



Using the library catalogue

You don't need to come into the library to see if we stock a book or journal that you want, you can now search our catalogue online.

The catalogue contains books and journals that we keep in our library and also e-books that you can access electronically.

To borrow books you need to be a member of the library. If you are not a member you can join by completing the membership form here <https://www.knowledge-nw.nhs.uk/join-the-library>. You will be sent a **Reader ID** and **Library PIN** which you will need to view your Library Account and also request articles.

To access e-books and journals you will need an **NHS OpenAthens ID**. If you don't already have one, you can register for one by going to www.knowledge-nw.nhs.uk/register and clicking on **Register with NHS OpenAthens**.

ACCESSING THE CATALOGUE

To access the catalogue please click on the **Library Icon** on your Trust computer or from any other computer (or if your Trust computer doesn't have the Library icon) go to www.knowledge-nw.nhs.uk and then scroll down and click on **Search the catalogue**.



REQUEST AN ARTICLE OR BOOK



Need a copy of journal article or want to borrow a book?
Use the links below to send us your requests.

- ▶ [Request an article](#)
- ▶ [Request a book](#)
- ▶ [Search the catalogue](#)

The opening page has the **Advanced search bar**, **Library news and information**, **most popular books**, **library opening times**, a link to **email the library** and the **login area** to login with your **Reader ID** and **PIN** to access your account. From this page you can also access the **Simple Search** and the **Guided Search**. The Advanced Search allows you to add more fields and search by title, author etc and also search by media type e.g. books, e-books. The Guided Search should be used when looking for a specific book.

The screenshot shows the library catalogue homepage with the following elements:

- Navigation:** Search, Guided Search, Login, History, Clear Session, Help
- Search bar:** Search library catalogue. Search in: All fields. Search terms: [input field]. Media type: All media. Search and Clear buttons.
- Simple Search:** [Simple](#) link.
- News and information:** [see more ...](#) and a bullet point: **KNOWLEDGE ALERT.** Want to keep up to date with the latest guidance or reports but don't have time to look for them? ...
- Most popular:** [see more ...](#) and a row of book covers:
 - Illustrated textbook of paediatrics
 - 150 ECG problems
 - Partners in Learning : a guide to support and ...
 - The endocrine system at a glance
 - ABC of breast diseases
 - Acute clinical medicine
- Please log in:** Reader code [input], P.I.N. (required) [input], Login button.
- Library opening times:**

Today	09:00 - 18:00
Wednesday	09:00 - 17:00
Thursday	09:00 - 17:00
Friday	09:00 - 16:45
Saturday	Closed
Sunday	Closed
Monday	09:00 - 17:00

SEARCHING THE CATALOGUE

To search the catalogue using the **Simple Search**, enter the Keywords and then click on **Search** (magnifying glass).

The close-up shows the search bar with the text "emergency medicine" and a magnifying glass icon to the right. Below the search bar is a link for [Advanced](#) search.



SEARCH RESULTS

Your results will be displayed 20 to a page, with basic information—the title, author, whether it is available or on loan and what type it is i.e. book or e-book. Most **books** have an abstract which can be viewed by clicking on the **title** of the book. If the book is available and you want to request it, put a tick in the box to the left of it (you can borrow up to 8 books) and once you've finished going through your results click on the **Request** link on the right hand side. If the book is on loan, then you can reserve it by clicking on the **Reserve Button** towards the bottom of the screen. **When requesting books, if you're not logged in, please make sure you add your name and the full address of where you would like them posting to or whether you will collect from the library.**

The screenshot shows a search results page for 'emergency medicine'. The search bar contains 'emergency medicine' and the results are displayed in a list. The first result is 'Annals of Emergency Medicine [Journal]'. The second result is 'Mody's emergency medicine Vol 1: adult CD-ROM [CD-Rom]' with a status of 'Available (1)'. The third result is 'Mody's emergency medicine Vol 2: pediatric CD-ROM [CD-Rom]' with a status of 'Available (1)'. The fourth result is 'Emergency medicine: an illustrated colour text [Book]' with a status of 'On Loan (1)'. The fifth result is 'A resuscitation room guide [E-Book]' with a status of 'Web Address (1)'. The sixth result is 'Emergencies in critical care 2nd ed. [E-Book]' with a status of 'Web Address (1)'. On the right side, there is a 'Please log in' section with a 'Login' button, a 'Results' section with links for 'Print', 'Email', 'Download', and 'Request', and a 'Library opening times' section with a table of hours for each day of the week.

TIP: You can not reserve a book that is listed as "Available". Only books that are currently on loan can be reserved by clicking on the Reserve button on the Detailed page.

The screenshot shows a detailed view of a search result for 'Oxford handbook of cardiology'. The search terms are 'emergency medicine' and the media type is 'All media'. The search results show 59 results. The selected result is 'Oxford handbook of cardiology' by Punjit Ramrakha (ed) and Jonathan Hill (ed). The book is available in 616.12 RAM. The edition is 2nd. The imprint is Oxford: Oxford University Press, 2012. The subjects are Emergency Medicine, Cardiology, Heart Disease. The keywords are Heart Diseases, Handbooks, manuals, etc., Cardiology-Handbooks, manuals, etc., Emergency medicine-Handbooks, manuals, etc. The notes include a list of topics covered in the book. The associated URL is https://shibboleth2ps.sams.oxp.com/Shibboleth.sso/Login?entityID=https://idp.eng.nhs.uk/openathens&target=https%3A%2F%2Fshibboleth2ps.sams.oxp.com/shibboleth3fdest=https://oxfordmedicine.com/SHIBBOLETH?dest=%2Fview/10_1093/med/9780199643219_001_0001/med-9780199643219. The related usage is 8. The citation is Ramrakha, Punjit, ed. and Jonathan Hill, ed. Oxford Handbook of Cardiology. 2nd ed. Oxford: Oxford University Press, 2012. The reservation information shows 0 existing reservation(s) and a 'Reserve' button. The table below shows the reservation details:

Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	T024214	LKS Whiston	Available		
2	E38	E-Book - Available online (WH)	Web Address		

E-BOOKS

If the book is an E-Book (indicated under **Medium** on the Search Results screen), you can access it from any computer using your **NHS OpenAthens ID**. Click on the title and on the next screen, look for the **Associated** field. In that field you will see a link, click on the link and on the next screen type in your NHS OpenAthens ID and password.

LIBRARY ACCOUNT

To get the most out of the catalogue we recommend that you login before using it. Once logged in, you can then access your account. From there you can renew your books (this must be done before they are due back); check and cancel any reservations you may have and view your loan history — this can help with references for books you may have loaned for study etc.

NB: The screen may show that you are not logged in, click on Search and your details will appear.

NEW STOCK/RESOURCES

If you want to be kept up to date with new stock/resources please sign up to the What's New email on our website here <https://www.knowledge-nw.nhs.uk/news> and you will receive an email informing you when the library has new stock/resources that you might be interested in, along with new services and general library news.

If we don't have the book/document that you want then you can request it from the library by completing the form on the Library and Knowledge Service website here

www.knowledge-nw.nhs.uk/suggest-new-stock and we will try to obtain it from another library for you - we will email you to let you know if this is possible.

To access the Library and Knowledge Service support, training and other helpsheets and video guides click on the Library icon on your Trust computer or go to www.knowledge-nw.nhs.uk

E-mail: library@sthk.nhs.uk Tel: 0151 430 1342

The copyright of this helpsheet is retained by the LKS, Mid Mersey Digital Alliance.