

## Requesting Books

You can request items that are on loan or on the shelf when you login to the library catalogue. On the book details page – click the request button in the right hand panel to make your request for items from the shelf or click the reserve button to reserve items that are on loan. Requested items are held for seven days.

You can also contact the library to make your request.

ILLINGWORTH LIBRARY ONLINE

## Suggest a Book for Purchase



We are happy to receive suggestions for new purchases. You can use the online stock suggestion form or pick up a feedback form from the library. We can't promise we will buy everything suggested but we will consider all requests.

## Keeping up to Date



New research, guidance and policies are constantly being published; keeping up with them can seem daunting, but it is possible to set up systems to keep track of this information without being swamped by it.

**e-prompt** is our subject specialist service. You can sign up to receive alerts when any new items in your area of interest are published in key journals and other publications. There is also a website to visit if you prefer not to receive emails. To use this service ask the library staff for assistance.



**e-promptXtra** is the opportunity for an individual or a departmental group to discuss their current awareness needs and how best to manage staying up-to-date.

### New Book Alerts

We have a monthly email alerting system to inform you about new items received in the library which match your subject interests.



### Illingworth Library bulletin

Every Monday the Library team email the bulletin to all staff. This contains updates about the latest reports, guidance and articles published, library blog posts, training events and other useful information.

# Clinical and Management Library Service



## Illingworth Library

Supporting your  
Knowledge for  
Healthcare

Sheffield Children's   
NHS Foundation Trust

## Library Staff & Contact Numbers

Knowledge & Library  
 Services Manager: Sarah Massey *BLib MCLIP*  
 Assistant Librarian: Gill Kaye *MCLIP*  
 Library Assistant: Kate Nettleship *ACLIP*  
 Telephone: 0114 27 17347  
 Email: [illingworthlibrary@sheffield.ac.uk](mailto:illingworthlibrary@sheffield.ac.uk)  
 Email: [illingworth.library@nhs.net](mailto:illingworth.library@nhs.net)  
 Website: [www.sheffieldchildrens.nhs.uk/illingworth-library](http://www.sheffieldchildrens.nhs.uk/illingworth-library)  
 Catalogue: <http://illingworth.cirqa hosting.com>

### Opening Hours

Mon - Thurs 8.45 – 19.00  
 Fri 8.45 – 17.00  
 Sat, Sun **Closed**  
 Bank Holidays **Closed**

## Clinical & Management Library Services

Our specialist service is designed to support staff in the delivery of evidence-based practice, high quality patient care, service management, quality, clinical governance, education and training, lifelong learning and research.

### Ward Based Support

The library currently supports the clinical and health management information needs of the Trust and supports several departments by attending monthly team meetings, ward rounds, clinical governance and audit meetings. Support is given to writing care pathways and guidelines and finding the evidence to treat current patients and inform clinical practice.

If you would like your department to benefit from this service please contact the library to discuss your requirements.



## Clinical Q & A Service

We offer an evidence searching service. If you need information to inform your work, to update policies or guidelines, undertake an audit or research project or anything else where you need to be informed by the most up to date relevant evidence and information, submit a question using the literature search request form found on our website home page.

<https://www.sheffieldchildrens.nhs.uk/illingworth-library/>



100% of literature searches will be completed within the timeframe specified by the user.

### Assisted Literature Search

During an assisted evidence search you will work on a one-to-one basis with the Librarian as you undertake a Literature Search based on a topic of your choice. Contact the library to book an appointment.

### Training

If you require literature searches to support your continuing education or professional development but do not know how to conduct one, you are encouraged to attend a library skills course.

It is important that you plan your search and use the search tools provided by each database. The library training courses will help you locate the information you need quickly and effectively.

Contact the library to book an appointment or pick up a library leaflet from staff. For more information, see the Library skills courses available to book on the Sheffield Children's Intranet.

<http://www.sch.nhs.uk/training-courses/browse-and-book-courses/16-library-information-skills>

## Document Supply Service

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.

### Requesting Journal Articles

Before you use this service, please check to see whether the article is available from the library's paper holdings or electronically using your Athens username and password.

To request an article, please email the references to the library or use the online request form on the Library website. Please specify payment or charging instructions with each request (please be specific if charging to a department account).

We will inform you if we need to use other sources to supply your article and will ask you to complete the relevant forms

The costs for document supply are outlined below:

Copies	Cost per A4 page	Waiting time
Self service (Copying/Printing)	5p BW 25p Colour	None
Document Supply Service	15p per page Max Charge £3.00	1 day from own stock 10 working days from other libraries
*E journals	Free using NHS Athens account	None

\* To register for an account go to <http://openathens.nice.org.uk>

Please see Library Staff for further details.