

Library & Knowledge Services

Welcome to the Library



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Access to High Quality
Information



Access to Excellent
Facilities



Access to High Quality
Services



Access to Motivated
Knowledgeable Staff



Welcome to Your Library



Introduction

Airedale NHS library services can be used by **all** staff and students of the trust. We offer a range of resources and services which support clinical practice, service development, and all aspects of learning, education and continued professional development.

Our primary function is to provide relevant, high quality information to support you to carry out your role effectively.

Where to find us

Wayfinder information: **Building 18 – Location: B11**

Contact Details

Airedale.library@anhst.nhs.uk

☎ 01535 294412

Opening Hours

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

We are closed on weekends and bank holidays. There may also be reduced opening hours around the major UK holidays

Outside of these hours the **IT and Study Space areas can be accessed at any time** using your ID badge/Swipe-card.

The library is a quiet working place; conducive for effective study. **Please ensure you keep noise levels to a minimum when you are within the library areas.**

Rooms can be booked in the Education Centre for group work and meetings.

Website : www.educationairedale.co.uk/library

You can find lots of information and tutorials on our website. There are also links to recommended resources and news.

Welcome to Your Library



The library offers a range of services. These include:



Textbooks and Journals

We have over 2000 textbooks available, and access to over 1500 journal titles. The library can also get items from other local NHS and university stock, as well as directly from the British Library. This has allowed us to supply over 90% of all titles requested by staff.



Literature Searches and Evidence Summaries

The library can carry out systematic and comprehensive searches for you and provide you with a summary of up-to-date information on a specific topic, or a list of current and relevant references/journal citations.



Study Facilities

The library provides 24/7 access to PCs, printing and photocopying facilities, Wi-Fi, study space, and work areas. There are areas for you to plug in your laptop, and the Education Centre have rooms that can be booked for group work and meetings.



Advice, Tutorials, and Expertise

The library offers individual/group tutorials and ad hoc advice on most aspects of finding and managing knowledge and information. We can offer expertise and training around critical appraisal of research, literature searching, and evaluating sources of information.



Online Resources

The library manages access to several online information resources such as UptoDate, BMJ Best Practice, Anatomy TV 3D anatomy Models, Databases such as MEDLINE, EMBASE and CINAHL, eBook collections including the online Royal Marsden Manual and Oxford Medical Books Online; and more.



Current Awareness and Keeping Up to Date

We can set up regular emails which alert you to the latest research about topics you're interested in. This keeps you updated with the latest thinking and best practice.



NHS Athens Accounts



What is the NHS Athens Account ?

All Airedale staff and students are entitled to an Athens account. This is the username and password system that NHS Libraries use to access most online resources like journals and databases. **If you want to use our online materials you will need to set up an Athens Account.**

How do I set up an Athens Account?

To set up your personal password and username you will need to complete a short self-registration process. This can be done online at: <https://openathens.nice.org.uk>

How do I access my Athens Account and log in ?

Once you have completed the registration process, you will receive an email confirming you have been successful in setting up your account. You can then access a range of online information resources by logging in to Athens at:

<https://openathens.nice.org.uk/Auth/Login>

Click on the **My Resources** tab to display a list of the information resources you have access to through Athens.

My OpenAthens account

My resources

Change password

Change email address

Change organisation

Sign out

My Resources

➤ Anatomy.tv powered by Primal Pictures

➤ Best Practice

➤ BMJ Journals Collection

➤ e-Learning for Healthcare

➤ Ebook Library (EBL)

➤ EBSCO Databases, Discovery Service, eBooks, Point of Care

➤ Medicines Complete



Athens Resources



Quick, easy, 24/7 access to information from your PC, laptop, phone or tablet. All NHS staff are entitled to access a wide range of electronic healthcare information resources using their Athens online access account. Some of the Resources you can use include:

Anatomy TV : The most comprehensive, accurate and detailed 3D models of the human body. Fully interactive 3D models of human anatomy that can be explored at different levels. You can use the MRI function to access cross-sectional 3D anatomical images correlated with real MRI scan data

Bibliographic Databases (MEDLINE, CINAHL, EMBASE, PSYCHInfo) : Carry out a comprehensive literature search using the major medical and health databases. Search results automatically include links to the full text of journals accessible to NHS staff.

BNF (and BNF for Children): Authoritative and practical information on the selection and clinical use of medicines in a clear, concise and accessible manner.

BMJ Best Practice: BMJ Best Practice gives medical professionals the best available information for any clinical situation. Regularly updated, it draws on the latest evidence-based research, guidelines and expert opinion – presented in a step-by-step approach and covering prevention, diagnosis, treatment and prognosis. BMJ Best Practice is your instant second opinion.

E-books (EBL): Access our growing collection of E-books. All our E-books can be viewed on screen or downloaded in their entirety as PDF files (and in some cases in EPUB format) to view offline on your PC, laptop, tablet, e-reader, or phone.

E-Journals: Full text access to over 10,000 titles. The collection covers most leading medical titles on specialist clinical areas, public health, nursing, allied health, and evidence-based medicine.

Marsden Nursing Manual : The latest clinical evidence nurses need to meet the requirements of their demanding profession. The Manual includes over 350 evidence-based clinical procedures related to every aspect of care, from handwashing to cardiopulmonary resuscitation

Oxford Medicine Online: Over 1000 titles available as online full text from this respected publisher. Including the Oxford handbook series and many other reliable and key textbooks.

UpToDate: A key resource for clinicians. UpToDate provides regularly updated evidence summaries and overviews of 8,500 medical topics. A reliable and quick way to confirm current best practice.

If you have any issues with the Athens resources, or would like any advice or information about using them, please contact the Health Information Centre on ext. 4412 (From an outside line on 01535 294412) or email airedale.library@anhst.nhs.uk



Borrowing Books



Borrowing Books:

All you need to do to borrow books from the library is to **complete a registration form**. These are available from the library issue desk, or you can complete the one on page 15 near the back of this booklet.

How do I know what books are available?

Ask a member of the library team, or

Use our online catalogue <http://bradford.nhslibraries.com/>

How many books can I borrow and for how long?

You can borrow up to **six items** at any one time. The standard loan period is **four weeks**.

If you fail to return or renew books you have on loan after the four week loan period you will incur fines at a rate of ten pence per item per day. You can phone or email the library to extend the loan period. Alternatively you can use the library app (MyCirqa) to renew your loans using your mobile device. The app is available from the Apple and Android stores.

What can I do if you don't have the book I want?

Let the library staff know and we will try to obtain the book for you. We have a limited book budget so unfortunately cannot guarantee we will be able to purchase your requested title.

What about E-books?

You have access to over 300 titles through our online E-book library. You can access this using your Athens Username and Password. You can read the text on screen and print specific pages and chapters. Outside of the trust network, you can view the books online in the same way or download books to your own device as pdf files and in some cases in the EPUB format.



Accessing Journal Articles



The library service provides access to thousands of journal titles. All of our journal titles are online, we do not stock physical copies of journals.

How do I know which journals I can access ?

If you ask a member of the library team they will be able to tell you if the full text of a journal is accessible to you. Alternatively you can check the A-Z title list online at:

<https://journals.nice.org.uk/>

You will need to log in with your NHS Athens username and password to see the complete list of titles.

How do I get journal articles that the library doesn't have in stock?

If you contact a member of the library team with details of the articles you want, we can use our network of libraries to obtain a copy of the article and provide you with a paper photocopy or PDF file of the requested item. We aim to supply you with the article within 5 working days and in many cases we are able to provide a copy the same day that you request it.



Literature Searches and Evidence Summaries



Introduction.

Healthcare is becoming increasingly complex and there is a regular need for new information and evidence to inform our decision making. The library can save you time by carrying out a literature search and providing you with a summary of the most current research and information on a specific topic.

With your input we will use our professional expertise to carry out a systematic and thorough search of healthcare literature databases and other relevant sources, providing you with a single document summarising the available literature which can answer your enquiry and inform your decision/thinking.

How do I request a literature search?

You can contact a member of the library team to discuss and request a literature search, or complete a literature request form. Literature request forms are available from the library or you can use the one on page 16 near the back of this document.

How long will it take to complete?

The time taken to complete an evidence summary or literature search will depend on the complexity of your request, the volume of available literature, and the level of detail and summarisation you require. However, we aim to complete the evidence summary within 5 working days of receiving the request.



Tutorials and Advice



Introduction

The library provides tutorials on a number of topics. These can be delivered through scheduled group tutorials, or on an ad-hoc one-to-one basis. All tutorials can be tailored to focus on your specific need and area of interest.

Standard tuitions we deliver include: Searching literature databases; getting the best out of Google and the web; critical appraisal of research (qualitative and quantitative); and individual training sessions on all of the Athens online resources.

We're happy to develop tutorials to meet your specific request, so if there's any aspect of finding, managing, disseminating or appraising information and knowledge you'd like help with, let us know and we'll provide support where we can.

How do I request a tutorial?

Contact a member of the library team to discuss or book a tutorial/training session, or for general enquiries and advice.

How long do the tutorials take?

Our standard tutorials last around an hour, but we can tailor these to match your needs. We have delivered tutorials ranging from 10 minutes to two days. It's up to you how long you want to take.

Can I access tutorials online?

We are currently developing our E-learning . As these are completed we will add them to our website www.educationairedale.co.uk/library-tutorials.html



Current Awareness and Keeping Up To Date



Introduction.

If you want to stay current, we can set up automated alerts which will keep you informed of new research and reports which have been published in your area of interest.

How do I request a regular update on my topic?

Contact a member of the library team or complete the form below:

Current Awareness Set-Up Request

Name :

Job Title:

Email Address:

Please indicate your area(s) of interest. *Give details of the topic you are interested in; information format you want (research, government papers, think tank reports, news reports, etc.); details of how the information will be used. The more information you can provide, the more relevant and accurate the current awareness content will be.*



Collaborative Working



We work closely with other libraries in the area. This means that, as an Airedale NHS library member, you can borrow items from other locations.

You can use the **NHS libraries at Lynfield Mount Hospital and Bradford Royal Infirmary**. We use the same system so as long as you've registered to borrow books here you can automatically borrow from those locations.

When you access one library...

You're talking to three of the best performing NHS libraries in the country


Bradford Teaching Hospitals
NHS Foundation Trust


Bradford District Care
NHS Foundation Trust


Airedale
NHS Foundation Trust

Have a look at our '*welcome to the library*' animation (it's only 2 minutes long) for more information. It's online at: <https://youtu.be/az5PloajOWc>

You can also join the **University of Bradford library** and borrow textbooks and journals held in the university. (*You will need to show them proof that you are employed by Airedale NHS Trust, so take your ID badge or pay slip with you the first time you visit.*)

You can also join a **public library** and borrow books from their regional network and use their online resources. For more information see <https://www.bradford.gov.uk/libraries> and <https://www.northyorks.gov.uk/libraries-0>



Our Staff



Our staff are both qualified librarians and members of the Chartered Institute of Library and Information Professionals (CILIP).

This means you can be assured of receiving a high quality service which complies with national standards and best practice.

If you have any questions about the library service or access to information please speak to the library staff.

Contact the library

Telephone number – **01535 294412**

Email address – airedale.library@anhst.nhs.uk

The library team



Paul Stevenson
Health Information Specialist
Paul.stevenson@anhst.nhs.uk



Martyn Greenwood
Assistant Librarian
Martyn.greenwod@anhst.nhs.uk



Useful Contacts



Introduction.

Library staff will always help you to resolve any issues within the education centre.

However, sometimes we may be unable to resolve your issue. In the rare occasions this may happen, the following contacts may be useful:

IT Helpdesk	4834
Training and Development	4374
Estates	4444
Security	2656
Domestic Services	4102
Sodexo (Catering)	4064

Where can I find other departmental and individual contact details?

Switchboard – Dial 0 to speak to switchboard.

Online Directory – You can access the staff and departmental directory for more contact details. It's available on AireShare

Appendix 1 – Library Registration Form

Surname	<input type="text"/>	First Name(s)	<input type="text"/>
Title: Dr / Mr / Miss / Ms / Mrs	Other: <input type="text"/>		
Gender: Male / Female			
Have you joined an NHS Library in Airedale or Bradford before? Yes/No			

Job Title	<input type="text"/>		
Department	<input type="text"/>		
Work Address	<input type="text"/>		
Work E-Mail	<input type="text"/>		
Phone ext.	<input type="text"/>	Bleep no.	<input type="text"/>
Who is your employer?	Airedale NHS Trust <input type="checkbox"/> Bradford District Care Trust <input type="checkbox"/> Bradford Teaching Hospitals NHS Foundation Trust <input type="checkbox"/>		
Date due to Leave Bradford/Airedale NHS (if known)	<input type="text"/>		

Home Address	<input type="text"/>		
Postcode	<input type="text"/>		
Home E-Mail	<input type="text"/>		
Home/Mobile Phone	<input type="text"/>		

Students Only:			
University/College	<input type="text"/>		
Supervisor/Tutor	<input type="text"/>		
Year of Study	<input type="text"/>	Placement end date	<input type="text"/>

Appendix 2 – Literature Search Request

Your Details

Title Dr / Mr / Mrs / Miss / Ms

Name _____

Job Title _____

Work Address _____

Telephone Number _____

Email Address _____

Search Criteria

Search Topic: (please give as much detail as possible)

Keywords & Terms (what words do you associate with this topic?)

Time Period (do you want to limit the results to a time range e.g. the last five years?)

What will the information be used for? (Clinical Decision Making / Management Decision Making / Education / Professional Development / Other)

Any Other Aspects? (RCTs, Review Literature, age groups, UK specific, etc)

When do you require this literature search to be completed by?

If you require us to perform a literature search for you, please complete this form and return to:

Library Services
 Education Centre
 Airedale General Hospital
 Steeton
 BD20 6TD



MyCirqa App



It has never been easier to renew your library books!

You can now renew from your smartphone, regardless of opening hours, with the MyCirqa app.

The app is available on Apple and Android phones.

When selecting the library, look for Bradford and Airedale Libraries. If you have not set up online access with the library then please request a password for the app and we will arrange this for you. Your username is your reader code.

Meet your new best friend & favourite app

MYCIRQA

GET IT ON
Google Play

Available on the
App Store

For more information:



Contact the library services team who will be happy to answer any questions on any aspect of the service.

T 01535 294412

E airedale.library@anhst.nhs.uk

Airedale NHS Foundation Trust
Airedale General Hospital
Skipton Road
Steeton
West Yorkshire. BD20 6TD

www.educationairedale.co.uk/library



Library & Knowledge Services.

Reducing uncertainty in decision making.