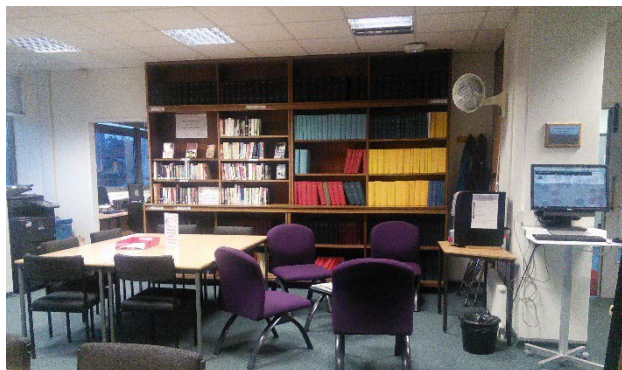


Study Space

The library has approximately 26 study spaces mainly arranged around communal tables and there are 12 individual study/computer desks. There is no designated quiet area but we ask library users to keep noise levels to a minimum and use headphones were appropriate.



Computers / Resources

The library has 8 SCH computers with a networked printer/copier attached, this also has a free scan and send facility for PDF's or image files (to SCH email addresses only.)

The following resources are available:

- SCH programmes
- Internet Access
- Word /Excel /PowerPoint / Access

There are also 5 University of Sheffield networked computers which have a separate printer/copier attached. A ucard is required to pay for and release printing. (We cannot charge ucards on site.)

For advice on use of these resources and assistance with specific projects ask library staff

Drinks

The library sells hot drinks: Tea, Coffee, Espresso, Cappuccino & Hot Chocolate - cold water is available from the cooler. The library also has wrapped biscuits for sale to enjoy with your drink.

Photocopying Laminating & Binding

These services are available in the library. Prices for all library services are available on request or can be found on the library website.

Library Location



The Illingworth library is situated on F Floor in the Stephenson Wing of the Sheffield Children's Hospital. Access from 08.30am to 7.00pm is via the entrance situated on Damer Street (close to the junction with Western Bank and opposite the side of Starbucks). The library is wheelchair accessible by lift.

Opening Hours

Mon – Thurs	8.45 – 1900
Fri	8.45 - 1700
Sat, Sun, Bank Holidays	Closed

Contact Details

Telephone:	0114 27 17347
Email:	illingworthlibrary@sheffield.ac.uk
Email:	illingworth.library@sch.nhs.uk
Website:	www.sheffieldchildrens.nhs.uk/illingworth-library
Catalogue:	http://illingworth.cirqaosting.com

For further details on library services please see our leaflets on:

Information Skills Training
Clinical Library Services
Registering for an NHS Athens Username & Password
Critical Appraisal

Using the Library



Illingworth Library

Supporting your
Knowledge for
Healthcare

Sheffield Children's 
NHS Foundation Trust

Your Library PIN is:

Oct 2017

Using the Library

The library provides information support and skills training to meet the clinical, teaching, learning and research needs of Sheffield Children's NHS Foundation Trust and the wider healthcare community in the region.

Library Ticket

A University of Sheffield NHS library ticket is needed to borrow items. Forms can be emailed to you for completion. These should be returned to the Illingworth Library for processing. On verification of your status as SCH staff, your library card will be sent to you

Borrowing

Check that the item you require is listed on the catalogue as available. Details of all of the Illingworth Library's items and loan status are on the library catalogue at:

<http://illingworth.cirqaosting.com>

Most items may be borrowed from the Illingworth Library for 3 weeks though some are 1 week loan and a few 'Reference Only'.

A Maximum 10 items per borrower can be loaned. Bring items and your library ticket to the counter for issue. Items will be stamped with a return date.



Returns

All items must be returned to the Illingworth library and handed to a member of library staff. If the library is closed books may be left in the Book Return Box situated outside the library. You are responsible for these items until they are discharged from the library system.





Fines

Fines for late return/renewal of items borrowed from the Illingworth Library are **20p per item per day**
Fines on reserved items are **50p per item per day**

Renewals

3 week loans can be renewed up to a maximum of 4 times
1 week loans can be renewed up to a maximum of 7 times (unless reserved by another reader.)

Renewals can be made:

-  **Online** - log on to the library catalogue using your library ticket number and your library PIN. (PINs can be requested via the online catalogue)
-  **Email**
-  **Phone**
-  **Or** - just call in with the books.

Reservations

You can reserve/request items that are on loan or on the shelf by contacting the library or via the library catalogue at <http://illingworth.cirqaosting.com> using your library ticket and 4 digit PIN - Reserved items are held for 7 days.

Requesting Items Not In Stock

If you require an item not listed on our catalogue, we may be able to obtain it for you using our Document Supply Service. We are happy to receive suggestions for new purchases please use our feedback form found in the library or speak to library staff.

Electronic Resources

Searching healthcare databases and other health information resources is a good way to find the information you need on specific topics. There are many resources available to NHS & Social Care Staff. To access these resources an Athens username is required. Information leaflets are available in the library if you require help.

Journals









A wide range of healthcare journals are available in print and electronically to library users. For full details on the library's resources search the library catalogue: <http://illingworth.cirqaosting.com>
If you cannot access the journals you require you can use our Document Supply Service to obtain copies of any articles you need. There is a charge for this service, please see the website for details or ask library staff.

Document Supply

The library's Document supply service will obtain books articles, thesis and reports that you may need to support patient care but have been unable to find for yourself.
100% of requests from stock completed within 1 day
100% of requests supplied from other libraries completed within 10 days.

Enquiries

We can help you with:

-  statistics, facts, addresses, organisations
-  examples of best practice
-  finding specific documents
-  reading lists and summaries
-  local healthcare services information
-  professional support is normally available between 9am and 5pm, Monday to Friday



All enquiries will be responded to within 1 working day.