

The NHS Photo Library

What is the NHS Photo Library?

The NHS Photo Library gives access to the NHS and related social care organisations to images for use in communication materials. There are over 1,600 health and care images covering a wide variety of topics such as healthy living and community care.

How do I access the NHS Photo Library?

Either:

1. On the main intranet home page click on '**Library Service**' under '**Corporate**'.
2. This will open the Library's website in a new window (www.sdhl.nhs.uk).
3. Click on '**Medical Images and Audiovisual Resources**' on the left hand side.
4. Click on '**NHS Photo Library**'.

Or

1. Type the web address: www.photolibrary.nhs.uk into your browsers address bar and press return.

Who can use the NHS Photo Library?

Access is restricted to **authorised users** (NHS and related social care organisations) only. This is because of a duty of care to people who have agreed to be in the images. If you have an email address which ends nhs.uk or nhs.net you can register for free using the registration link on the log in page of the website.

To register click on the **registration form** under new user and complete the form.



Your NHS email address will mean that you are recognised as an authorised user. An automatically generated password will be emailed to you. You can then use this to log into the website.

How can I use the images?

You can use the images in all your communications, such as your organisation's website, newsletter, annual report, health promotion campaign or patient information leaflet. You **can not** use the images as part of a press release or for any financial gain. You are allowed to crop or modify the images, but **remember** the duty of care to people in the images. There is no need to credit the images when you use them.

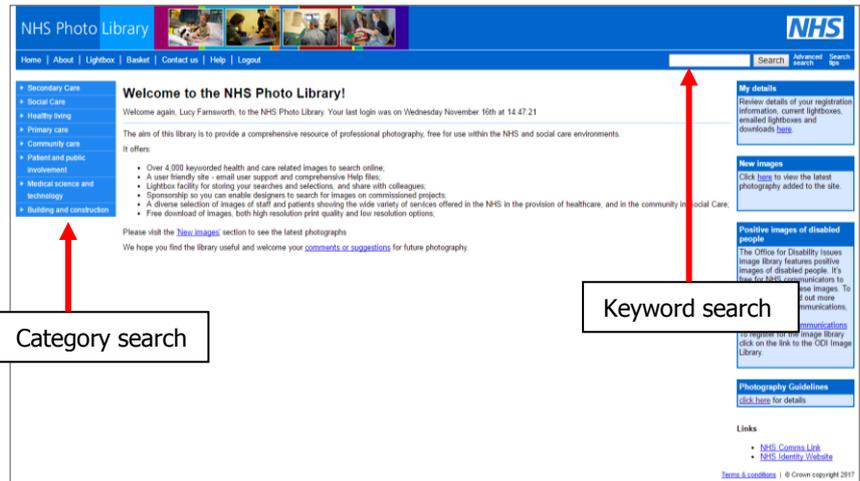
Does it cost money to download images?

It is free to download images. There is a download limit of 100 images over 180 days. You can order a CD of the images rather than downloading them, but you will be charged an administration fee. Most of the images are of good enough quality to professionally print at A4 size. You can download various sizes - from A4 to a small web image.

Searching the NHS Photo Library by keyword or category

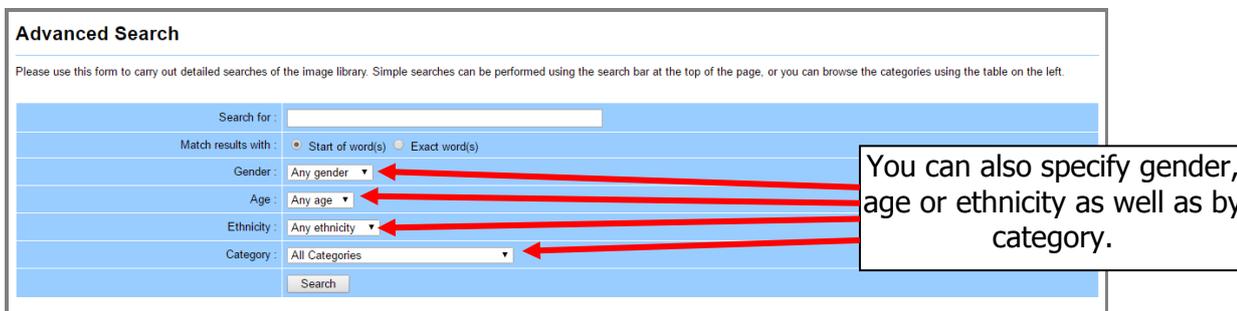
There are several ways to search the NHS Photo Library.

The quickest way of searching is by entering keywords into the search box and clicking on search. Alternatively it is possible to browse by category. If you enter more than one keyword the word 'and' is assumed between them.



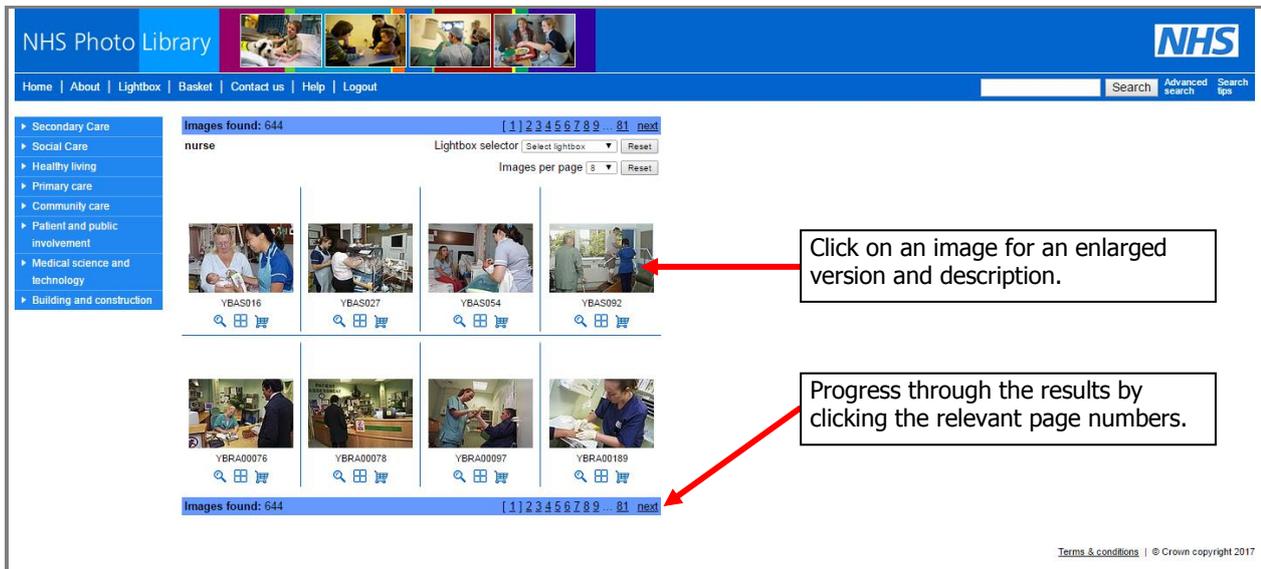
For a more complicated search click on **Advanced Search** on the right hand side of the keyword search box.

In **Advanced Search** you can choose to match results with the '**Start of word(s)**' or '**Exact word(s)**'. Exact words will match to the word itself i.e. nurse will not find images of nurses. Choosing '**Start of word**' and entering the text "nurs" will find all images associated with words such as "nurse", "nurses", "nursing", and "nursery".

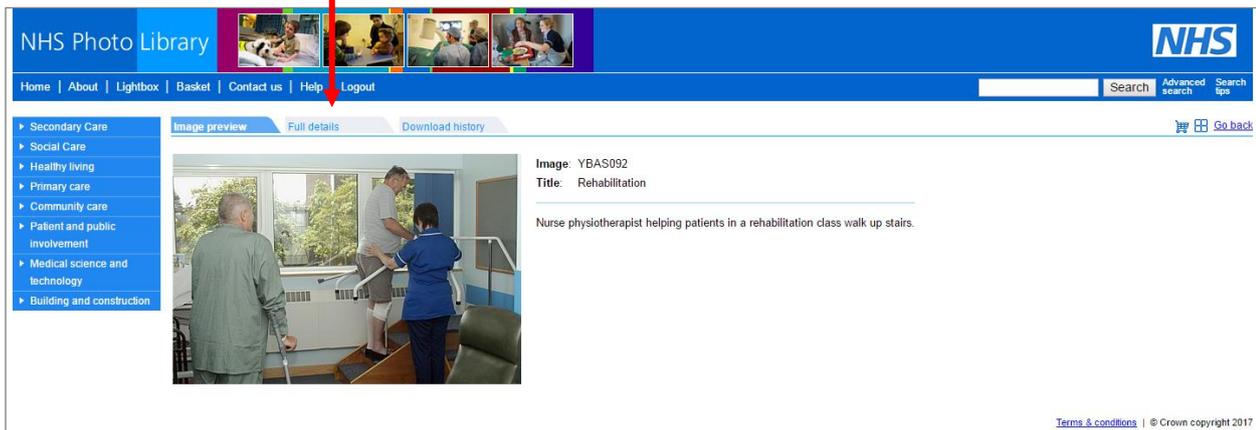


Search Results

Whichever way you choose to search your results will be presented similarly to the example shown below.



After clicking on an image an enlarged view will be shown. There are tab options which allow you to see all available information about the image (e.g. date photo was taken).

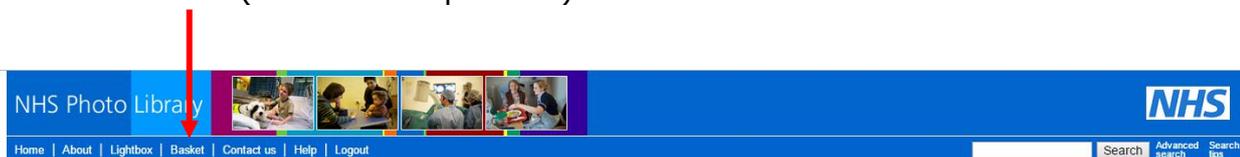


Downloading images - Your basket

The basket is a temporary storage area where you can collect images before downloading or ordering them on CD. Add images to your basket by clicking on the shopping trolley symbol below the image you want to download. The shopping trolley below the image will then turn red. To download your basket:



1. Click on basket (found in the top toolbar).



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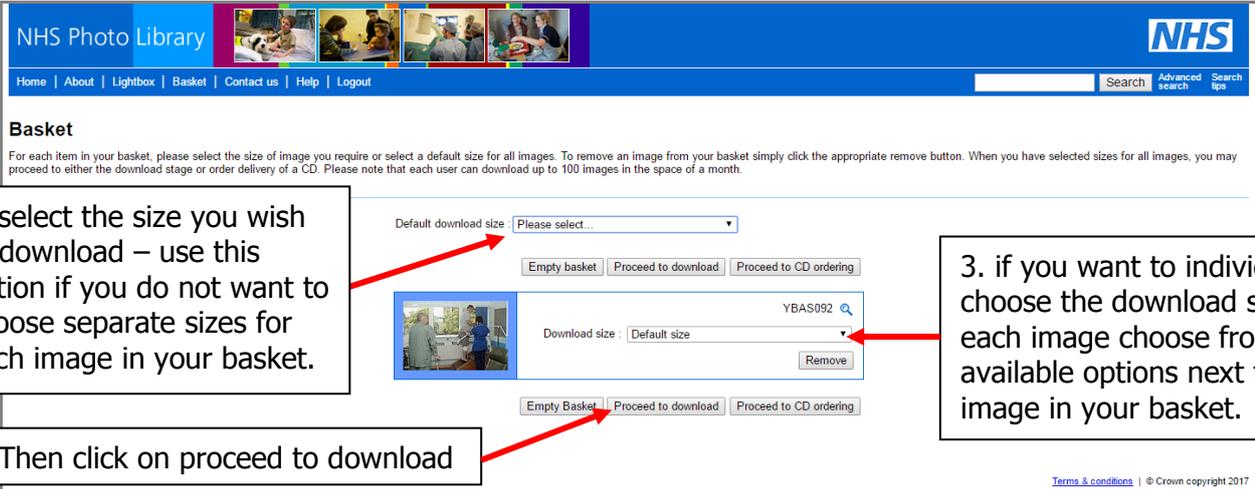
Basket

For each item in your basket, please select the size of image you require or select a default size for all images. To remove an image from your basket simply click the appropriate remove button. When you have selected sizes for all images, you may proceed to either the download stage or order delivery of a CD. Please note that each user can download up to 100 images in the space of a month.

2. select the size you wish to download – use this option if you do not want to choose separate sizes for each image in your basket.

3. if you want to individually choose the download size of each image choose from the available options next to each image in your basket.

4. Then click on proceed to download



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You will then see a download screen:

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Download

Your images are ready for download, a summary of the files is shown below. To download an image, right click on either the image or the filename and select 'Save target as'.

You may also use the 'Download ZIP file' buttons below to download a file containing all of the images (to extract the images from the ZIP file you will require an unzipping program such as [Stuffit!](#) for MACs or [WinZip](#) for PCs. Windows XP has built-in support for ZIP files. The supplied links will open in a new window).

When you have completed your downloads click the button 'Empty Basket' to remove the images from your basket and continue using the library.

[Mac Download ZIP file](#)

Preview	Image	Filename	Size
	YBAS092	YBAS092-12.jpg	65 KB
Total size of all images			65 KB

Click the button to download a ZIP file containing all of the images.

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To download your chosen image(s) click the PC Download ZIP file (choose the other option if using a Mac). Open the zip file to view your download folder. Your chosen images can be found by clicking the download folder. Save your image(s) to a place of your choosing.

Log out when you have finished using the NHS Photo Library