the Library and a complete list is also available at [http://journals.library.nhs.uk/booksandjournals/journals](http://journals.library.nhs.uk/booksandjournals/journals). Remember to login first using your Athens password to ensure you can see all journals available to you.

Books are shelved according to a UK version of the National Library of Medicine classification scheme. Consult the online catalogue at [http://www.swims.nhs.uk/cgi-bin/swims.bat?xin601](http://www.swims.nhs.uk/cgi-bin/swims.bat?xin601) to find print and electronic books available or browse the shelves using notices at the end of the book shelves. Alternatively, you can ask a member of library staff.

Most items, other than reference materials and current journal issues, may be borrowed. Books can be posted to your work address if you are unable to visit the library, however you will be responsible for any losses which occur whilst the items are in transit. Books, journals and audio-visual materials may be borrowed for four weeks. You may renew items on loan, except journal loans, provided that another Library member has not reserved them, and you can ask library staff to reserve or recall items currently on loan. Remember that items on loan may be recalled at any time and fines are levied for late return of loans.

Security systems, including CCTV, are installed in the library and unauthorised removal or vandalism of library materials will not be tolerated. Buckinghamshire hospitals will take action against anyone found abusing the library resources and penalties are imposed on those who do not adhere to the library regulations.