



Using the SWIMS catalogue

SWIMS is a joint library catalogue, bringing together all the catalogues from NHS libraries in the South and West. SWIMS enables you to view your account online, and to see items held by other NHS libraries in this region.

Accessing SWIMS

You can access SWIMS via

- The Trust Intranet: under **Corporate**, click on **Library Services** then **Search for books and ebooks** followed by **SWIMS Library catalogue**.
- Directly using the web address <http://www.swims.nhs.uk>.

The screenshot shows a navigation menu with three main sections: **Search**, **Links**, and **My Account**. Under **Search**, there are links for **Title/Author**, **Words in Title/Author**, **Words Anywhere**, **Journals**, **Electronic Books**, and **Advanced**. Under **Links**, there are links for **All Journals - Log into NHS** and **OpenAthens before searching**. Under **My Account**, there are links for **Log In** and **Account Details**.

Searching SWIMS

There are 6 search options listed on the left of all SWIMS screens. Choose a search type and click on that link. You do not need to fill in all the boxes in any of the search screens. Enter the information you have and click **Search**. SWIMS will then list all items matching your search terms.

You can restrict most searches to your local hospital library holdings (i.e. Torbay), date of publication or type of material (e.g. books, ebooks). To limit your search to a particular library, e.g. Torbay Hospital, or a particular type of material, scroll down the relevant list and select it. To search for items published in specific years, enter the dates in the **items published before** and/or the **items published after** boxes.

NB: to search for journals select the "All journals" option found under "Links".

1. Title/Author search

Use when you know author or editor, and/or the title of the work you are looking for. Enter the first few words of the title, and/or the author's name. For example, to find the book **Clinical nursing skills: core and advanced** enter **clinical nursing** into the title search box. If you use a subtitle to search (in this case **core and advanced**), enter it

The screenshot shows the 'Title and Author Search' form. It includes a 'Start of title' field, a 'Start of subtitle' field, and an 'Author last name or corporate name' field. Below these fields are radio buttons for search criteria: **All words** (selected), **Any words**, and **Match exactly on author last name or corporate author name**. There is also a 'Number of hits per result page' dropdown menu set to 40 and a 'Search' button.

in the **Start of subtitle** search box, or SWIMS will not be able to find the book. However, searching for the title only is usually enough to find the item.

2. Words in Title/Author search

Use when you know part of the title and/or author of the work you are looking for. Enter a couple of words from the title, and/or the author's name in the search box.

3. Words anywhere search

Will find titles on a topic when specific details (e.g. title) are not known. It searches for material which contains your search term in the title, subtitle, series, name, subject and abstract fields. You can use as many keywords as you want – but the more words you use the longer the search will take (too complex a search will often result in zero results). The closest matches will be listed first. If you get no hits, try removing the tick from the **Exact phrase** box to search for words similar to your keywords.

4. Journals Search

This search option should not be used as it does not show all journals that are available to you. For more information about searching for journals/articles see the "Finding Journal Articles" and/or "Using Healthcare Databases" handouts.

5. Electronic Books

Use when you only want to search for Electronic Books (e-books). When searching for e-books it is important to limit your search to those available via Torbay Hospital Library as you will not be able to access e-books provided by other libraries. To limit your search select "Torquay/Torbay Hospital/TOR" from the "Just in these libraries" box.

6. Advanced Search

To search for combinations of up to four different fields, e.g. author and subject, or fields which are rarely used for searching, e.g. series or ISBN. Use the drop-down lists on the left-hand side of the screen to select the fields you want to search, and enter your search terms in the boxes on the right.

Advanced Search

Search for combinations of different fields, e.g. author and subject. Also use to search by classmark number or ISBN.

Subject =

Match exactly First part of field Anywhere

And Classmark =

Match exactly First part of field Anywhere

And ISBN =

Match exactly First part of field Anywhere

Renewing your books

Under **My account** on the left of the screen, click on **Log In Account Details** and type in the barcode on the back of your blue SWIMS library card (starting with **U**). Then click **Submit**. SWIMS will list the books you have on loan. Click the box under **Select** for each item you wish to renew. Then click on **Renew the items you have selected**. You will see a list of results listing the new due date. If the renewal was not successful, please contact the Library. To finish click on **Log out**.

Account Details

Please exit this screen when done to prevent other users accessing your information.

Welcome

Loans/Reservations Loan History

Name Farnsworth, Miss Lucy (L.)
Location Torquay/Torbay Hospital/TOR

Items on loan to you:-

| Barcode | Title | Location | Due Back | Charge | Select |
|-----------|------------------------|-----------------------------|-------------|--------|--------------------------|
| C20233428 | Bulletproof web design | Torquay/Torbay Hospital/TOR | 16-Feb-2015 | 0.00 | <input type="checkbox"/> |

Renew the items you have selected

Your outstanding balance is: £0.00