



Using the Library OPAC (Open Public Access Catalogue – the Library Catalogue)

The Library and Information Centre at West Suffolk Hospital uses a web-based library management system which allows you to do the following, online, from any computer -

- Search the Library catalogue and reserve books from our stock, regardless of whether they are on loan or not;
- Search the catalogues of most of the other health libraries in the East of England;
- Log in to your own library account to renew your books (up to 3 times), or check your current loans;
- Send requests for books or journal articles direct to library staff;
- Ask the librarians to do free literature searches for you;
- Contact the Library with any other requests.

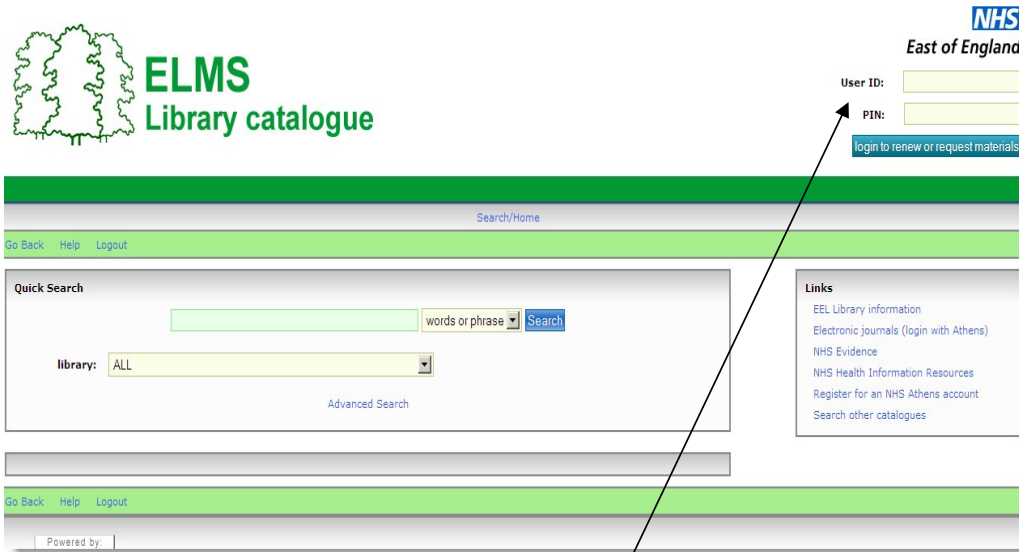
Just follow the steps below to make full use of the OPAC.

If you have not already done so, please ask Library staff for your new reader card and key fob, which contain important information, and for your

User identity – e.g. **WSH0101234** and

PIN number – e.g. **1234**

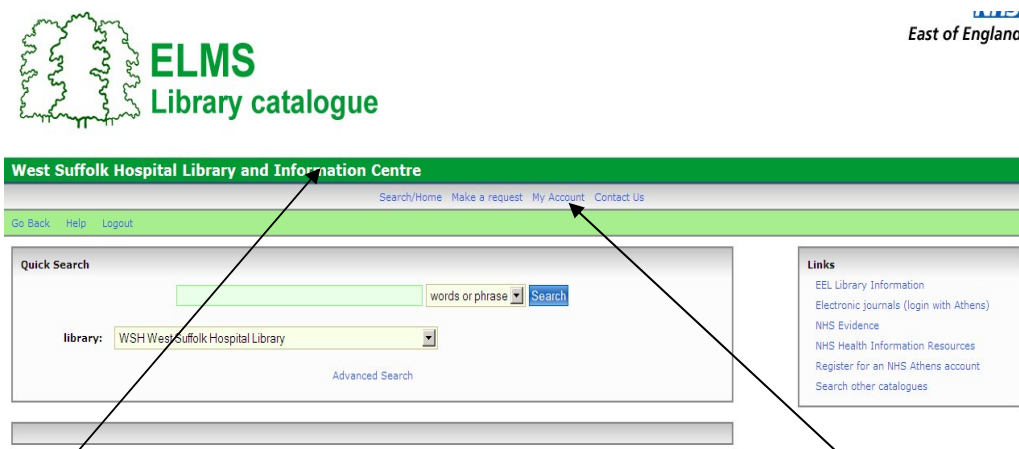
- Go to www.elms.nhs.uk and you will see this screen –



Type in your user id here, e.g. WSH0101234
 The number on your reader card/key fob is your user id. You must type the letters WSH before entering your number so that the system recognises that you are a member of the West Suffolk Library (WSH is our library code).

Type your Pin number and click Login

Once you have logged in to the West Suffolk OPAC, the screen will look like this



The Library name is displayed and you have more options available.

Searching the Catalogue

West Suffolk Hospital Library and Information Centre

Search/Home Make a request My Account Contact

Go Back Help Logout

Quick Search

title Search

library: WSH West Suffolk Hospital Library

Advanced Search

You can do a **quick search**. By using the drop down menus, you can choose to search by author, title, subject etc.

You may also choose to search the catalogues of other libraries by using the drop down menu at **library**

Search Results

title "nursing research" search found 73 titles.

Pages << 1 2 3 4 >>

#1

Nursing research : methods and critical appraisal for evidence-based practice 7th ed.
LeBlond-Wood, Geri.
No copies currently available. (Estimated wait is 17 days)

2010

Details

Keep

Place Hold

NURSING RESEARCH

Summary

Your search results will display like this. You will see an image of the book cover. By clicking on **details**, you will get a detailed summary of what the book is about and information about where you will find it in the Library and whether it is on loan or not.

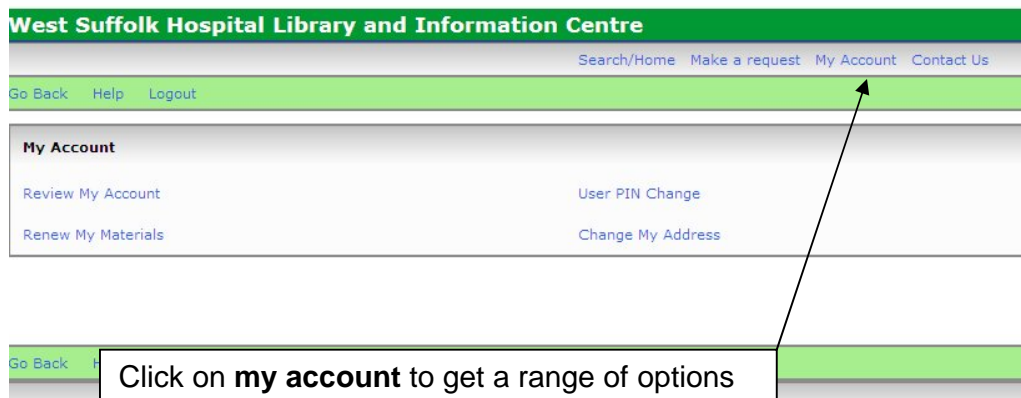
Click **keep** to place this item in a list of books you have searched (a bit like a wish list on Amazon). Your kept items will stay in your account until you remove them.

Click **hold** if you want to reserve this item. If it is on the shelves, the Library staff will receive an email and remove the item for you. You will receive an email asking you to collect the item.

If it is on loan, you will receive an email when the item is returned and ready for you to collect.

It is essential that you inform the Library of any changes to your email address.

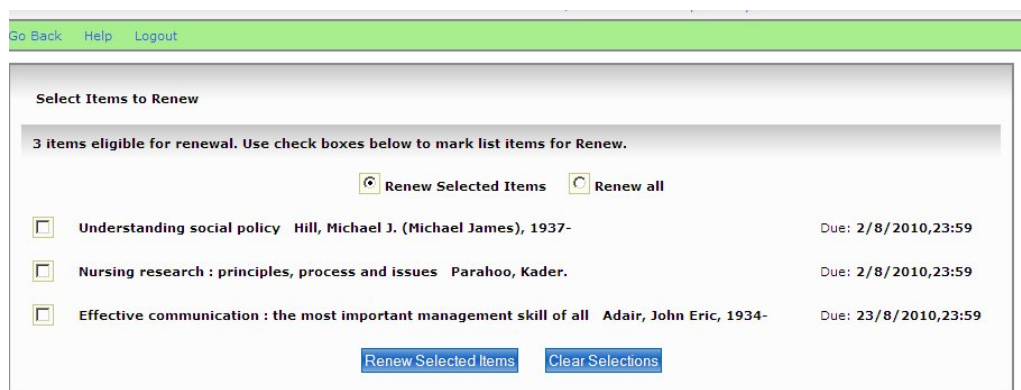
Renewing your books



Click on **my account** to get a range of options which allows you to control your library account, by renewing your books, changing your Pin or informing the Library of a change of address/contact details.

You may renew your books up to three times, provided they are not already overdue. If they are overdue or someone else has placed a hold on them, you will see this message **Refer to library staff**. Please contact the Library to resolve the issue.

To renew your books, click on **renew my materials** and you will see this screen




Either select the books you wish to renew, or select all items and click on **renew selected items**.

Remember – although most books within the Library may be borrowed for four weeks at a time, there is a small collection of short loans which are borrowed on a weekly basis. You may still renew short loans, but please note the due date as fines are charged on overdue items.

Making a request

Click on **make a request** to see the options available to you

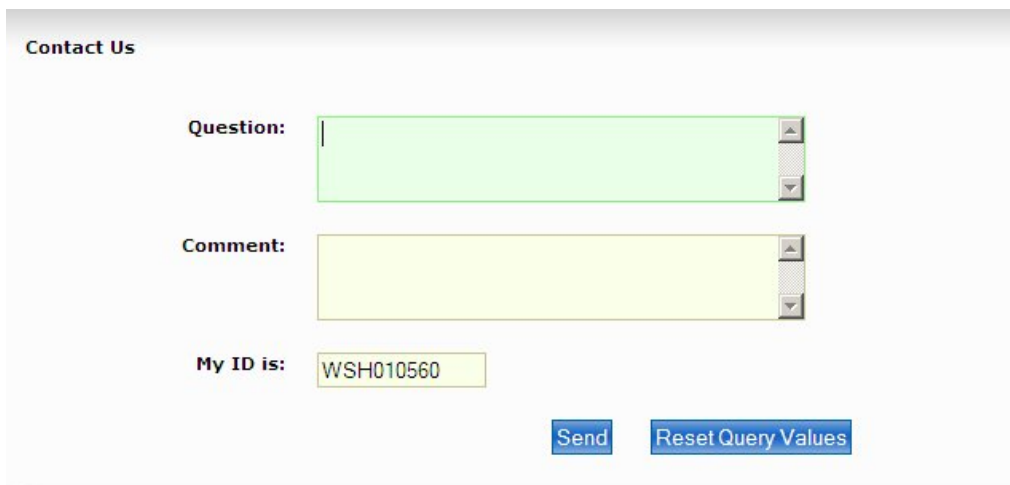


The screenshot shows a web interface with a navigation bar at the top containing links for 'Search/home', 'make a request', 'My Account', and 'Contact us'. Below this is a green header bar with 'Go Back', 'Help', and 'Logout' links. The main content area is titled 'Make a request' and contains four links: 'Recommend for purchase', 'Request a book', 'Request a journal article', and 'Request a literature search'.

You may recommend an item for purchase, request books or journal articles or ask the Library to do a free literature search for you (some restrictions apply for nursing students).

Contacting the Library

For any other queries, please click on **contact us** and this screen will appear



The screenshot shows a 'Contact Us' form with three input fields: 'Question:' (a light green text area), 'Comment:' (a light yellow text area), and 'My ID is:' (a text box containing 'WSH010560'). At the bottom right, there are two buttons: 'Send' and 'Reset Query Values'.

Type in your question or comment and click **send**. Your request will go straight to the Library email account which is checked several times per day and a response will be emailed back to you.

For any other queries regarding the Library and the services we can offer to you, please see the Library website. If you are within the Trust you can find us via the intranet. If searching from outside the Trust, please go to www.wsh.nhs.uk/library.