

# Using the Library



Equipping our current and  
future workforce with the  
best evidence to ensure first  
class care for our  
community



**Our blog:**

[www.yeovilacademylibrary.com](http://www.yeovilacademylibrary.com) hosts all of the links to the resources mentioned within this leaflet, but remember also that the Library Staff are here to help so please ask.

**Registration:**

To join the Library please complete the registration form available on the Library Blog or from Library Staff. You will be issued with a barcoded library card and all personal details provided will be stored on the SWIMS Library Management System in accordance with the relevant data protection regulations (*see the Data Protection statement below*).

**Access:**

The Library is staffed as indicated on the back of this guide but in addition is 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 Staff at the main hospital reception on level 3 who will be able to help you gain access to the Library.

**Borrowing Books:**

Members of the library may borrow up to 12 books for 28 days. Please bring your books to the Library front desk to be issued. For out of hours borrowing we operate a paper system for which there is a guide at the issue point.

Renewals where possible are available from staff at the issue desk, by email and by phone. In addition, 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. The SWIMS Library catalogue contains all book stock held in NHS Libraries of the South and West.

Returned books can 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.

**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 and department. There may be a charge for this service unless the item is required for clinical purposes so please ask a member of staff for guidance.

**Printing, Scanning and Photocopying facilities:**

A photocopier/printer/scanner is available in the IT Suite. Personal printing is charged at 5p per page – please pay the Library Staff. Copyright regulations are displayed next to the machine.

**Computers, Laptops and Headphones:**

There are both Trust password protected and open access PC's in the IT Suite which can be accessed 24/7. In addition, there are Trust password protected laptops and headphones available for use in the Library during office hours. These will be issued to your SWIMS Library card. Wi-Fi is available in the Library providing internet access for your own devices.

**Data Protection Statement**

*Yeovil District Hospital NHS Foundation Trust believes that the security of data stored on computers 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.*

# Library Training

The Library Team offer a variety of one-to-one sessions to help equip you with the skills needed to perform an efficient literature search. We break these up into bite-sized pieces to fit in with your free time; however, we are happy to tailor all sessions to your skills and requirements. The time indicated for each session is just a guide as we are happy to accommodate your particular needs. Please ask the Library Team if you would like to book some time with one of us.

## **Before you start:**

Registering for an NHS OpenAthens account and familiarisation with the resources available when using this, such as the electronic resources within this guide and on the Library Blog, the e-LfH searching modules and more.

Time to allow: 30mins-1hr

## **Simple searching guidance:**

Learn about searching for topics and scoping for information before you decide what you are going to research in detail.

Time to allow: 30mins-1hr

## **Framing the question:**

How to create a well thought out question before you start to search the Healthcare Databases.

Time to allow: 30mins-1hr

## **Assisted searching (introduction):**

This offers help on how to search the Healthcare Databases in a systematic way using Boolean operators and free text.

Time to allow: 2hrs

## **Assisted searching (advanced):**

This builds on the previous session to familiarise you with more advanced searching techniques such as using controlled vocabulary, truncation, limits etc.

Time to allow: 2hrs

**Assessing your results:**

The session aims to give you a basic understanding of how to analyse the quality of your search results and will guide you through some of the tools and techniques available to appraise them.

Time to allow: 2hrs

**Referencing:**

This session provides guidance on the tools and resources available to help with referencing, alongside individualised help to make sure that the referencing in your work complies with the required standards.

Time to allow: 1hr

**Health Literacy:**

This session aims to give you an understanding of what health literacy is and why it is important, including tools and techniques that can be used to aid and support someone who has low health literacy.

Time to allow: 1hr-2hrs

**E-Learning:**

E-Learning is available to compliment the above Library training. The e-learning includes programmes on 'how to search the literature effectively' and 'health literacy'.

These programmes are available through e-Learning for Healthcare. Information on how to access e-Learning for Healthcare can be found towards the end of this guide.

NB: If you are already familiar with some of the techniques required for searching and would like a more condensed searching session then please ask as we can adapt to your needs.

We can also offer training in line with the above sessions to be delivered to groups of staff, for example during peer support/departmental meetings. If this approach would be of interest then please email the Library to discuss your requirements.

# Current Awareness

The Library has a variety of resources available to help you to keep up to date with new research, guidelines and more in your area of interest.

## KnowledgeShare:

[www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk)

KnowledgeShare is a targeted personal current awareness service, with bulletins delivered straight to your inbox.

*How does it work?:*

Complete the KnowledgeShare registration form which is available on the Library Blog or from Library Staff, telling us your areas of interest - you can be as broad or specific as you like.

You will then receive email updates on publications within your chosen area.

An OpenAthens account is also required to access this resource. For more information on registering for an OpenAthens account, please see the next page.



## Current Awareness Bulletins:

Library Staff have produced a selection of Current Awareness Bulletins on a variety of topics that are updated periodically.

All of the bulletins are available on the Library Blog, they can also be sent directly to you via email.

If there are any topics that you would like a bulletin created for please contact us.


# OpenAthens Account

For access to many of the resources contained within this guide you will need an NHS OpenAthens account.

How to register:

Visit [www.openathens.nice.org.uk](http://www.openathens.nice.org.uk) preferably from an NHS networked computer. Complete the online form using an NHS or University email address if possible to speed up the authorisation process. An activation link with your new username will be sent to this email account which will allow you to create a password.

Registering from a home PC is possible but could delay your application by up to 15 days.

**NICE** National Institute for Health and Care Excellence 

## Register for a NHS England OpenAthens account

Already have an account? [Login](#)

Please note that you need to activate your account before you can use it. Please read the information on the page you'll see after you have submitted this form, and check your inbox for your activation email.

[Help me to complete this form](#) [More Information](#)

Please enter your name

First name  Last name

Please enter your professional / work / student placement email address

e.g. you@your-organisation.org.uk

Please enter your organisation

Start typing and select from the choices given

Full work / placement address

Work telephone number

Please enter the name of your department, ward, GP practice or clinic

Position / job title

e.g. My position

Job role

This registration page can only be used to create OpenAthens accounts for NHS England users. Users from Wales, Scotland and Northern Ireland should access the relevant service using the links below:

- Scotland - <https://www.athensregistration.scot.nhs.uk/>
- Wales - <https://register.openathens.net/wales.nhs.uk/register>
- Northern Ireland - <http://www.honni.qub.ac.uk/>

If we do not recognise your email address or the location of where you are registering from, you will not automatically be eligible to access online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You should if possible:

- Enter a work email address
- Register from your place of work

If you cannot find the name of your organisation you should try one from the following list and include your region or area of England.

- GPs and practice staff
- CCG staff
- Public health organisations



# Royal Marsden Manual

[www.rmmonline.co.uk](http://www.rmmonline.co.uk)

Clinical nurse experts have brought together all the latest clinical evidence nurses need, to meet confidently the requirements of their profession. The Manual includes over 350 evidence-based clinical procedures related to every aspect of care.

The Royal Marsden Manual is accessible seamlessly through the link on the Library YCloud page.

**An OpenAthens account is required if you want to access this on a device not linked to the Trust.**

# Clinicalskills.net

[www.clinicalskills.net](http://www.clinicalskills.net)

Clinicalskills.net is a set of illustrated clinical skills guidelines with information on over 220 procedures. All procedures featured on Clinicalskills.net are evidence-based (where evidence exists), with click-through links to national guidance and other published papers.

Clinicalskills.net is accessible seamlessly through the link on the Library YCloud page.

**An OpenAthens account is required if you want to access this on a device not linked to the Trust.**

# Journals A-Z

[www.journals.nice.org.uk](http://www.journals.nice.org.uk)

The Journals A-Z allows you to browse or search for a particular journal.

An OpenAthens account is required to see all of the journals that are available to you.

If you aren't able to view the journal you require, please contact the Library who may be able to source particular articles for you.

## MAG Online

MAG Online is a selection of healthcare journals covering nursing, midwifery, medicine and allied health. Including British Journal of Nursing, British Journal of Midwifery and British Journal of Hospital Medicine.

Available via: [www.journals.nice.org.uk](http://www.journals.nice.org.uk)

Please contact the Library for a full list of the journals available.

An OpenAthens account is required to access this resource.

## Wiley Medicine and Nursing

Wiley Medicine and Nursing is a collection of over 400 journals covering both medicine and nursing. Titles include Journal of Advanced Nursing, BJOG and British Journal of Surgery (BJS).

Available via: [www.journals.nice.org.uk](http://www.journals.nice.org.uk)

Please contact the Library for a full list of the journals available.

An OpenAthens account is required to access this resource.

# LibKey Nomad

LibKey Nomad is a Chrome Browser extension, which allows you to connect any journal website, Google Scholar and other platforms including PubMed to the content that we provide.

It is simple to install and provides one-click access to the journals that we subscribe to, as well as open access articles.

Please contact the Library for further help with this resource.

# BMJ Best Practice

[bestpractice.bmj.com](https://bestpractice.bmj.com)

BMJ Best Practice is a point of care tool that draws on the latest evidence-based research to offer step-by-step guidance on diagnosis, prognosis, treatment and prevention.

BMJ Best practice is accessible seamlessly through the link on the Library YCloud page.

**An OpenAthens account is required if you want to access this on a device not linked to the trust.**

BMJ Best Practice is also available as an app on iOS or Android devices.

In order to use the app you need to initially access BMJ Best Practice using your OpenAthens account and create a personal login.

For help with this please contact a member of Library staff.

# UpToDate

[www.uptodate.com/contents/search](http://www.uptodate.com/contents/search)

UpToDate is an evidence-based knowledge system authored by physicians to help clinicians make the right decisions at the point of care.

UpToDate is accessible seamlessly through the link on the Library YCloud page.

An OpenAthens account is required if you want to access this resource on a device not linked to the trust.

## UpToDate Anywhere

UpToDate Anywhere gives you access to evidence-based clinical content when and where you need it.

It provides you with the UpToDate Mobile App for iOS and Android.

An OpenAthens account is required if you want to access this resource.

For help with accessing or re-verifying your account, please contact a member of Library staff.

# BNF and BNF for Children

The BNF and BNF for Children aim to provide prescribers, pharmacists, and other healthcare professionals with sound up-to-date information about the use of medicines.

They include key information on the selection, prescribing, dispensing and administration of medicines.

Available via: [www.medicinescomplete.com/mc/index](http://www.medicinescomplete.com/mc/index)

An OpenAthens account is required to access this resource.

The BNF and BNFC are also available as a free mobile app on iOS and Android devices. For help with accessing these please contact a member of Library Staff.

## Trip

[www.tripdatabase.com](http://www.tripdatabase.com)

Trip is a free online clinical search engine designed to allow users to quickly and easily find and use high-quality research evidence. As well as research evidence, Trip also allows users to search across other content types including, images, videos, patient information leaflets, educational courses and news.

Access to Trip Database Pro is available through NHS networked devices. A personal login also needs to be created to access Trip Pro.

For help with this please contact a member of Library staff.

# Cochrane Library

[www.thecochranelibrary.com](http://www.thecochranelibrary.com)

The Cochrane Library is a collection of six databases containing high quality, independent evidence for healthcare decision-making.

The Cochrane Library is internationally respected as the gold standard for evidence-based healthcare research.

## Cochrane Clinical Answers

[www.cochraneclinicalanswers.com](http://www.cochraneclinicalanswers.com)

Cochrane Clinical Answers covers 32 Clinical Specialties and provides a readable, digestible clinically focused entry point to rigorous research from Cochrane systematic reviews. They're designed to be actionable and to inform decision making at the point of care.

## Cochrane Journal Club

[www.cochranelibrary.com/cdsr/journal-club](http://www.cochranelibrary.com/cdsr/journal-club)

The Cochrane Journal Club is a free monthly resource that introduces a recent Cochrane review together with relevant background information, and a podcast explaining the key points. Discussion questions are suggested to help you explore the review methods and findings in more detail, and there are downloadable PowerPoint slides available containing key figures and tables.

# Kortext eBooks

[read.kortext.com](http://read.kortext.com)

Kortext is an e-book platform supplying 1000s of textbooks from a variety of publishers.

**An OpenAthens account is required to access this resource.**

When prompted for your institution please enter 'NHS in England'.

# E-LfH

[www.e-lfh.org.uk](http://www.e-lfh.org.uk)

E-Learning for Healthcare (E-LfH) is an award winning e-learning programme providing national, quality assured online training content for the healthcare profession.

An OpenAthens account is required to access this resource.

# YDH Netvibes Portal

<https://www.netvibes.com/yeovil-academy-library#Welcome>

The YDH Netvibes Portal allows you to view the latest journal contents pages for a variety of specialities as well as other current awareness information all in one place.

# YDH Research Repository

[www.yeovilacademylibrary.com/ydh-research-repository](http://www.yeovilacademylibrary.com/ydh-research-repository)

The YDH Research Repository contains research outputs from staff at YDH.

The repository contains journal articles, conference abstracts, poster presentations and more.

If you are a member of staff at YDH and would like to submit an item for addition, please email us.

## **Academy Library**

Yeovil District Hospital  
Higher Kingston  
Yeovil  
BA21 4AT

**Tel:** (01935) 384495 / 4697

### **Library office opening hours:**

Monday to Friday 8:00am – 5:00pm

### **Library email:**

[Library@ydh.nhs.uk](mailto:Library@ydh.nhs.uk)

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