

Library and Knowledge Services Handbook

supporting healthcare education & research



Your Library Service

Library and Knowledge Services are here to support all healthcare staff and students by providing the best evidence, information, and resources to support clinical decision making, research, and lifelong development.

We are open to all staff and students within the Trust, as well as other local NHS Trusts and organisations. We have a library at each of the three acute hospitals: Canterbury, Ashford, and Margate.

Opening hours

All three of our Libraries are staffed:

Monday - Friday, 09.00 - 17.00

If you need to study outside of these hours, **24-hour access** is available with a keyfob. To obtain one, please enquire in the Library of the site you are based at. Fobs are charged at £3. SmartCards can be programmed as well, at no charge, but this is currently only available at Ashford.

How to join

To join, you will need to complete and sign a registration form in your library and we will then issue you with a membership card. Membership is free to all staff and students within the following organisations and institutions:

- East Kent Hospitals University NHS Foundation Trust (EKHUFT)
- Students on placement at EKHUFT
- Kent and Medway NHS and Social Care Partnership (KMPT)
- Kent Community Health NHS Trust (KCHT)
- South East Coast Ambulance Service (SECAMB)
- Clinical Commissioning Group staff in East Kent
- GPs in East Kent and their staff
- Pilgrim's Hospices

External Membership outside of these organisations is available and is charged at £25 per year. This includes full access to our services, with the exception of the resources that EKHUFT OpenAthens accounts normally grant.

Patient access

Patients are welcome to come in to the Libraries as well - we can help you access general information on conditions, and advise you on relevant books for use within the library.

Catalogue and Library Account

After registering, you will receive a membership card, and an email containing your Library account User ID and PIN. Use this to log in to your account to manage your book loans, and search our catalogue for books and journals.

» www.southeastlibrarysearch.nhs.uk

BookMyne app

You can also log in to your account and search the same catalogue via our free app for smartphones and tablets. Search 'BookMyne' on the App Store (for iPhones and iPads), and on the Google Play Store (for Android devices).

OpenAthens accounts

To access the majority of the online resources we have access to, you will need to sign up for a free OpenAthens account. This is a single-sign-on account that grants secure access to our journals, ebooks, and evidence databases. You can register for an account here:

» www.openathens.nice.org.uk

Please note that locally-funded resources may vary depending on which NHS organisation you belong to. Log in to your account at www.openathens.net to see a full list of resources available to you.

Library facilities

Each library has open computer access, printing, scanning, and photocopying facilities, free WiFi, and quiet study areas.

- We have open access PCs at each library. Log in with your EKHUFT Active Directory account or SmartCard. If you are not an EKHUFT staff member, you can use our generic login:

Username: **visitor**

Password: **ekhftvisitor**

- You can print, photocopy and scan to email using the Trust-wide SafeCom system. We have separate printers for users who can't access the SafeCom system, charged at 5p per page.
- Each library has access to the free Trust-wide WiFi network, as follows:

Network ID: **EK-Hospital-Free-Internet**

Password: **hospital**

- There are areas designated for quiet study at each library.

Books

All three libraries hold an extensive range of books covering medicine, nursing, education, management, science, and other healthcare related areas.

Your membership works across all three libraries, so you can borrow and request books from other sites. In addition to this, you can also request books from our wider regional network of healthcare libraries across Kent, Surrey, and Sussex.

Book loans

- You can borrow up to 10 books at a time.
- Books can be borrowed for 28 days.
- You can renew books twice, provided they have not been reserved (you can renew by logging in to your library account, or by contacting us).
- Overdue fines are charged at 10p per book, per working day.
- Books cannot be borrowed outside staffed hours.
- Books can be returned to any of the three libraries, either in person, via our Book Return Boxes at each library, or via internal post.

All books are the responsibility of the borrower, and the cost of replacement, plus a £10 administration fee, will be charged in the event of non-return, loss, or damage.

Inter-library loans

If we do not hold a particular book you are looking for, let us know and we can usually get hold of it from another library in our network for you to borrow. You can also fill out a blue Book Request card found at your Library's front desk.

Ebooks

We also have access to hundreds of healthcare ebooks online. These are free to view online, and some books feature the option to download chapters as PDFs.

To see a list of all ebooks in your specialty, visit our Resources by Specialty page. Our links will take you directly to the ebook featured on Elsevier's ClinicalKey resource:

» www.ekhuft.nhs.uk/staff/library-services/resources-by-specialty

You will need an OpenAthens account in order to access these books (see page 2).

Journals online

We have access to thousands of full-text journals online. The best way to see if we have access to a journal you are looking for is to search on our catalogue:

» www.southeastlibrarysearch.nhs.uk

Search results will show whether we stock the journal, and the relevant website links will be displayed with it. If it forms part of our access subscriptions, you will be prompted to enter your OpenAthens credentials.

Search journals by specialty

Alternatively you can browse which journals are available in your specialty with our own Resources by Specialty webpages. See page 5 for more details).

Requesting an article

If you cannot gain access to a journal to read an article, let us know and we can usually get hold of it from another library in our network for you. You can also fill out a green Article Request card found at your Library's front desk.

All article requests are free, unless we have to request it from the British Library as a last resort, at a charge of £6 per article.

Journals in print

Each library keeps a wide range of medical, nursing, scientific, and healthcare journals in their print archives. Searching our catalogue will show which libraries hold a certain journal and whether it is online or in print. Each library also keeps a printed list of journal holdings at the front desk.

Articles can be photocopied and scanned to email, but journals cannot be issued on loan, and are reserved for reference use only within the libraries.

Copyright notice

You should be aware of your legal copyright responsibilities when using a photocopier, scanner, or downloading articles from the internet. Copies may only be used for research and private study, and for non-commercial use.

There are notices beside our photocopiers which provide more information on copyright restrictions. If you have any questions regarding copyright, please ask library staff.

Resources by specialty

We've put together a list of all the journals, ebooks, current awareness and institutional resources that you have access to, specifically relating to your specialty. Just go to:

» www.ekhuft.nhs.uk/staff/library-services/resources-by-specialty

Find your specialty and you will see all the resources available to you. If your specialty isn't listed, or you have any suggestions to include or amend, please let library staff know and we'll be happy to update the pages for you and your department.

All resources

All the resources that we currently subscribe to, as well as some key national resources, are as follows:

- **ClinicalKey** | » clinicalkey.com
Search trusted medical and surgical content from Elsevier, including full-text journals and ebooks, guidelines, videos, images and drug monographs.
- **UpToDate** | » uptodate.com
Access evidence-based, peer-reviewed clinical knowledge summaries, comprised of the latest literature, evidence, and patient recommendations.
- **DynaMed** | » dynamed.com
Evidence-based clinical knowledge summaries, updated daily by a team of clinical editors, presenting quick, at-a-glance evidence.
- **BMJ Case Reports** | » casereports.bmj.com
As well as full access to browse reports, submit your own for publication. See Library staff for EKHUFT's Institutional Fellowship code to proceed.
- **Royal Marsden Manual** | » rmmonline.co.uk
Detailed clinical procedure guidelines based on the latest research findings, enabling nurses to deliver clinically-effective patient-focused care.
- **AnatomyTV** | » anatomy.tv
An essential tool for visualising and comprehending complicated structures in anatomy, all rendered with interactive 3D modelling.
- **NICE Evidence Services** | » www.evidence.nhs.uk
Access guidelines, systematic reviews, NICE Pathways, and A-Z of journals online and in print, and full Healthcare Database searching.

You will need an OpenAthens account in order to access these resources (see page 2).

Clinical Librarians

Our Clinical Librarians work closely with clinicians and their departments, attending clinical meetings, medical decision meetings, educational ward rounds, as well as department journal clubs.

We help inform patient care by bringing knowledge and current evidence direct to the clinician, both in clinical meetings and at the bedside.

Skills training

We support individual staff, teams, and departments with training in evidence searching, critical appraisal, reflective writing, and understanding statistics, all of which can enhance the delivery of services and support professional academic development.

We also deliver skills training and resource awareness across East Kent to staff in their own surgeries and practices, as part of our primary care outreach service.

To enquire about any of these training sessions, or to ask about a session for you or your team, please contact Mark Kerr (KCH and WHH) or Jonathan Baker (QEQM). (See contact details on page 7.)

Follow us for news and updates

Twitter | [@ekhftlibraries](#)

Essential news, new resources, service announcements.

Facebook | [EKHUFTLibraries](#)

Essential news, new resources, service announcements.

Instagram | [@ekhftlibraries](#)

Library updates, and museum and archive photos from our history of healthcare collection.

About this handbook

Written collaboratively by EKHUFT Library and Knowledge Services staff. Designed by Tom Hitchmough, Library and Knowledge Services.

For more information on any of the contents of this handbook, please get in touch with us - we're always happy to help!

» www.ekhft.nhs.uk/libraries

Get in touch

Canterbury

The Library
Education Centre
Kent and Canterbury Hospital
Ethelbert Road
Canterbury
Kent
CT1 3NG

» Located in the Education Centre, first building on the left going towards the 1937 Building on the main driveway.

General enquiries

ekh-tr.kchlibrary@nhs.net
01227 766877, ext. 722-4354

Carla Wearing | ext. 722-4355
Knowledge Services Manager

Sally Symon | ext. 722-4156
Deputy Knowledge Services Manager

Tom Hitchmough | ext. 722-2721
Senior Library Assistant

Toni Pritchard | ext. 722-4354
Library Assistant

Ashford

The Library
Education Centre
William Harvey Hospital
Kennington Road
Ashford
Kent
TN24 0LZ

» Located above the main entrance; once inside, turn left and go through doors to the left of the café.

General enquiries

ekh-tr.whhlibrary@nhs.net
01233 633331, ext. 723-8413

Mark Kerr | ext. 723-8414
Clinical Librarian

Jacqui Temple | ext. 723-8413
Senior Library Assistant

Sue Morrison | ext. 723-8413
Library Assistant

Margate

Clinical Library
Queen Elizabeth
the Queen Mother Hospital
Ramsgate Road
Margate
Kent
CT9 4AN

» Located to the rear of the main hospital restaurant; once inside, follow signs for the restaurant, and then through the two sets of doors to the Library.

General enquiries

ekh-tr.qeqmlibrary@nhs.net
01843 225544, ext. 725-3557

Jonathan Baker | ext. 725-5048
Clinical Librarian

Melanie Bell | ext. 725-3557
Senior Library Assistant

Imelda King | ext. 725-3557
Library Assistant

Paul Barrow | ext. 725-3557
Library Assistant