

## Study Space




The library has approximately 29 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 to use headphones when appropriate.



## Computers / Resources

The library has 8 SCH computers with a networked printer/copier attached, this also has a 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 / Publisher

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 or 'Book a Librarian' via the website.

## 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 08.30 to 19.00 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 – 19.00
Fri	8.45 – 17.00
Sat, Sun, Bank Holidays	Closed

## Contact Details

Telephone:	0114 27 17347
Email:	<a href="mailto:illingworthlibrary@sheffield.ac.uk">illingworthlibrary@sheffield.ac.uk</a>
Email:	<a href="mailto:illingworth.library@nhs.net">illingworth.library@nhs.net</a>
Website:	<a href="http://www.sheffieldchildrens.nhs.uk/illingworth-library">www.sheffieldchildrens.nhs.uk/illingworth-library</a>
Catalogue:	<a href="http://illingworth.cirqaosting.com">http://illingworth.cirqaosting.com</a>

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 Working off Western Bank Hospital Site



## Illingworth Library

Supporting your  
Knowledge for  
Healthcare

Sheffield Children's   
NHS Foundation Trust

Your Library PIN is:

Oct 2018

## 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

An Illingworth library ticket is needed to borrow items. Apply online through the library website or fill out a form in the library. On verification of your status as SCH staff, your library card will be available.

## 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 books per borrower can be loaned. If available, email your request and library ticket number to

[illingworth.library@sch.nhs.uk](mailto:illingworth.library@sch.nhs.uk)

The books will be stamped with a return date and sent in the internal post.



## Returns

All items must be returned to the Illingworth library. Return items via the internal post noting on the date label the date the book was returned/posted. 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 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 PIN. (PINs can be requested via the online catalogue)
-  **Mobile app** – download and login to [MyCirqa](#) using your ticket number and PIN (IOS & android)
-  **Email** - just reply to our reminder email or contact [illingworthlibrary@sheffield.ac.uk](mailto:illingworthlibrary@sheffield.ac.uk)
-  **Phone** – 0114 27 17347
-  **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 OpenAthens account 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 of processing or we will notify you of any delays/additional costs.

## Enquiries

We can help you with:

-  Finding facts
-  Managing email
-  Keeping up to date
-  Literature searches
-  Evidence for best practice
-  Finding specific documents



Professional support is normally available between 9.00 and 17.00, Monday to Friday

All enquiries will be responded to within 1 working day.