



***GUIDE TO LIBRARY & KNOWLEDGE SERVICES FOR BLACK  
COUNTRY PARTNERSHIP NHS FOUNDATION TRUST STAFF  
BASED IN WOLVERHAMPTON***

***Tel: 01902 695322. E-mail: [rwh-tr.belllibrary.nhs.uk](mailto:rwh-tr.belllibrary.nhs.uk)***

***Telephone Support: Monday – Thursday: 8.30am – 5pm, Friday 8.30am –  
4.30pm.***

***Staffing at Penn Hospital Library, located in the Beeches Education Centre:  
Fridays 1.30pm – 3pm***



Thank you for taking an interest in using the Library and Knowledge Services. We are based in the Wolverhampton Medical Institute based at New Cross Hospital in Wolverhampton and provide Library and Knowledge services to BCPFT staff based in **Wolverhampton**. We provide a range of support services including book loan, document supply, mediated literature searching and training and guidance on using the array of online tools available.

BCPFT staff based in the Sandwell area should use the library service of Sandwell & West Birmingham NHS Trust. Their telephone number is 0121 507 3587.

This short guide provides information on how to use these services and how and where you can obtain help and support.

## **1. Book Loan**

The library service is a partner of the BASE library network, which comprises of 21 healthcare libraries in the Birmingham and Black Country area. On registration you have access to a collection of over 80,000 items and dependent upon whether you are an employee of the BCPFT or a student on placement you can loan up to 10 items at any one time, usually for 4 weeks. You are also able to reserve items from any of the BASE libraries which will be sent to your home library at Penn Hospital for collection. The books can also be sent direct to your work address if this is more convenient. Items may be renewed online by logging into your personal account as long as no one else requires the book upon renewal.

If you wish to loan items you must complete a registration form, available from the library at Penn Hospital or online at [www.base-library@nhs.net](http://www.base-library@nhs.net) and select the “How Do I Join” section. You can also self issue any book from the library at Penn Hospital by following the instructions found on either the noticeboard or the librarian’s desk. Alternatively, you can contact the library service on 01902 695322 with your library card and the book you wish to loan.

## **2. Document Supply**

There are a small number of specialist psychiatry journals available in the library at Penn Hospital, however you may need an article that is not contained within these titles. To order an article you must have both a registered library account and a BASEdoc account. Once you have these you can remotely order an article at [www.basedoc.co.uk](http://www.basedoc.co.uk) and complete all the relevant information. BASEdoc allows you to both order articles and track the progress of your orders. Library staff will process your order immediately and order via our supplier networks with a standard supply of within 5 working days. The average supply time at present is 1.5 days. Upon receipt most articles will be e-mailed directly to you.

### 3. Mediated Literature Searching

The Library Service offers a mediated literature searching service whereby expert library and knowledge services staff will undertake a search of the literature in line with your requirements. We appreciate that there are significant time pressures so we are here to help and also provide advice and guidance if you are undertaking research. *Note we are not able to undertake a search if you are undertaking a masters level course of study.* The aim is to supply the required information within 3 working days, however this can be sooner if your requirements are urgent. You can either talk directly to library staff regarding a literature search or complete the request form on the BASEdoc system ([www.basedoc.co.uk](http://www.basedoc.co.uk)).

### 4. Online Resources

There are a range of online resources available to you that will support you in finding information for patient decision making and care and also your professional development. To access those purchased by NHS England for its staff or your organisation you will require an Athens account. This is an authentication account that provides access to licenced content and if you don't have one you can self-register at [http://www.openathens.net/nhs\\_users.php](http://www.openathens.net/nhs_users.php). Remember to select Black Country Partnership NHS Foundation Trust as your organisation during the registration process as registering with another organisation is not allowed.

The key resources available are;

NHS Evidence ([www.evidence.nhs.uk](http://www.evidence.nhs.uk)) – Free access (No Athens account required) to an extensive collection of evidence based guidelines and protocols

NICE Healthcare Databases (<https://www.nice.org.uk/about/what-we-do/evidence-services/journals-and-databases>) – access via your Athens account to 8 core bibliographic databases including Medline, Embase and Psycinfo. Basic and advanced searching available

Proquest Hospital Collection ([www.openathens.net/nhs\\_users.php](http://www.openathens.net/nhs_users.php)) – Offers an extensive range of health and social care publications and evidence-based resources. Proquest also provides access to PsychArticles and British Nursing Index

BNF/BNFC – available either online or as a downloadable app that can be accessed on your tablet or smartphone.

## 5. Training

Regular training and support sessions are available on using any of the above tools or on developing effective searching skills. These can be delivered as group or one to one sessions in either the library at Penn Hospital or in your work environment.

### Quick Checklist

1. **Become a library member by completing a registration form**
  - a. If you already have a BASE library card from another organisation then contact the library service (01902) 695322 to check if your card is still valid and to change your organisational details.
  - b. Browse the BASE library catalogue ([www.base-library.nhs.uk](http://www.base-library.nhs.uk))
2. **If you do not have an Athens account register at [http://www.openathens.net/nhs\\_users.php](http://www.openathens.net/nhs_users.php).**
  - a. If you have an Athens account from another organisation and you need to transfer it to the BCPFT then contact the Athens administrator for the BCPFT on 0121 507 3587.
3. **Register for a BASEdoc account to order articles not stocked in the library. You require a BASE library registration for this, but once you have this you can self register at [www.basedoc.co.uk](http://www.basedoc.co.uk).**
4. **Check out the library's website (<https://whiselibrary.wordpress.com/>) and click on the information for BCPFT staff.**
5. **Talk to library staff about any information you require.**