

Library Services

List of relevant books

- ◆ Business Administration
- ◆ The Study Skills Handbook
- ◆ Job Interviews
- ◆ Certificate Customer Service NVQ Level 2
- ◆ OCR Customer Service NVQ Level 2
- ◆ Health & Social Care : Option Plus
- ◆ How To Get A management NVQ Level 4

Literature Searches

To request a literature search just complete the online form on our website and provide us with as much information as you can, specifying any limits where appropriate. The results of the search can be posted or emailed to you, or you can collect them from the library.

Training

If you would like to improve on your searching skills or learn how to conduct your own literature searches, we can help. The library website home page has a link to our course calendar showing all of the forthcoming training sessions we are running. If you would like to book a tailored one-to-one training session with one of our librarians, please contact us or book a session using the training request form on our website.

Document Supply / Inter Library Loans

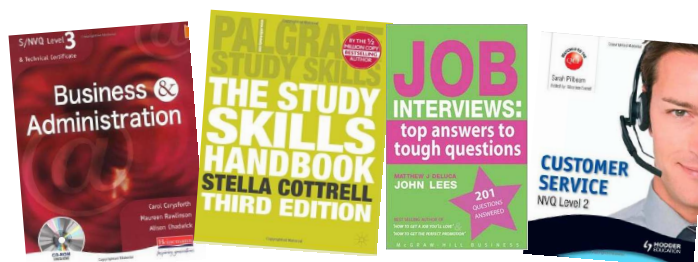
Requests can be made via our website. There is a charge for this service.

Library Inductions

We provide Library inductions for groups or individuals to introduce you to our library and the resources and services available.

Books

We have a growing collection of books and resources covering a wide variety of subject areas such as apprenticeship, customer care, NVQs/ QCFs, social care, IELTS, study skills, job interviews, physiotherapy and nursing amongst others. The book collection can be searched via our online catalogue and library members can also reserve items online.



Books to Inspire and Health and Well-Being Collection

In addition to our regular stock we also have our Books to Inspire and Health and Wellbeing Collection which includes inspirational stories, personal accounts, biographies and auto-biographies, fiction, travel books, cookbooks, arts and crafts, self-help plus a range of DVDs.



Using The Library

Once you have registered with the Library you will be given a password that will allow you to access your account, reserve or renew your loan items. You can also register for an OpenAthens login to access the Library's electronic content. For more information speak with a member of staff.



**GET THE MOST
FROM YOUR
LIBRARY!**

UHSM Academy Library Services & Resources

- 8000+ books, journals & reports
- 1000+ electronic journals
- 400+ e-books
- Literature searching service
- Quiet study space and areas for group discussions
- 24 hour access
- Self-service machine
- 24 hour Multimedia Room
- Information skills training
- DVD collection
- Inter library loans / Document supply
- Printing, scanning & photocopying
- Book return box
- Current awareness & RSS services
- Library Newsletter
- Free online reservations
- Induction tours
- OpenAthens Administrators
- Wifi: Trust and University

Opening Hours

The Library is open 24 hours

Staffed hours
Monday to Friday 8:30 am – 5:30 pm

Enquiries/Renewals

0161 291 5778

Fax

0161 291 5780

Email

uhsmacademylibrary@manchester.ac.uk

Website

www.uhsmacademylibrary.org.uk

**Link to Apprenticeship page from
Trust:**

[www.uhsm.nhs.uk/academy/Pages/
Apprenticeships.aspx](http://www.uhsm.nhs.uk/academy/Pages/Apprenticeships.aspx)



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***Services
& Resources
for
Apprenticeship
Candidates***