

## OPENING HOURS

The Library is open as follows:

Monday - Thursday                   **8.45 - 21.00**  
Friday                                   **8.45 - 17.00**

**The library is open on Public Holidays (excluding those at Christmas and New Year)**

**The telephone number for information and queries is 01896 661620/661632 (or BGH x7632)**

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**LIBRARY STAFF**

Librarian:                   Mrs. Moira Mitchell  
Campus Lib.Manager:   Mrs. Veronica Smith  
Information Assistants: Miss Louise Pollock (ILLs)  
                                  Mrs. Julie Gill  
                                  Mrs. Anne Johnson

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**FINDING INFORMATION**

The library offers access to a wide range of information, in both electronic and paper format. If you are looking for the most current information the best starting place is with the databases the library subscribes to.

**For all databases - How to get started:**

First logon to Explorer. If you are using the NHSNet pcs please ask for a security tag to logon. If you are a matriculated Napier University student logging on to the Napier network, you may use your NT ID and password. For others logging on to the Napier network, please ask for an ID for NHS staff.

- double click on the Explorer icon.

**NHSS eLibrary- this gives access to Medline, Cinahl, Embase, PsycINFO, Cochrane Library, British Nursing Index and 4000 fulltext journals, 250 fulltext books and much more...**

At the url type: <http://www.elib.scot.nhs.uk>  
You will need an Athens User ID and password for this – please ask library staff if you would like assistance registering for this.

**PubMed**

This is another version of **Medline** -with free access to all. No password are necessary. The software can be easier to use than Biomed or the e-library - but not always. The URL is

<http://www.ncbi.nlm.nih.gov:80/entrez/query.fcgi>

**Please do ask library staff if you need any assistance using these databases. You may printout from these pcs to the network printer located in the library.**

**Library catalogue**

To access the library's holdings, electronic and paperbased, consult the library catalogue. This is at url <http://nuin.napier.ac.uk/F> The Library catalogue is a record of all the books , serials, videos held at Melrose Campus Library - and throughout the rest of Napier University Learning Information Services, as well as a record of all electronic resources taken by NULIS.

Please remember to logon to the catalogue if you wish to renew loans or place holds. Your user ID is on your library card and begins 28042.: the password is *napier*, and you may change this by clicking on *My library card* and choosing *password*. If you choose the guest option you will be limited to searching only.

The book stock is classified under the National Library of Medicine Classification Scheme.

## JOURNALS

The Library subscribes to over 200 current journals covering a wide range of subjects within the health care field. Current issues are on display in the Library. Back copies are bound wherever possible, and are shelved in alphabetical order of title.

Although **journals are not available for loan**, copies of articles are available, subject to Copyright legislation. The photocopier is card operated.

The library has electronic access to a number of journals. Please ask for more information.

## BORROWING

All new users are required to complete a membership card, and are issued with a unique user number which is used in conjunction with the Library automated system to issue and return items.

Normally, readers may borrow up to **10** items .

External readers may borrow up to **5** items.

The usual loan period for books is **28 days**. Videos may be borrowed for **2 days**. Items should be returned (or renewed) on the date due. Loans may be renewed (by 'phone or in person) provided no other user requires the item/s. Items currently on loan may be reserved. Please ask at the Issue Desk for details.

**Short Loan Collection:**

The Library has a small short loan section of items which are in heavy demand for coursework - these items may be borrowed for 48 hours only. Please return these items on time to avoid the fine of 50 pence per day, or part of day.

Fines will be incurred on overdue items. The charges are:

Standard loan	15p. per day per item
Short loan	50p. per day per item

Any fines outstanding will be held on computer and should be paid as soon as possible. Outstanding fines will result in any reader losing access to library services.

All items in book stock are available for loan, with the exception of Reference Books. **Journals may not be borrowed from Library holdings.**

Items are issued and returned at the Library Issue Desk. If you are unable to get to the Library in person, items may be returned via the internal mail or Courier service, or by external mail services. Please make sure that packages containing books are well protected and securely fastened. Items remain the responsibility of the user to whom they were issued until they have been entered as returned on the circulation system.

#### **INTERLIBRARY LOANS**

The Library offers an interlibrary loan service where material can be borrowed from external sources, or copies of articles obtained, that the Library does not stock. Students will be asked to gain approval from their tutor for Inter-Library Loan requests. Students may have access to an intercampus photocopy service for £1.50 per article.

#### **CURRENT AWARENESS SERVICE & LITERATURE SEARCHING**

The Library maintains a subject index containing details of articles on a wide range of topics. This internal database gives access to material that is held by the Library within its periodical stock.

This database is updated monthly: select lists of the references added each month are circulated to all wards and units in the form of a **Current Awareness Bulletin**. Please ask if you would like to receive more information on the bulletin. The bulletin is also available at <http://www.napier.ac.uk/depts/library/services/melrocas/mcasissu.htm>

A literature search service is available for NHS Borders staff as well as advice on how to conduct your literature search. Help or advice with your search is available for any library user. Please contact the Librarian for literature searches or for more information please ask any member of library staff.

#### **WORD PROCESSING & POWERPOINT**

Limited access to word processing facilities and to Powerpoint is available. For those who are not Napier students these are only available on NHSnet. Please ask if you need help to get started with this.

#### **VIDEOS**

A video playback machine and a dvd machine are available - please ask if you require more information..

#### **TRAINING in use of databases & the NHSS e-library**

Formal training sessions in the use of library databases is available in the afternoon of the last Friday of every month. Please ask the Librarian for more information. If any of these sessions is not suitable for you please contact Moira on BGH x7620 or email [ml.mitchell@napier.ac.uk](mailto:ml.mitchell@napier.ac.uk)

#### **FINALLY...**

The Library is a quiet area. Please keep as quiet as possible, and if conversation is necessary please try to conduct it elsewhere! Please don't bring food or drink into the Library, or use mobile phones. Please do not hesitate to

contact us if you require further information on any of the services mentioned above, or if you have any other queries.



# Melrose Library: a guide to its use



**Borders**