LIBRARY SERVICES FOR NURSING STUDENTS ON PLACEMENT

Introduction

The advice in this guide should be read in conjunction with your Library Induction Handbook and other relevant guides produced by the UWL Library Service.

Whilst you are on placement, it will probably be more difficult for you to visit the library sites at Ealing or Reading. You should ensure that you make allowance for this in planning your research and your use of the Library, and make full use of alternative resources wherever possible, in particular:

- UWL electronic resources: databases, e-books and e-journals
- NHS Athens Core Content electronic resources (see page 4)
- Local NHS library services

Please remember that, if you have books on loan, you are responsible for them at all times. You will be expected to return them promptly and to pay any charges owed for overdue items. Items on loan from UWL may be renewed, subject to the usual conditions, by telephone or using your online account. Items borrowed from an NHS library are subject to their own conditions of loan.

You are strongly advised to pay off any charges before going on placement. If you have charges outstanding, your library account may be blocked and you may be unable to make full use of online and telephone renewal services when you need them most.

If you need to visit a UWL library while on placement, check the Library Catalogue first, to ensure that the items you want are in stock and available. Books that are on loan may be reserved for collection at either UWL library site when they become available.

Placement Checklist

Things to do before you go:

- Return any books you have finished with
- Renew any you wish to keep longer
- Pay off any charges owed
- Make sure you have all your correct account login details and passwords
- Take copies of your Library Induction Handbook and other guides
- Get to know your Academic Support Librarian
Useful Contact Details

<table>
<thead>
<tr>
<th>Library Sites</th>
<th>Contacts</th>
<th>Telephone numbers</th>
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<tbody>
<tr>
<td>Ealing, Paul Hamlyn Library</td>
<td>Enquiries</td>
<td>0208 231 2248</td>
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<tr>
<td></td>
<td>Library Issue Desk</td>
<td>0208 231 2405</td>
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<tr>
<td></td>
<td>Marc Forster (Academic Support Librarian)</td>
<td>0208 209 4039</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Marc.forster@uwl.ac.uk">Marc.forster@uwl.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Reading, Berkshire Institute for Health</td>
<td>Library: Sonia Hamilton <a href="mailto:Sonia.Hamilton@uwl.ac.uk">Sonia.Hamilton@uwl.ac.uk</a></td>
<td>0208 209 4434</td>
</tr>
<tr>
<td></td>
<td>Mike Sharrocks (Librarian)</td>
<td>0208 209 4470</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Mike.sharrocks@uwl.ac.uk">Mike.sharrocks@uwl.ac.uk</a></td>
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<tr>
<td></td>
<td>Reception</td>
<td>0208 209 4200</td>
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<tr>
<td>General</td>
<td>Sconul Access Scheme</td>
<td>0208 231 2109</td>
</tr>
<tr>
<td></td>
<td>IT Helpdesk (external)</td>
<td>0300 111 4895</td>
</tr>
<tr>
<td></td>
<td>Unique Card Office</td>
<td>0208 231 2070/2720</td>
</tr>
<tr>
<td></td>
<td>UWL Library website</td>
<td><a href="http://www.uwl.ac.uk/library">www.uwl.ac.uk/library</a></td>
</tr>
<tr>
<td></td>
<td>Library email</td>
<td><a href="mailto:library@uwl.ac.uk">library@uwl.ac.uk</a></td>
</tr>
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UWL Library Services

1. Returning Books

Books borrowed from UWL may be returned to any UWL library site (including Reading). All sites have self-service machines and book bins enabling items to be returned when the library is unstaffed. **Note:** UWL books *cannot* be returned at the NHS library at your placement (or vice versa).

2. Managing your Library account

2.1 Checking your library account online

You can check details (including due dates) of your current library loans online using the 'My Library Account' button on the Library website or from the Library Catalogue:

You can also access your Library account via Blackboard, when you are logged in, from the **University Library** tab, under **Renew Loans**. Use your borrower number (the number on your student card beginning with P) plus your four-digit borrower PIN number to access your borrower record.
2.2 Renewals
Loans may normally be renewed up to three times, unless they have been reserved by another reader. They must then be returned to the Library. You can renew loans in several ways:

- use the 'My Account' option on the Library Catalogue via the Library website
- in person or by telephone at the Issue Desk of any UWL library site
- use the self-service machine at any UWL library site

Items that are reserved must be returned no later than the end of the current period of issue and may not be renewed.

2.3 Email
Please continue to check your UWL student email account regularly. We send courtesy email reminders when your library loans are due back. We will also send notices if your loan has been recalled and must be returned because another user requires it.

2.4 Overdue Charges
Please make sure that you do not allow overdue charges to build up over £15, as you will then be unable to use the online or self-service renewal facilities. You would then have to return the books to the Library for renewal and payment of charges. Library charges can be paid at either UWL site library, or by telephone and quoting your debit or credit card details. Please note that charges incurred during placement periods are still payable.

3. Finding Information
For information about accessing appropriate UWL resources, consult the relevant electronic libguide: uwlibguides.com/nursing or uwlibguides.com/midwifery.

4. Sconul Access
The Sconul Access scheme enables students at one university (depending on their course) to access library facilities at other universities that are members of the scheme. For a list of libraries go to www.access.sconul.ac.uk. To check your eligibility you will need to complete the online registration process and choose the university library you wish to visit. For further information please contact Imran Hussain, Ealing site library (imran.hussain@uwl.ac.uk) or Mike Sharrocks at Reading (mike.sharrocks@uwl.ac.uk).

5. Inter-Library Loan Service
If you are unable to get a book or an article you need in any other way, then you can apply for a copy from other sources using the Inter-Library Loan service. For more details of how to do this see: http://www.uwl.ac.uk/library/library-services/borrowing-and-related-services/borrowing-other-libraries

Please note that your placement library is unable to offer inter-library loan services.
Library Services at NHS Libraries

Local NHS libraries will provide help to nursing students whilst on placement. You may use them for reference and, for the duration of your placement only, to borrow materials. Please refer to the individual Trust library website to see the general facilities and services available there. You must abide by their rules and regulations. If you borrow any materials from Trust libraries it is your responsibility to return them there and to pay any outstanding charges.


To find details of library services in NHS London refer to http://www.hlisd.org/

Most local NHS libraries will provide access to computing facilities but you will need to have a user account and password. Please note that there may be restrictions on the use of memory sticks at NHS libraries, and you are therefore advised to save documents to your UWL Online (Blackboard) account instead (separate instructions are available for this).

The NHS Library Charter for students on placement (2014) sets out what services students are entitled to at NHS Libraries in the Thames Valley and Wessex regions whilst on placement. The Charter is available on their website at: http://wessex.hee.nhs.uk/our-work/library-services/

The Pan-London Student Charter for NHS Placement Students (2006) outlines the basic services that students are entitled to whilst on placement in London. Local variations may apply. The Charter is available from the M25 website at: http://www.m25lib.ac.uk/download/charter-for-placement-students/

NHS Athens Core Content Electronic Resources

As a student on an NHS funded course you are entitled to access the NHS Core Content electronic resources. Log in to this using the MyAthens link at http://www.openathens.net/:

This is in addition to the UWL electronic resources you have access to. It includes additional electronic resources, and is administered separately by means of your Athens account.

You should already have been notified of your account details via your UWL email, together with a link to activate it. For further details, or in case of difficulty, contact the account administrator for UWL, Mike Sharrocks (details above, p.2). Please note that NHS libraries will provide guides to the NHS electronic resources, but they are unable to provide training.