

LIBRARY CHARTER FOR NHS PLACEMENT STUDENTS IN YORKSHIRE AND THE HUMBER

1. Library services are provided to placement students, for the duration of their placement, by NHS funded Library and Knowledge Services
2. All NHS Library and Knowledge Services within Yorkshire and the Humber offer a high quality service and access to information professionals.
3. Library opening hours vary but generally include 9:30am – 4:00pm Monday to Friday
Always check opening hours with your placement library before visiting. Contact details are available from the website below. 24/7 access to the library may be available on some sites subject to local policies and agreements.
4. Students usually have access to the following library services:
 - Loan and reference collections
 - Enquiry service
 - Access to study facilities in libraries
 - Access to photocopying and printing (local fees and charges may apply)
 - Assistance from library staff in locating materials
 - Access to library computers and Wi-Fi where available (subject to local Trust policies and procedures)
 - Access to clinical databases, e-journals and e-books
5. Libraries provide information leaflets about their services and these are available to students on request or via local induction arrangements.
6. Students are eligible whilst on placement to self-register for access to locally-purchased electronic resources. Placement libraries are able to provide details about available local resources and will assist with the registration process where necessary.
7. The following services may be available to placement students subject to local arrangements and/or funded agreements with Higher Education Institutions:
 - Information skills training
 - In depth enquiry, mediated literature searching and current awareness services
 - Students will often be advised to direct any inter-library loan and document supply requests to their education provider's library service. If the service is offered at placement libraries, students may be charged at local rates.
8. Placement libraries make every effort to liaise with Clinical Practice / Placement Facilitators to ensure students' needs are adequately met.
9. All services offered by placement libraries are provided on the basis of the observation by students of local library policies and must not be abused. Any outstanding loans must be returned and any library fines owed paid prior to returning to the home institution. Placement libraries will contact home institutions if students do not return loans or have outstanding fines at the end of the placement.

Find your placement library at <http://hlisd.org>