

Library & Knowledge Services

Guide to ... Library & Knowledge Services

Library Services

- Enquiries, from simple questions to complex literature searches.
- Point-of-Care reference tools
- Access to clinical & non-clinical databases, online journals and e-books
- Training in finding the evidence and making best use of our electronic resources
- Inter-library requests
- Quiet space to study
- Internet access
- Photocopying, scanning, printing (including colour) and binding
- Printed books and journals

Library Page on the RBFT Intranet

Find it under: Learning/ Library

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

Registration

Complete the library registration form on the library page on the intranet or call into the library to fill in the paper version. You will be notified by email when your library card is ready for collection.

Please let us know if you already have a SWIMS card from another library.

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 by contacting the library. 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.

Library Catalogue

Check what books and e-books are available at <http://www.swims.nhs.uk/>. You can also check to see what books you have on loan and renew your loans (providing they have not been requested by another reader). You will need your library membership number from your SWIMS (library) card.

Evidence Search

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

Journals and Databases

Clinical databases, electronic journals and e-books, can all be accessed from work or home via www.evidence.nhs.uk - just select the Journals and databases tab at the top of the page.

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 page: <http://openathens.nice.org.uk/>. If you have any queries, the Trust Library staff will be pleased to help or see our separate guide on registering for OpenAthens.

Point of Care Tools

The library provides access to Up-to-Date and Dynamed Plus point of care tools. Access them via the applications list on the Trust intranet or via NHS

OpenAthens from home. Both tools are also available as apps. See our intranet page, or ask library staff for details

Other NHS Healthcare Libraries

You are also able to use other NHS Healthcare Libraries within the South. Please ask Library staff for details.

Access

The library is staffed: 9:00am – 5:00pm Monday to Friday.

Out of hours swipe card access is available 7.00am – midnight seven days a week, including bank holidays.

Out-of-hours borrowing is not permitted but books can be returned via the book box near the entrance. Any alarm incidents resulting from unauthorised book borrowing are recorded on CCTV and you will be contacted the following day if you were involved.

If using the library out of hours please ensure that you are familiar with the Trust Lone Working Policy. In an emergency situation ring the appropriate number:

Security ext. 8100, Fire ext. 2222

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.

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.

Charges

Fines

5p per item per day on all overdue items.

Photocopying and Printing

A multifunction device is available for staff use in the library. You will need your Trust IT login to use it.

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

Library Staff

Lucy Gilham - Acting Library Manager

Beverley Hixon – Librarian

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