Guide to Library Services

Trust Library
1st Floor, Mayo Building, Salford Royal

☎ 0161 206 8189
✉ library@srft.nhs.uk
Welcome!

The library and its staff are here to help you find and use the information and resources you require to provide safe, clean and personal care to patients.

Registration

Access to all library facilities is available immediately on registering. To register with the library you must be either:

- Employed by the Northern Care Alliance
- A student or university employee based on the hospital site
- Working or studying within the Greater Manchester health and social care environment
- A volunteer based on the hospital site

Visit the library or Trust intranet for a registration form or apply online at:

http://www.pat.nhs.uk/education-and-research/nca-library-form.htm

Catalogue

The catalogue holds details of all our books, e-books, print and electronic journals, journal supplements and articles written by members of Salford Royal staff.

- Links are provided to take you direct to any electronic resources available
- Links to the catalogue are available on the Trust intranet via “Online Systems”

A catalogue of books held by all NHS libraries within the North West area, is available at:

https://nwhealthlibraries.on.worldcat.org
Loans
Items can be loaned for 4 weeks, except for examination books which can be loaned for 2 weeks. There is a limit of six items per person.

If an item has not been reserved it can be renewed remotely up to three times.

If an item is out on loan you may reserve it by using the reserve function on our catalogue or by asking at our help desk.

Please Note: If a reserved item is not returned to the library on time an overdue charge is levied; the current list of charges is available on the library’s intranet page and is also displayed within the library.

Document Request Service
Items not held within the library can be requested via the document request service.

The charge for each item varies according to the source from which it is obtained - the current list of charges is available on the library’s intranet page and is also displayed within the library.

How to request an item:
Document request forms can be obtained from the library reception; an electronic version of the form is available to download from the library’s intranet site. Completed forms can be submitted to the library in person, by post or via email.

On the form, please ensure that you specify whether:
- a) you will be paying for it personally
- b) you wish to charge it to a department fund

For certain membership categories of the University of Manchester Library we are able to provide a cheaper service. To administer this we must see your CURRENT university card, and your university membership number should be quoted on all requests.

Electronic Resources
Access to databases, electronic journals and other resources provided for the NHS nationally, regionally and locally can be found at:

www.evidence.nhs.uk

To access these resources an Athens username and password is required. To register go to:

https://openathens.nice.org.uk/

Computers
Drop-in computers are available for access to the Trust and Manchester University networks.

In addition there are a small number of laptops that connect to the Trust wifi network which are available for use within the library.

Please ask at the counter for further information on computer access provided by the library.
Literature Search Training
The library offers training to all staff and students on how to effectively search our electronic resources, databases and the internet for information. Sessions can be delivered to individuals or groups either in the library or the workplace. Training sessions can also be tailored to the needs of particular groups or departments. Contact us for further information on this service.

Literature Searching Service
Library staff can conduct literature searches on your behalf providing you with quick and convenient access to the evidence base to support patient care, research or audit. Contact us for further information on this service.

Study Space
The library provides space for individual or group study. A quiet area is also provided towards the rear of the library.

Current Awareness Service
We can help you keep up to date with the latest research in your area of interest. Contact us to set up either a Table of Contents alert or a search profile which will be emailed to you on a monthly basis.

Photocopying
There is a self-service photocopier available for black and white or colour photocopying or printing. Documents can also be scanned if you have a Salford Royal email account.

The current list of charges is available on the library’s intranet page and is also displayed within the library.

Leisure Collection
The library holds a range of fiction, non-fiction, biography and travel books that are available to all staff and students as part of the library’s commitment to improving working lives.

Notes
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Leisure Collection
The library holds a range of fiction, non-fiction, biography and travel books that are available to all staff and students as part of the library’s commitment to improving working lives.
For further information on this leaflet, it’s references and sources used, please contact 0161 206 8189.

Copies of this leaflet are available in other formats (for example, large print or easyread) upon request. Alternative formats may also be available via www.srft.nhs.uk/for-patients/patient-leaflets/

In accordance with the Equality Act we will make reasonable adjustments to enable individuals with disabilities to access this service. Please contact the service/clinic you are attending by phone or email prior to your appointment to discuss your requirements.

Interpreters are available for both verbal and non-verbal (e.g. British Sign Language) languages, on request. Please contact the service/clinic you are visiting to request this.

If you need this information leaflet translated, please telephone:

Polish
Jeżeli potrzebne jest Państwu tłumaczenie, proszę zadzwonić pod numer.

Urdu
اگر آپ کوئس ترجماتی کی ضرورت ہے تو تہمہیانی کرکے فون کریں

Arabic
إذا كنت بحاجة إلى تفسير أو ترجمة هذا الرجاء الاتصال

Chinese
如果需要翻译，请拨打电话

Farsi
اگر بی ترجمه این نیاز دارد ، لطفا تلفن کنید 0161 206 0224

or Email: InterpretationandTrans@srft.nhs.uk

Salford Royal operates a smoke-free policy.
For advice on stopping smoking contact the Hospital Specialist Stop Smoking Service on 0161 206 1779

This is a teaching hospital which plays an important role in the training of future doctors. The part patients play in this process is essential to make sure that we produce the right quality doctors for all of our futures. If at any time you would prefer not to have students present please inform the doctor or nurses and this will not affect your care in anyway.

Salford Royal NHS Foundation Trust
Stott Lane, Salford, Manchester, M6 8HD
Telephone 0161 789 7373
www.srft.nhs.uk

If you would like to become a Foundation Trust Member please visit:
www.srft.nhs.uk/for-members

If you have any suggestions as to how this document could be improved in the future then please visit:
http://www.srft.nhs.uk/for-patients