

## Staff:

**Library Manager**  
Vacant Position

**Assistant Librarian**  
Lucy Farnsworth

**Library Assistant**  
Tim Worth

**Library Trainee**  
Vacant Position

## Contact details:

Library & Information Service  
The Library  
Torbay Hospital  
Lowes Bridge  
Torquay TQ2 7AA

tel: 01803 656700  
fax: 01803 616395  
e-mail: [library.sdhct@nhs.net](mailto:library.sdhct@nhs.net)

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

Follow the Library on twitter  
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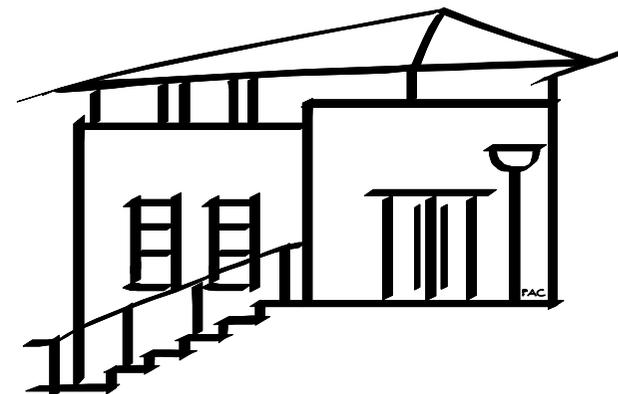
<http://twitter.com/TrustLib>

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South Devon Health Services

# Library & Information Service



## Guide to services and facilities

### Our vision:

*Leading in NHS information service delivery, we will help to improve patient care by enabling and transforming the way professionals use evidence-based information.*

### When is the Library open?

The Library is staffed between 08:30 – 17:00 hours, Monday - Friday. Out-of-hours access will be granted to eligible NHS health care staff working in the South Devon health community upon request. Please register with the Library and ask for swipe-card access: allow a few days for this process.

### Who can use the Library?

- ◆ All NHS Trust and primary health care staff working in South Devon
- ◆ Students on clinical placement with the NHS in South Devon
- ◆ Rowcroft Hospice staff
- ◆ South Devon based Virgin Care staff
- ◆ Private members including members of the Medical Society (non-NHS health professionals can subscribe to the Library: applications will be considered individually by the Library Manager)
- ◆ Patients seeking health information may use the Library for reference purposes by prior appointment
- ◆ Other legitimate researchers have restricted rights to use the Library on a reference-only basis by prior appointment.

### What services do we offer?

The Library provides a range of services to meet your clinical, professional and educational needs.

The Library has:

- ◆ About 6,000 books and reports
- ◆ 33 current subscriptions to print journals
- ◆ Quiet study spaces and informal group study areas
- ◆ Helpful, knowledgeable staff
- ◆ Public WiFi (no password required)

and for those with a Trust login, IT facilities offering:

- ◆ Intranet, Internet and email access
- ◆ Access to several thousand full-text journals and over 1000 e-books (NHS OpenAthens account required)
- ◆ Microsoft Office and Adobe reader
- ◆ Printing and scanning
- ◆ Links to other organisations and patient information resources

and a wide range of clinical databases for literature searching including

- ◆ Medline, Embase, PsycInfo, Amed, CINAHL, BNI
- ◆ Cochrane Library, Clinical Knowledge Summaries

The Library catalogue is shared across the South West. Electronic resources are accessible via the Intranet or on the Internet (NHS OpenAthens password may be required).

### What can you borrow?

About 80% of the book stock can be borrowed. You may borrow up to six items at any time. To self-issue a book, take it to the self-issue machine and follow the on-screen instructions. Books can usually be borrowed for 28 days and may be renewed online, by phone or in person, providing nobody else has made a reservation (maximum of 3 renewals per item). Forms are available if you wish to reserve a book.

Journals and certain books are 'reference only' and cannot be borrowed.

### How to use the scanning and printing facilities

You can scan documents up to A4 in size. Instructions are displayed by each scanner. Scanned documents can then be saved and /or printed. Please ensure you observe the copyright restrictions outlined by both scanners.

A4, black and white printing is available via the computers in the Library's IT area. There is currently no charge for printing so please only print documents required to support your work, study or research.

### How to access items that are not held in the Library

To order material not held by the Library please complete an ILL request form. Forms are available from the Enquiries Desk or alternatively via the online version on the Library's website. Please be selective using this service as it is expensive for the Library to supply the item for you. In some situations these charges may have to be passed back to you.

### How to access information when you work in the Community

The Library operates an outreach Library which visits community locations. Training is also available to small groups at your place of work. Please contact a member of Library staff to discuss your requirements.

The Library's website can be accessed from any computer with an Internet connection and offers a gateway to many health and care information resources e.g. databases, online journals, ebooks. The website is also iPad and smartphone friendly.

### Training, enquiries and other help

We offer a wide range of training sessions to help you develop information-searching skills. Details are available in the Library and on the Library's website. We can also provide assistance with your literature searches. Private members: please contact the Library for details and charges.

If you need help in finding items or can't remember how to use the Library, please ask a member of the Library staff for assistance, or phone or email us. We will do our best to help.

*If you have any comments or suggestions about the Library service - please talk to a member of staff or fill out a feedback form.*