

VIRTUAL TRAINING

Because of social distancing requirements we are currently unable to carry out training in person but we are delighted to now be able to offer virtual training via MS Teams



All you will need is a computer, internet access and audio capabilities (a mic and speaker, or headset with mic)

Don't worry if you don't have MS Teams we can send you a link that will enable you to download guest access for our session

We can provide all our usual training including how to do a literature search and how to access and use our online resources.

The Librarian we use a combination of audio and screen sharing to take you through the training

To find out more or to book a session, contact the library at:
library@sthk.nhs.uk

We're back – but with a few changes...



We are pleased to announce that the library has officially re-opened. We have been working hard over the past few weeks/months in preparation and you will notice some differences - we have had to reduce the number of computers and also the number of people who can work at the study carrels/desks.

We ask everyone to please:

- Wear a mask at all times - if you need one, there will be some available at the enquiry desk
- Keep 2 metres apart where possible
- There will be a number of "cleaning stations" around the library. Use the wipes provided BEFORE you use the following:
 - Computer keyboard and mouse
 - Desks/Study Carrels
 - Printer
 - Telephone
 - Coffee Machine
- Do not leave belongings lying around the library
- Do not eat your lunch in the library
- Put all waste in the bins provided - including wipes and masks

BOOKING COMPUTERS

The Library has had to reduce the number of computers available for use. From Monday 20th July we will be introducing a booking system to enable staff and students to reserve a computer in advance.

You can book our computers up to 2 weeks in advance and for up to four hours at a time by:

- asking at the library counter
- emailing us at library@sthk.nhs.uk
- phoning us on 0151 430 1342



When you arrive to use the computer, please go to the enquiry desk and a member of the library team will inform you which computer has been reserved for you.

NB: If you do not book a PC in advance we cannot guarantee there will be one available for you to use.

The booking system will in place during staffed hours i.e. Monday to Friday 9.00am-5.00pm. Outside of those hours computers will be on a first come first served basis, as there will be no way that the booking could be enforced.

The Library will be limited to 35 people at a time (including computer users) - if the library is full you will not be able to enter unless someone leaves.

We know it may seem like a lot of "Do's and Don'ts", but please remember this is for your safety, the safety of your colleagues and also the Library Team. We are really excited to welcome you back but please be patient as we are working with reduced Library Staff.

Don't forget that if you are unable to come into the library, or prefer not to, that you can still continue to access many of our resources and services virtually via our website at:

<http://www.knowledge-nw.nhs.uk>

Watch this space

Following your comments in our customer survey we have been looking at ways of improving our service.

We have been working hard behind the scenes or developing a new and improved website. It's still a work in progress but we hope to have news soon and look forward to introducing it to you all and arranging training on the new features that will be available

To find out how the **Outreach Librarian Service** can help you and your team, go to:

<http://www.knowledge-nw.nhs.uk/Training/outreach-librarian-services>

or email **Yvonne**, your Outreach Librarian at: yvonne.stubbington@sthk.nhs.uk

We look forward to hearing from you



Library & Knowledge Service

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