DynaMed Plus®
www.dynamed.com

OXFORD MEDICINE ONLINE
EXPLORE A WEALTH OF MEDICAL CONTENT
www.oxfordmedicine.com

ClinicalKey®
Lead with answers.

MAHcomplete
Nursing & Midwifery Journals

The Royal Marsden Manual of
Clinical Nursing Procedures online

Opening Hours

Staffed Hours
Monday - Thursday
8:30am - 5:30pm

Friday 8:30am - 4:30pm

24/7 Access
You can swipe into the Library and Computer Room outside of staffed hours using your UHSM ID Badge.

Contact Details

Academy Library
Education and Research Centre
University Hospital of South Manchester NHS Foundation Trust
Wythenshawe Hospital
Southmoor Rd.
Manchester
M23 9LT

0161 291 5778/5780

Follow us on Twitter
@academylibrary

Website

Request a Literature Search

Book a training session

Library Newsblog

academylibrary@manchester.ac.uk

www.academylibrary.org.uk

University Hospital of South Manchester NHS
NHS Foundation Trust

UHSM ACADEMY LIBRARY

Academy Library Guide 2017

Welcome

We are a multidisciplinary resource serving all the staff and students at UHSM.

Who Can Join?

- UHSM staff
- Students on placement at UHSM
- UHSM social services and community staff
- University of Manchester (UoM) staff based at UHSM
- Manchester Mental Health and Social Care NHS Trust staff
- All NHS staff working at any other NHS organization in the North West

How to Join

Just click on the *'"How to Join"* link on our home page and complete the registration form.

Your Library Account

After joining, we will email you login details to your own library account. You can then login from our catalogue page to renew your loans, place reservations, and much more…

Borrowing & Renewing

You may borrow up to 10 items for 4 weeks. Renew items by phone, email, the app, logging into your Library account, directly from a reminder email notice or from the self service facility.
Fines are incurred on overdue items.

The Library App

Access the library catalogue and your own library account on the move.
Download the *"Library Link" app* from your app store then follow the instructions at:
http://tinyurl.com/oztf6tx

Library Website

You can access all resources and services and much more from our website:
www.academylibrary.org.uk
Unfold this guide to find out more.

You can also access our Intranet page from the "*Academy Library"* link on the UHSM intranet home page.

Books * Journals * DVDs

Collections available:

- Medical, Allied Health, Nursing & Midwifery
- Management and Leadership
- Health and Wellbeing

You can search the collections via the catalogue on our website or via the Library app. If you want something we don't have, we can order it for you from another library.

Self Service

You can borrow and return items 24/7 using the self service facility. If you wish to use this service, please ask us to register your UHSM ID-badge.

Computers * iPads * WiFi

The Computer Room has a total of 38 UHSM and UoM computers. The room is accessible 24/7.
iPads can be borrowed for 2 week periods.
UHSM and UoM WiFi is available throughout the Library.

Study Space

There are two designated quiet study rooms, a general study area plus an additional area for group study. There is also a spacious comfort zone.

Printing * Photocopying * Scanning

Printing from a UHSM computer is only available during opening hours. The printer is located in the Library staff office. The UoM printer is located in the Computer Room. UoM printouts are charged to print credits.
The B&W / colour photocopier takes cash or a departmental code.
Self service scanning is available free of charge.

OpenAthens

OpenAthens is an authentication system which gives you online access to a wide range of resources such as:

- Health and management databases
- 1000s of e-books
- 1000s of e-journals
- Specialist point of care resources such as DynaMed Plus and ClinicalKey.

If you are employed by UHSM or on placement here, you are entitled to a UHSM OpenAthens account.

You can self-register online at:
https://openathens.nice.org.uk/

After registration, you will receive an activation email. Be aware that if you register from outside the hospital or on a mobile device, you may face a delay before your account is active.

We can help with any OpenAthens related queries; from activation issues to effectively accessing the range of resources available to you.

Literature Search Service

Save time, find the latest evidence and improve your research and patient care by making use of our free professional literature search service.

Submit your question by clicking on the *"Literature Search Request"* form link on our website. We aim to carry out a standard search request within 48 working hours.

If your search purpose is for a systematic review, please contact us to discuss your requirements.

Training

Our training is available to both clinical and non-clinical staff. Click on the *"Training"* link on our website to find out more or book onto a session via the UHSM Learning Hub.

Training sessions we run include:

- Literature Searching Skills
- Critical Appraisal
- Searching for Management Information
- Searching PubMed and the Cochrane Library
- Google and Beyond
- How to Access e-resources
- How to use Social Media
- Help with using Microsoft Office applications

We also provide one-to-one literature searching skills sessions that are tailored to your specific needs. Book by clicking on the *"Book a Training Session"* link on our website, via the UHSM Learning Hub or just contact us by phone or email.

Request a Book or Article

To make a request, click on the *"Interlibrary book and article request form*" link on our website and login (contact us for your username) and enter the details of the article or book you require. We will contact you when it arrives or send it directly to you. Further information and current charges can be found on our website.

Enquiry Service

Your enquiries will be answered by an experienced and skilled member of our team and will be processed within one working day. You can make an enquiry in person, by phone, email or online. Please call us if your enquiry is urgent.

Please note, we also have a FAQs link on our website which may answer your question.

Outreach

Contact us to arrange an outreach visit to your place of work to find out how to fully benefit from what we can offers to you. Visits can be made to individual managers/team leaders anytime or to groups of staff at changeover or at team meetings. We will also provide you with an information pack consisting of various promotional materials for display in your area.

Inductions

A tour of the Library and overview of the services and facilities we provide is available to everyone. You can register to join and create an OpenAthens account as part of the induction. You don't need to book, just drop in.

If you would like a Library induction for a group, please contact us.

If you have any new staff joining your team, why not send them along to us as part of their local induction.

Keeping up to Date

Keep up to date with developments in your specialty by using a combination of resources tailored to your needs.

Services range from sending you regular emails containing the tables of contents from journals of your choice, to automatic emails alerting you to the very latest research articles based on your own search criteria.

To find out more about the above and the many other current awareness services available to you, go to our website and click on the link: *"How to keep up to date."*

News and Developments

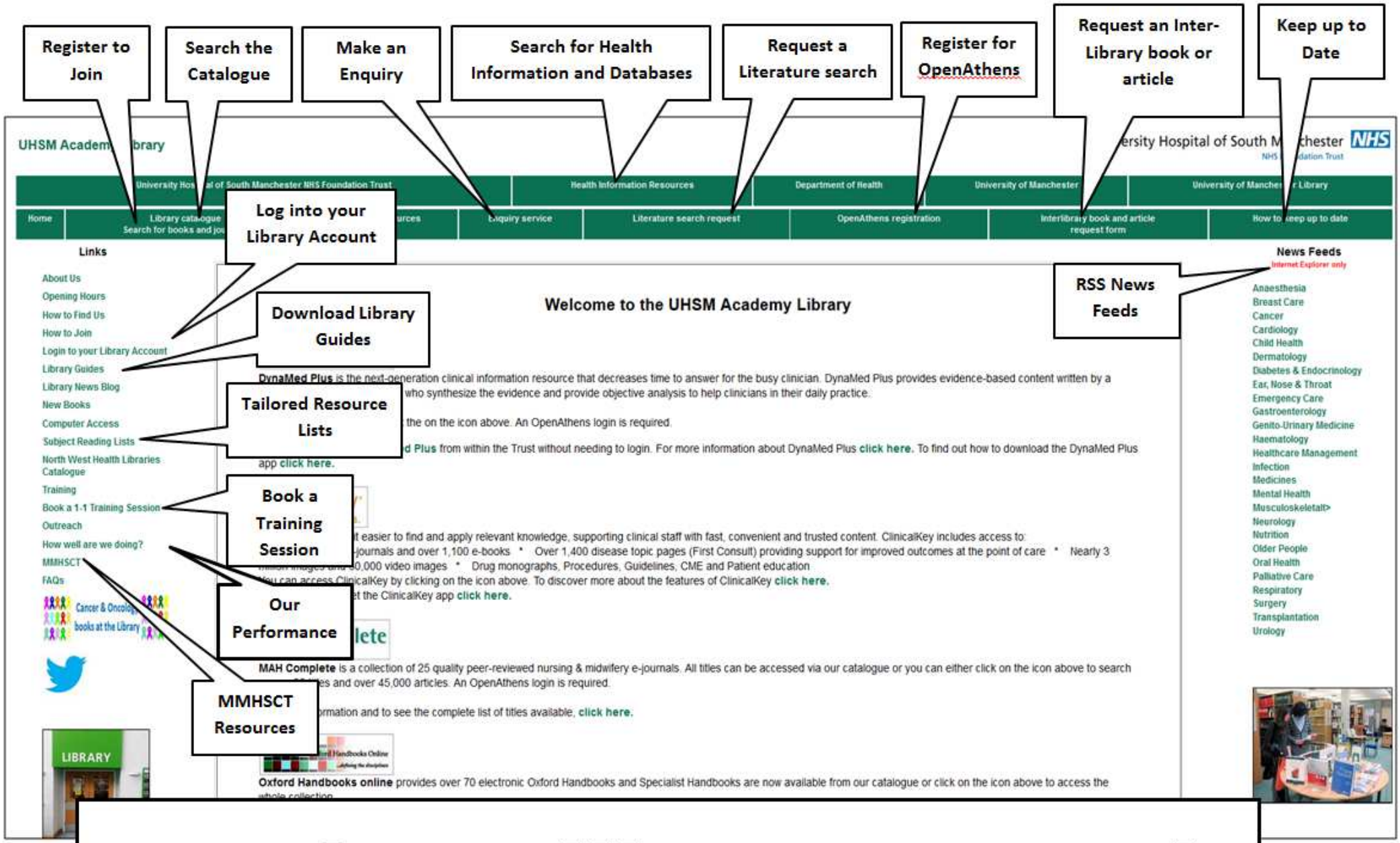
We inform you of any changes, developments or new resources via UHSM and UoM communication channels, our newsletter, by email and on our website home page.

You can also subscribe to our Library newsletter blog; 'UHSM Academy Library News' which is available from our website.
You can also follow us on Twitter @academy library

Your Comments and Suggestions

Help us improve our service to you by giving us your feedback. You can email, telephone or speak to a member of the Library team. You can also post your suggestions into our Suggestions Box at the Library or use the online comments form on our intranet page.

Feedback, impact and comments about the literature search service and training we have provided can be viewed on our website link: *'"How well are we doing."* Results of Library surveys and resultant actions taken can be viewed in the *"About us"* section of our website.



academylibrary.org.uk