

Trust Library Services

Guide to ... Library Services

Trust Library
Trust Education Centre
Royal Berkshire Hospital
London Road
Reading
RG1 5AN

Tel: (0118) 322 7849

Fax: (0118) 322 7032

Email: library@royalberkshire.nhs.uk

Intranet: Learning, Library

Web: www.royalberkshire.nhs.uk/library

Follow us on Twitter  @RBHLibrary

Disabled Access

The library is located upstairs in the Trust Education Centre
Please contact the library staff for assistance if you are disabled
and/or have special requirements.

Library Staff

Lucy Gilham - E- Resources Librarian

Beverley Hixon - Librarian

Marina Sotiriou - Library Assistant

Staffed: 9:00am – 5:00pm Monday to Friday

Library Page on the RBH Intranet

The Library page on the RBFT Intranet provides access to library information, guides, catalogues, electronic request forms and links to electronic resources – including the Royal Marsden Manual Online, BNF, DynaMed, UptoDate and NHS Evidence.

Journals and Databases (Evidence Search)

Clinical databases, electronic journals and e-books, can all be accessed from work or home via www.library.nhs.uk.

To use these resources please register for an NHS OpenAthens account, via the link on the Library page on the Intranet or via the OpenAthens Registration link on www.library.nhs.uk. If you have any queries, the Trust Library staff will be pleased to help.

Evidence Search

Clinical guidance, NICE pathways, commissioning, drug and patients' information can all be accessed from work or home via www.evidence.nhs.uk.

Library Services

- Enquiries, from simple questions to complex literature searches.
- Access to and training in the use of clinical databases, online journals and e-books
- Inter-library requests
- Internet access
- Photocopying, scanning, printing (including colour) and binding
- Current awareness service

Borrowing

Trust staff may borrow up to eight books at any given time, for four weeks. Items may be renewed twice, after which they must be returned to the library. It is possible to reserve items, which are out on loan. Journals may not be borrowed. Remember that theft of library books is a criminal act. It is open to the Trust to take legal action to recover NHS property.

Charges

Fines 5p per item per day on all overdue items.

Photocopying and Printing The standard rate is 5p per A4 sheet. You will need to purchase £1 or £3 cards from the machine in the Library, £5 cards from Library staff.

Departmental accounts can be arranged, see staff for details.

Photocopying and printing are subject to the Copyright Act 1988 and the NHS CLA Licence

Out of Hours Access

Swipe card access is available to RBH Trust staff,

7.00am – midnight seven days a week, including bank holidays

For out-of-hours access, the following must be adhered to:

Always ensure someone else knows you are coming to the library and what time you are expected back.

Familiarise yourself with the location of all the emergency exits and phones.

NEVER let someone else into the Building or the Library, each person needs to use their own swipe card to gain entry and exit.

If you find yourself alone in the library then you must ring security on ext. 8845 and inform them. Repeat the call every hour and when you leave the library or are no longer alone. This is to comply with the Trust Lone Working Policy.

In an emergency situation ring the appropriate number,
Security ext 8100, Fire ext 2222

All books and journals contain triggers that set off the Library security system if not desensitised by Library staff. Any alarm incidents are recorded on CCTV and you will be contacted the following day if you were involved.

Out-of-hours borrowing is not permitted.

When you leave the library ensure that you shut down any computers you were using and close any windows. If you are the last to leave, please turn off the lights.

Other NHS Healthcare Libraries

You are also able to use other NHS Healthcare Libraries within the Thames Valley and Wessex Region. Please ask Library staff for details.

If you have an iPhone/smartphone scan this code to access our website.

