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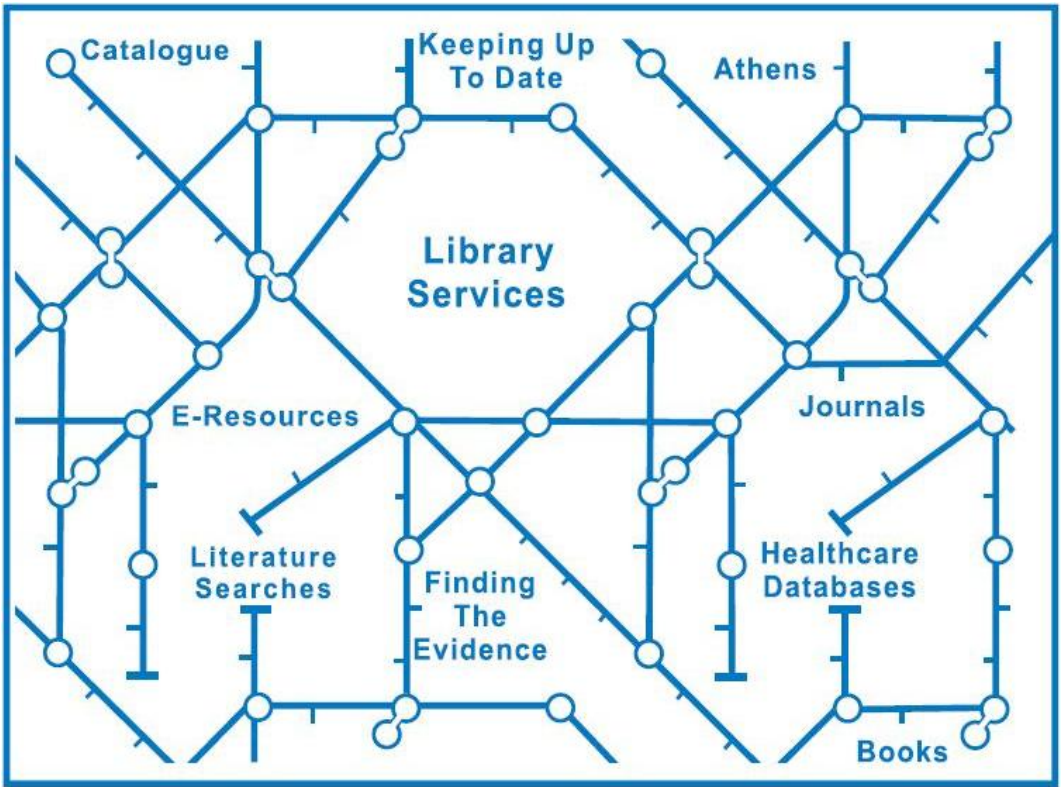
Frimley Health NHS
NHS Foundation Trust

Knowledge & Library Services

Library Guide



Your Route to Knowledge

About the Library

Opening Hours

Wexham	9:00 - 5:00 Monday to Friday
Heatherwood	9:30 - 2:30 Monday to Friday

Joining the Libraries

In order to use the full range of services, staff must register with the Library. If you have previously registered with another NHS library in the Southern (SWIMS) region, your membership will simply be transferred to this Trust.

Facilities

The Libraries have PCs with network and internet access and unencrypted USB ports, plus printers, scanners, self service terminal, photocopiers and an internal hospital telephone.

We also have a meeting room with 3 PCs, a Study Centre with 8 PCs and a touch screen monitor available for training or presentation purposes. These are located at Wexham Library only.

Please contact us if you would like to book either of these rooms (see end of guide for contact details).

Photocopying/Scanning

There are copiers as well as printing facilities in both libraries. Copyright law must be respected, and there is no charge for this service. We also have scan to email available via the photocopier at Wexham Library. All copying/scanning is self-service.

Enquiries and Help

Library staff can help with enquiries from the basic through to the complex. Send your request via email (wxlibrary@fhft.nhs.uk) or telephone (x4857).

Out of Hours/Self-Service Access

Outside normal opening hours, the Library at Wexham can be used for study and access to PCs. Please contact the Library to arrange a swipe card for 24 hour access (£10 refundable deposit is required). The Library at Heatherwood is also available for overnight and weekend access (key access, £10 refundable deposit required).

Training and Literature Searches

Training includes how to **Search Healthcare Databases**. Learn how to:

- Register for an OpenAthens password
- Access healthcare databases such as Medline, EMbase and Cinahl
- Create a search strategy and build a search using keywords, phrases and limits.

The library also carries out literature searches on request. Please contact us for more details.

Student Services

Both libraries are available for health students in higher education on placement. We offer students Library induction sessions and loan of books, and use of copiers, printers and PCs. Please see our student guide (available separately) for more details.

Charges

- copying and printing – free of charge
- replacement of lost library cards – £2
- ILLs – first 30 are free, after which there will be a charge of £5 per item
- lost out of hours cards/keys - £10 deposit retained
- overdue books – no overdue fines.
- lost or non-return of books – cost of replacement plus a £10 admin fee will be charged.

Library Catalogue

Accessing the Library Catalogue

You can access the catalogue via the Trust Intranet, under Support Services / Knowledge & Library Services / Book Catalogue

OR Via the internet, at www.swims.nhs.uk

Books

The Library has over 6,000 books, and readers can borrow up to 8 at a time. Book are normally lent for 4 weeks, and can then be renewed twice more, as long as no-one else has requested them.
You can log in and renew your books via SWIMS (see above link) using the full barcode on the back of your library card.

e-Books

The Trust currently subscribes to 12 Oxford Handbooks online, including the Oxford Handbook for the Foundation Programme, Oxford Handbook of Acute Medicine and Oxford Handbook of Urology. Please see eBooks instructions in this guide or visit our eBooks pages on the Trust Intranet.

Journals and e-journals

The Library subscribes to a range of both print and electronic journals. A full list is available on the intranet and website. An OpenAthens password is required for some access. See next page of this guide for more details on free registration for an OpenAthens password.

Inter-Library Loans

If a book or article is not available online or we do not hold the item in the library, we can order them for free via our inter-library loan service (conditions apply, please ask for more details, or see our information pages on the intranet).

OpenAthens Passwords

An OpenAthens password will give you access to e-resources provided by the NHS England, the regional LETB and the Trust. These include hundreds of full-text electronic journals and books as well as the main healthcare databases such as Medline, Cinahl, BNI, Embase, PsychInfo and Amed.

Register for a password

Go to the OpenAthens Registration site: https://openathens.nice.org.uk/ and complete the online form.
*** Please ensure that you pick Frimley Health NHS Foundation Trust as your employing organisation when registering.**

Activate your password

You will receive an activation e-mail to your nominated e-mail account. If you have used an NHS email (or a private email from an NHS PC) this will happen immediately. Otherwise your registration can be subject to up to 15 days' delay.
Once you receive the e-mail you have up to 30 days to follow the link and activate your OpenAthens account.

Forgotten Your Password?

https://auth.athensams.net/activation/activation.php?from=pswForgot

Go to the above link and type in your OpenAthens username and the email address that you initially registered with. You should then be able to reset your password.

Training

The library provides training in using OpenAthens to find evidence based information. Contact us at wxlibrary@fhft.nhs.uk to book a one-to-one or group session.

OpenAthens Resources

Frimley Health has made **UpToDate® Anywhere** available for all Trust staff. UpToDate clinical decision support is a trusted resource that is proven to improve outcomes for healthcare organizations. UpToDate Anywhere provides many additional benefits when you register. It's free and easy to do.

Here's what you get with UpToDate Anywhere:

- Free UpToDate Mobile App for your iOS®, Android™, or Windows 8 device
- Easy access to UpToDate remotely (outside of the hospital's network),
- Free continuing education credits (CME/CE/CPD) when you research a clinical question using UpToDate onsite or remotely – including on your mobile device
- Bi-weekly clinical update with selected What's New and Practice Changing UpDates notices.

Register now — it's easy:

1. Access UpToDate via the logo on the intranet home page
2. Click on *Log In / Register* on the right in the top navigation bar of the UpToDate log-in page
3. Create a unique user name and password on the UpToDate Anywhere registration page
4. You are now registered and will receive a confirmation email with information about installing the UpToDate Mobile App

This account is linked to your affiliation with Frimley Health NHS Foundation Trust. **To keep your account active, simply login through the intranet link every 90 days to maintain benefits.**
Questions? Contact: Wexham Park Library, email: wxlibrary@fhft.nhs.uk. Ext. 4856/4857

Anatomy.TV

Anatomy.TV is now available to all Trust staff

The resource includes a 3D Atlas of Human Anatomy and 3D Human Functional Anatomy.

An OpenAthens password is required. To register, please see instructions titled “OpenAthens Passwords” in this guide.

Once registered, or if you already have an OpenAthens username and password, go to the website below and select "**Athens User Login**":

https://www.anatomy.tv/

For more information, contact the library (details on the back of this guide).

eBooks

The Trust has access to a variety of Oxford Handbooks online.

To access, please go to: http://ovidsp.ovid.com. Login with your **OpenAthens** username and password.

Once you have logged in, click on the **BOOKS** tab at the top of the page.

Links to the books are also available via the Library pages on the Trust Intranet.

Searching the Healthcare Databases

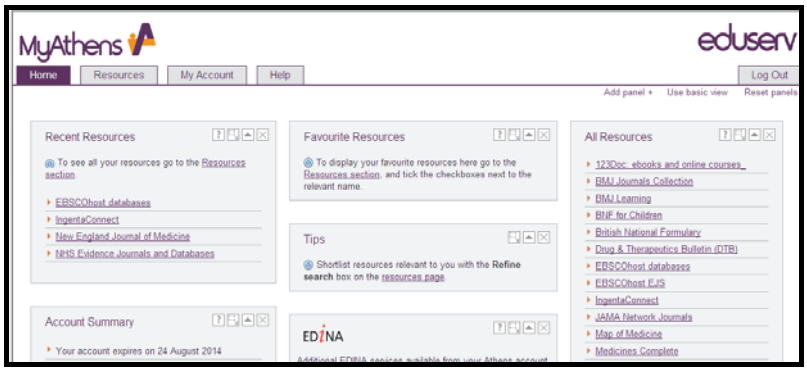
http://www.evidence.nhs.uk/

Choose a Database

Go to http://www.evidence.nhs.uk/ and click on Journals and Databases.
Click on the link to Healthcare databases advanced search and log in with your NHS OpenAthens username and password.
Choose a database from the list provided. We recommend that you search separately in at least two different databases.

MyOpenAthens

Go to: http://www.openathens.net/ and login to MyAthens with your OpenAthens username and password for access to resources such as BMJ Learning, BNF, Map of Medicine and many more.



Keeping Up to Date

NICE Evidence Bulletins & Alerts

Subscribe free to regular email notifications of the most up-to-date best practice guidance and evidence:

- Evidence Update (monthly round-up of the latest evidence on a specific clinical topic)
- Eyes on Evidence (monthly summary of new evidence with implications for clinical practice)
- Public Health Awareness (monthly round-up of new public health research, reports & news)
- Medicines Awareness Service (option of daily or weekly updates on best practice in relation to medications)

Visit http://www.evidence.nhs.uk/about-evidence-services/bulletins-and-alerts for more details.

Protopage

The **Protopage** Site collects News and Contents Page feeds from specialist websites and journals to create a Current Awareness Portal for Trust Staff.

http://www.protopage.com/hwphlibrary#Untitled/Home

Library Rules and Regulations

1. All library users are required to complete a Library Registration form. Signing this form indicates acceptance of the library rules and regulations and an undertaking to abide by them.

2. Membership of the Library Service is free to anyone employed in the NHS locally and students on placement at Heatherwood & Wexham Park Hospitals. There may be restrictions for some groups and charges for some services.

3. Users must present their library membership card when borrowing items. Up to 8 items may be borrowed in total, and 2 renewals are allowed, provided the item has not been requested by another reader. Reference books may not be borrowed. Readers who fail to return or renew an item by the return date will incur a fine.

4. Library users are responsible for all items issued to them. The full replacement cost, plus a standard administrative fee, will be charged for losses and damage incurred.

5. Library resources are for personal use only, and must not be obtained for the use of third parties from other organisations or for commercial purposes.

6. Library users must comply with the requirements of the 1988 Copyright Regulations when photocopying/scanning library material.

7. All registered users must advise the library of any changes to their contact details, employment status or employing organisation.

8. Smoking is not allowed in the library.

9. Small uncooked snacks e.g. sandwiches and covered (non-alcoholic) drinks may be consumed in the library. However, library users are responsible for clearing up any spillages and disposing of all waste in the bins provided. Cooked, noisy or strong smelling foodstuffs are NOT permitted.

10. Users must comply with the PC Regulations displayed in the Library.

11. Please respect other users of the library by keeping noise to a minimum.

12. The Library Services Manager reserves the right to suspend or withdraw membership from any member in breach of library rules.

Out of Hours Access Rules

If you are using the library out of hours, please:

- Ensure windows are closed before you leave.
- Pull down any blinds you have opened.
- Ensure you have taken all your belongings and put any litter into the bins provided.
- Always use the rear door to exit the building (only use the main door to use the toilet facilities or the drinks machines, remembering to take your swipe card with you).
- Swipe-cards should be returned in person so that we can return your £10 deposit. Failure to return the card on time may result in your deposit being forfeited as an administration fee.
- All lost swipe-cards will incur a £10 replacement fee and regular late return of a swipe-card may forfeit your right to borrow in the future.
- If there are any problems whilst you are studying, please contact ext 3115 (security) or ext 3333 (emergency).

Contact Us

Telephone

Wexham: 01753 634857

Heatherwood: 01344 877574

Email

Wexham: wxlibrary@fhft.nhs.uk

Heatherwood: hwlibrary@fhft.nhs.uk

Intranet

http://moss/SupportServices/IMT/Strategy/library/Pages/Welcome.aspx

Website and Internet

Coming soon – new website!

Follow us on **twitter**: **@HWPHLibrary**