



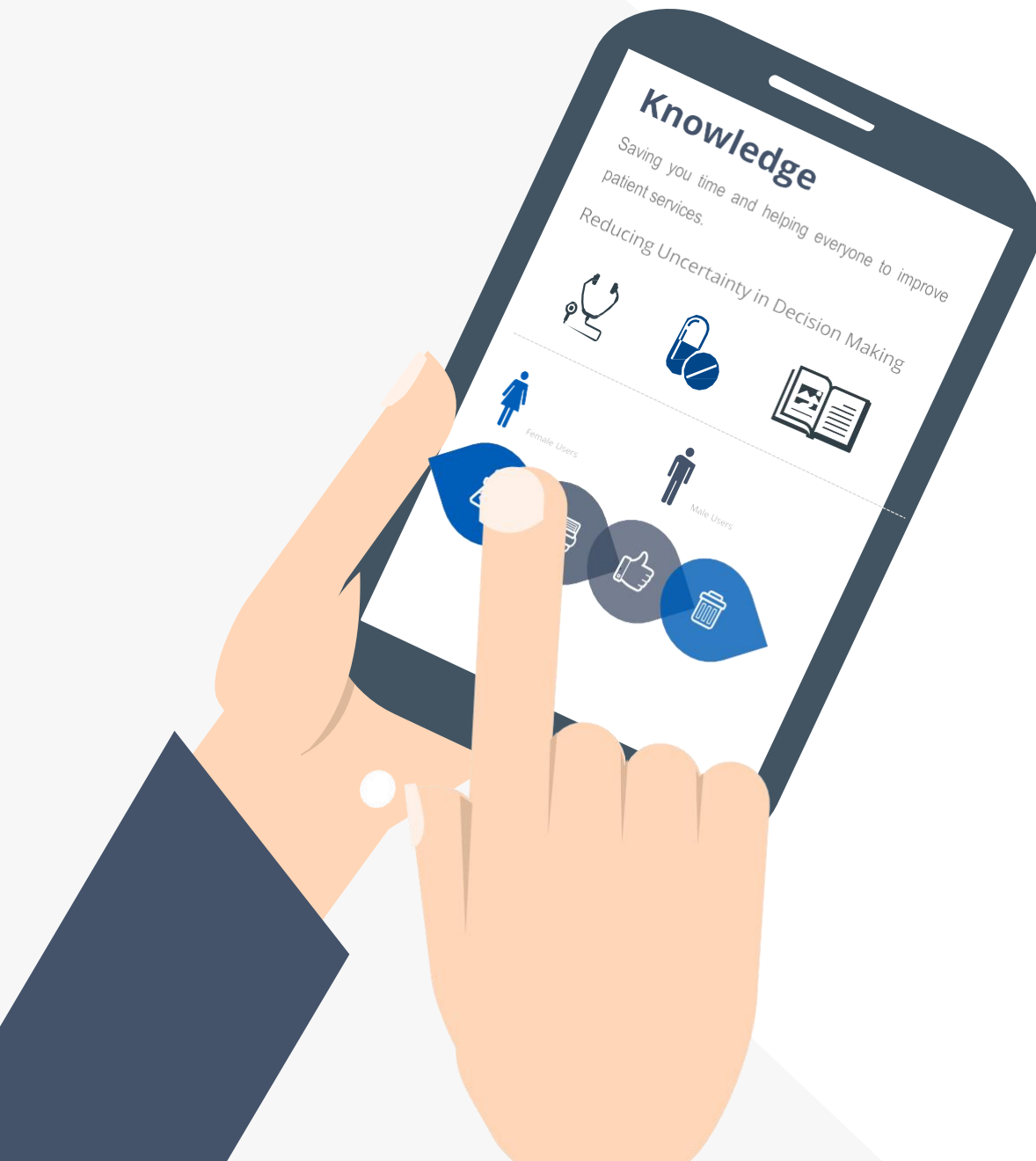
Bradford Education & Training



Bradford Teaching Hospitals  
NHS Foundation Trust

# Library & Knowledge Services

## Welcome to the Library



# Contents



- Pages 3-4 ●●○ Welcome to Your Library Service
- Page 5-6 ●●○ NHS Athens Accounts and Resources
- Page 7 ●●○ Borrowing Books
- Page 8 ●●○ Accessing Journal Articles
- Page 9 ●●○ Literature Searches & Evidence Summaries
- Page 10 ●●○ Tutorials and Advice
- Page 11 ●●○ Collaborative Working
- Page 12 ●●○ Useful Contacts



Access to High Quality  
Information



Access to Excellent  
Facilities



Access to High Quality  
Services



Access to Motivated  
Knowledgeable Staff



# Welcome to Your Library



## Introduction

BTHFT NHS library services can be used by **all** staff and students of the trust. We offer a range of resources and services which support clinical practice, service development, and all aspects of learning, education and continued professional development.

Our primary function is to provide relevant, high quality information to support you to carry out your role effectively.

## Where to find us

Field House, Bradford Royal Infirmary, Duckworth Lane, Bradford, BD9 6RJ

## Contact Details

[Library.service@bthft.nhs.uk](mailto:Library.service@bthft.nhs.uk)

☎ 01274 364130

## Opening Hours

The library is staffed **Monday – Friday 8:30 am – 16:30 pm**

We are closed on weekends and bank holidays.

Outside of these hours the **Library, IT and Study Space areas can be accessed at any time** using your ID badge/Swipe-card.

The library is a quiet working place; conducive for effective study. **Please ensure you keep noise levels to a minimum when you are within the library areas.**

## Websites:

### The Knowledge and Library Hub:

<https://tinyurl.com/k9cd4622> Online access to all our resources such as full text journals, eBooks and databases.

### The Library website:

<https://www.bradfordeducationandtraining.nhs.uk/library-services/> You can find further information, request literature searches and journal articles on our website.

# Welcome to Your Library



The library offers a range of services. These include:



## Textbooks and Journals

We have over 2000 textbooks available, and access to over 1500 journal titles. The library can also get items from other local NHS and university stock, as well as directly from the British Library. This has allowed us to supply over 90% of all titles requested by staff.



## Literature Searches and Evidence Summaries

The library can carry out systematic and comprehensive searches for you and provide you with a summary of up-to-date information on a specific topic, or a list of current and relevant references/journal citations.



## Study Facilities

The library provides 24/7 access to PCs, printing and photocopying facilities, Wi-Fi, study space, and work areas. There are areas for you to plug in your laptop.



## Advice, Tutorials, and Expertise

The library offers individual/group tutorials and ad hoc advice on most aspects of finding and managing knowledge and information. We can offer expertise and training around critical appraisal of research, literature searching, and evaluating sources of information.



## Online Resources

The library manages access to several online information resources such as UptoDate, BMJ Best Practice, Databases such as MEDLINE, EMBASE and CINAHL, eBook collections including the online Royal Marsden Manual and Oxford Medical Books Online; and more.



# NHS Athens Accounts



## What is the NHS Athens Account?

All BTHFT staff and students are entitled to an Athens account. This is the username and password system that NHS Libraries use to access most online resources like journals and databases. **If you want to use our online materials, you will need to set up an Athens Account.**

## How do I set up an Athens Account?

To set up your personal password and username you will need to complete a short self-registration process. This can be done online at:

<https://openathens.nice.org.uk>

## How do I access my Athens Account and log in?

Once you have completed the registration process, you will receive an email confirming you have been successful in setting up your account. You can then access a range of online information resources by logging in to Athens at:

<https://openathens.nice.org.uk/Auth/Login>

Click on the **My Resources** tab to display a list of the information resources you have access to through Athens.

My OpenAthens account	My Resources
My resources	> Anatomy.tv powered by Primal Pictures
Change password	> Best Practice
Change email address	> BMJ Journals Collection
Change organisation	> e-Learning for Healthcare
Sign out	> Ebook Library (EBL)
	> EBSCO Databases, Discovery Service, eBooks, Point of Care
	> Medicines Complete



# Athens Resources



Quick, easy, 24/7 access to information from your PC, laptop, phone or tablet.

All NHS staff are entitled to access a wide range of electronic healthcare information resources using their Athens online access account. Some of the Resources you can use include:

**Bibliographic Databases: (MEDLINE, CINAHL, EMBASE, PSYCHInfo):** Carry out a comprehensive literature search using the major medical and health databases. Search results automatically include links to the full text of journals accessible to NHS staff.

**BNF (and BNF for Children):** Authoritative and practical information on the selection and clinical use of medicines in a clear, concise and accessible manner.

**BMJ Best Practice:** BMJ Best Practice gives medical professionals the best available information for any clinical situation. Regularly updated, it draws on the latest evidence-based research, guidelines and expert opinion – presented in a step-by-step approach and covering prevention, diagnosis, treatment and prognosis. BMJ Best Practice is your instant second opinion.

**Clinical Skills:** A collection of highly visual procedures and guidance covering common healthcare and nursing processes.

**E-books (EBL):** Access our growing collection of E-books. All our E-books can be viewed on screen or downloaded in their entirety as PDF files (and in some cases in EPUB format) to view offline on your PC, laptop, tablet, e-reader, or phone.

**E-Journals:** Full text access to over 10,000 titles. The collection covers most leading medical titles on specialist clinical areas, public health, nursing, allied health, and evidence-based medicine.

**Marsden Nursing Manual:** The latest clinical evidence nurses need to meet the requirements of their demanding profession. The Manual includes over 350 evidence-based clinical procedures related to every aspect of care, from handwashing to cardiopulmonary resuscitation

**Oxford Medicine Online:** Over 1000 titles available as online full text from this respected publisher. Including the Oxford handbook series and many other reliable and key textbooks.

**UpToDate:** A key resource for clinicians. UpToDate provides regularly updated evidence summaries and overviews of 8,500 medical topics. A reliable and quick way to confirm current best practice.

If you have any issues with the Athens resources, or would like any advice or information about using them, please contact the library service on ext. 4130 (From an outside line on 01274 364130) or email [Library.Service@bthft.nhs.uk](mailto:Library.Service@bthft.nhs.uk)



# Borrowing Books



## Borrowing Books:

All you need to do to borrow books from the library is to **complete a registration form**.

This is available online at <https://yorcat.koha-ptfs.co.uk/cgi-bin/koha/opac-memberentry.pl>

Once you register with the library you can use your username to set up your password to access your library account to view your loans, book return dates, reserve and request books.

## How do I know what books are available?

Ask a member of the library team, or use our online catalogue:

[YorCat catalogue \(koha-ptfs.co.uk\)](https://yorcat.koha-ptfs.co.uk)

## OR QR code:



## How many books can I borrow and for how long?

We are now part of the YorCat interactive catalogue system and work closely with other NHS Library and Knowledge Services across Yorkshire, the Humber and Northern Lincolnshire to provide staff access to valuable resources.

You can borrow up to **ten items** at any one time. The standard loan period is **four weeks**. These items will be auto-renewed up to five times unless reserved by another user. Books and media borrowed from other Trust Libraries can be reserved and sent to other libraries through YorCat. You will receive an email/ text informing you when it is available for collection. If the book is from another YorCat library you can borrow the book for 28 days (from the date you collect it) and also renew it five times (subject to being requested by another user). You will have seven days to collect the item before it is returned to its home library. However, please note media such as models, equipment and health promotion resources can be searched on YorCat but can only be borrowed by members of the that library.

## **What can I do if you don't have the book I want?**

Please contact us on [Library.Service@bthft.nhs.uk](mailto:Library.Service@bthft.nhs.uk) if you cannot find the book you are looking for we will try to obtain the book for you. We have a limited book budget so unfortunately cannot guarantee we will be able to purchase your requested title. See our '[Guide to our Collections Development Procedure](#)'.

## **What about E-books?**

You have access to over 800 titles through our online E-book library. You can access this using your Athens Username and Password. You can read the text on screen and print specific pages and chapters. Outside of the trust network, you can view the books online in the same way or download books to your own device as pdf files and in some cases in the EPUB format.





# Accessing Journal Articles



The library service provides access to thousands of journal titles. All of our journal titles are online, we do not stock physical copies of journals.

## How do I know which journals I can access?

If you ask a member of the library team they will be able to tell you if the full text of a journal is accessible to you.

## Browzine - Journal A-Z

<https://browzine.com/libraries/2570/>

All our e-journals subscriptions are listed both alphabetically and by specialism on [Browzine](https://browzine.com/libraries/2570/). This includes access of all national, regional and local e-journal subscriptions which amounts to over 10,000 journals!

You will need to log in with your NHS Athens username and password to see the complete list of titles.

## How do I get journal articles that the library doesn't have in stock?

Please complete the online document request form.

[https://forms.office.com/Pages/ResponsePage.aspx?id=uqyloWq3CU2FBYio-\\_fBlykhSCTZbiFGpDUZUv6eXUFUNFpPS1U1UTFYTUILT01ZNU9LVEdQSTFXMC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=uqyloWq3CU2FBYio-_fBlykhSCTZbiFGpDUZUv6eXUFUNFpPS1U1UTFYTUILT01ZNU9LVEdQSTFXMC4u)

We can use our network of libraries to obtain a copy of the article and provide you with an electronic copy. We aim to supply you with the article within four working days and in many cases we are able to provide a copy the same day that you request it.



# Literature Searches and Evidence Summaries



## Introduction.

Healthcare is becoming increasingly complex and there is a regular need for new information and evidence to inform our decision making. The library can save you time by carrying out a literature search and providing you with a summary of the most current research and information on a specific topic.

With your input we will use our professional expertise to carry out a systematic and thorough search of healthcare literature databases and other relevant sources, providing you with a single document summarising the available literature which can answer your enquiry and inform your decision/thinking.

## How do I request a literature search?

Please complete the online literature search request form available at [https://forms.office.com/pages/responsepage.aspx?id=uqyloWq3CU2FBYio-\\_fBlykhSCTZbiFGpDUZUv6eXUFUN0hKQ0tOTIBEM1BLSU0xSU5RWDJVRfYUS4u](https://forms.office.com/pages/responsepage.aspx?id=uqyloWq3CU2FBYio-_fBlykhSCTZbiFGpDUZUv6eXUFUN0hKQ0tOTIBEM1BLSU0xSU5RWDJVRfYUS4u)

If you would like to discuss your search requirements before completing the form then please contact us.

## How long will it take to complete?

The time taken to complete an evidence summary or literature search will depend on the complexity of your request, the volume of available literature, and the level of detail and summarisation you require. However, we aim to complete the evidence summary within 5 working days of receiving the request.



# Tutorials and Advice



## Introduction

The library provides tutorials on a number of topics. These can be delivered through scheduled group tutorials, or on an ad-hoc one-to-one basis. All tutorials can be tailored to focus on your specific need and area of interest.

Standard tuitions we deliver include: Searching literature databases; getting the best out of Google and the web; critical appraisal of research (qualitative and quantitative); and individual training sessions on all of the Athens online resources.

We're happy to develop tutorials to meet your specific request, so if there's any aspect of finding, managing, disseminating or appraising information and knowledge you'd like help with, let us know and we'll provide support where we can.

## How do I request a tutorial?

Contact a member of the library team on [Library.Service@bthft.nhs.uk](mailto:Library.Service@bthft.nhs.uk) to discuss or book a tutorial/training session, or for general enquiries and advice.

## How long do the tutorials take?

Our standard tutorials last around an hour, but we can tailor these to match your needs. We have delivered tutorials ranging from 10 minutes to two days. It's up to you how long you want to take.

## Can I access tutorials online?

We are currently developing our E-learning. As these are completed, we will add them to our website.



# Collaborative Working

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We work closely with other libraries in the area. This means that, as an BTHFT NHS library member, you can borrow items from other locations.

You can use the **NHS Library and Knowledge Services across Yorkshire, the Humber and Northern Lincolnshire**. We use the same system so as long as you've registered to borrow books here you can automatically borrow from those locations.

You can also join the **University of Bradford library** and borrow textbooks and journals held in the university. (*You will need to show them proof that you are employed by BTHFT NHS Trust, so take your ID badge or pay slip with you the first time you visit.*)

You can also join a **public library** and borrow books from their regional network and use their online resources. For more information see

<https://www.bradford.gov.uk/libraries>

# Your Knowledge and Library Hub

<https://tinyurl.com/k9cd4622>



## Knowledge and Library Hub

Searching: Health and care evidence, from Health Education England

Keyword

[Search Options](#) ▶ [Basic Search](#) [Advanced Search](#) [PICO Search](#) [Search History](#)

**It has never been easier to find the information you need, Our Knowledge and Library Hub provides a single search interface to search all of the resources we provide for you.**

**Search Journals, e-books, and databases quickly, and one click links to full text journal articles**

## For more information:



Contact the library services team who will be happy to answer any questions on any aspect of the service.

**T 01274 364130**

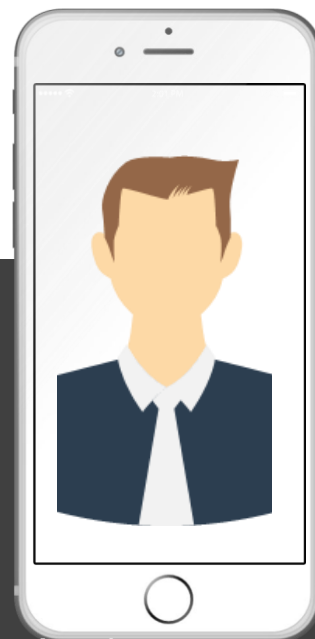
**E [library.service@bthft.nhs.uk](mailto:library.service@bthft.nhs.uk)**

**Twitter - @BTHFTLibrary**

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Duckworth Lane,  
Bradford, BD9 6RJ

<https://www.bradfordeducationandtraining.nhs.uk/library-services/>

<https://twitter.com/BTHFTLibrary>



## Library & Knowledge Services.

Reducing uncertainty in decision making.

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