

# Using the Library



Providing you with the best  
knowledge and evidence to support  
professional development  
and inform patient care.

<http://yeovilacademylibrary.com/>

The Library Service aims to contribute to the quality of patient care by:

- ❖ Providing an effective, accurate and timely multi-professional library and information service.
- ❖ Supporting the continuing education and training of all members of staff and students within Yeovil District Hospital NHS Foundation Trust, St. Margaret's Somerset Hospice (Yeovil) and the South Western Ambulance Service NHS Foundation Trust.
- ❖ Supporting the Trust in all its aims and objectives.

Our blog <http://yeovilacademylibrary.com> hosts many useful links to information resources, and the Library Staff are here to help so please ask.

### **Registration**

To join the library, please complete a registration form and we will issue you with a barcoded library card. All details are stored on the SWIMS database (*see the Data Protection statement below*).

### **Access**

The library is staffed as indicated on the back of this guide but available 24/7 by swiping into the Academy with a Trust ID badge. If you are a user from another organisation then please register with the main hospital reception who will allocate a blank swipe card allowing temporary access. If you require access to the IT Suites outside of office hours then please ask for the keypad number.

### **Borrowing Books**

Users may borrow up to 12 books for 28 days.

Please bring your books to the counter to be issued.

For out of hour's access we operate a paper system for which there is a guide at the book issue point.

Renewals are possible from staff at the issue desk, by email and phone, or you can access your record and renew your books online at [www.swims.nhs.uk](http://www.swims.nhs.uk) where you can also search the Library Catalogue.

Returned books should be handed to staff at the issue desk or left in the book returns box. Please do not place returned books directly onto the shelves. We do not charge fines, however we reserve the right to invoice for the replacement cost of any lost or non-returned items, plus an additional £10.00 for administration.

## **Journals**

Journals are displayed on the shelves in A-Z order. The current copy of a selection of the more popular titles is available on the journal rack adjacent to the library office.

Journals are for use in the library only.

## **Items not in our stock**

Request forms for books or articles not in our stock are available from staff and can also be found on the Library Blog. Complete one form for each item including your name & department.

There may be a charge for this service unless the item is required for clinical purposes - please ask a member of staff for details.

## **Printing, Scanning & Photocopying facilities**

A photocopier/printer/scanner is available in IT Suite 2 and a printer only in IT Suite 1. Printing is charged for at 5p per page - please pay the library staff. Copyright regulations are displayed next to the machine.

## **Computers**

There are both Trust password protected, and open access PCs available for the use of staff and students in our IT Suites. These can be accessed 24/7 using a keypad number available from Library Staff. WiFi is also available in the Library offering internet access for portable devices.

## **Literature searching**

All the major databases are available via NICE at <https://hdas.nice.org.uk>. You will need an NHS OpenAthens password to access these resources. Please ask for details of available library and information skills training.

We value feedback about the service we provide so please let us have your comments via email or by completing the suggestions form on the Library blog.

## **Data Protection statement**

*Yeovil District Hospital NHS Foundation Trust believes that the security of data stored on computer is an essential requirement for good risk management and to provide a high quality service for patients/clients and staff. The Trust therefore recognises adherence to the Data Protection Act 2018*

**Academy Library**

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**Blog:** <http://yeovilacademylibrary.com/>

**Library office opening hours:**

Monday to Thursday: 8am – 5.30pm  
Friday: 8am – 5pm