

In addition, many journals are available electronically. You can access these from Voyager at <http://library.cardiff.ac.uk>, from ELibrary at Cardiff at <http://ejournals.cardiff.ac.uk> or alternatively, you can access both via the MWE.

Databases

Cardiff University subscribes to a range of **databases** which can help you find journal articles and other subject-related information. MEDLINE, CINAHL, SCOPUS, British Nursing Index and the Cochrane Library are among some of the most useful databases for healthcare subjects. For a full list of databases, go to www.cardiff.ac.uk/insrv/eresources and click on Databases. Alternatively, this list can also be accessed via the MWE.

Book a Librarian

Library staff are here to help you, so please do not hesitate to ask if you have any queries. You can Book a Librarian for a one-to-one session to discuss your enquiry in detail. Phone or email the library to arrange a time to suit you.

Thesis collection

A small collection of theses belonging to the Schools of Nursing and Midwifery Studies and Healthcare Studies are held in the library for reference use only.

Inter-library loan service

Use the inter-library loan service to obtain books and journal articles which are not available in Cardiff University Libraries. Please ask at the Library Issue Desk for details of this service. All students must have their journal requests countersigned by their tutor.

Computing facilities

You may use our networked computers, to access electronic databases and software, including the internet, word-processing, e-mail and graphics. All networked computers are linked to printers. Computer rooms are available throughout the campus, some open 24 hours a day.

Photocopying

Self service photocopiers are available for staff and student use. Payment is either via your network account or a pre-paid card available for purchase at the Library issue desk.

Book purchase

If you wish to recommend a book title for purchase, or suggest that the library holds more copies, please fill in a book recommendation form which is available at the Library Issue Desk.

HOWIS

The Nursing and Healthcare Studies Library has a terminal connected to the Cardiff and Vale NHS intranet and HOWIS (Health of Wales Information Service) for use by Cardiff and Vale Health Board staff.

Users with disabilities

We try to make our facilities as accessible as possible for users with disabilities. A wide range of assistive equipment is available. Please do not hesitate to ask if you need assistance of any sort. More information is available at: www.cardiff.ac.uk/insrv/fordisabledusers

Study environment

The Library aims to provide an area conducive to study for all who use it. Please do not inconvenience other users by talking loudly, listening to music or using your mobile phone. Library users are now allowed to drink bottled water in public spaces of the library other than designated refreshment areas, but are still not allowed other forms of food and drink.

Nursing and Healthcare Studies Library

Cardiff University
Second Floor
Ty Dewi Sant, Heath Park
Cardiff CF14 4XN

Tel.: 029 206 87713
Fax: 029 206 87715
Email: healthcliby@cardiff.ac.uk

Opening Hours

Please check our web site for details of our current opening hours: www.cardiff.ac.uk/insrv/opening

Please ask the staff for assistance in using the Library or for advice on searching for information. We are here to help you!

This guide is also available in alternative formats.

Please note that in summer 2011 this library will be merging with the Library, School of Nursing & Midwifery Studies, Caerleon and the Duthie Medical Library in a new library in the Cochrane Building, Heath Park, currently under construction.

Collections

The Library covers the subject areas of:

- Nursing
- Occupational Therapy
- Physiotherapy
- Radiography
- Medical Photography
- Operating Room Practice

Membership

All staff and students of Cardiff University can use the Nursing and Healthcare Studies Library. Membership is also open to NHS staff working in the Cardiff area. For healthcare professionals not fulfilling this criteria, a fee paying membership is available. Please ask at the Library Issue Desk for further information.

Borrowing materials

Your University Identity Card

Please carry your University card at all times when visiting the Library. You will also need it whenever you borrow or renew books. You are responsible for all materials issued on your card so do not lend it to anyone else. Please keep your card safe and let us know at once if you lose it. There is a £10 replacement fee.

How many items can you borrow?

Details of current loan entitlements are available at the Library Issue Desk. Please note that loan periods may vary, so please check the date label for the date of return. Most books in the Nursing and Healthcare Studies Library are available for 4 week loan. Some popular books are restricted to 2 weeks and these are marked with yellow tape. Books that are in very heavy demand for particular assignments are placed in the reference collection for library use only.

Renewals

Loans may be renewed up to 6 times unless reserved by another user. To renew loans use the My Account option on Voyager, telephone the Library or come to the Library Issue Desk to renew with your University identity card.

Please Note: you may only renew library books yourself if they are in date, if you owe less than £10 in fines or if you have not reached your maximum number of renewals.

Returns

For the benefit of others you should return loans no later than the date given at the time of issue or renewal. A book return bin is available for out of hour returns.

Fines

Fines are payable on material returned late. Current rates of fines are displayed at the Library Issue Desk. Readers with fines or overdue books will not be able to borrow until overdue items are returned and fines paid.

Reservations

If you wish to reserve a copy of a book that is held in any of the Cardiff University libraries and is already on loan, please use the reservation option on Voyager, the library catalogue. You will be notified when the item becomes available. Please note that if you make a reservation on Voyager, you will have to go to the library which holds the book to collect it. If you wish to reserve or borrow a book that is not held on the Heath site, please complete a reservation form and hand in to the Library Issue Desk. We will then arrange for the book to be sent to the Nursing and Healthcare Studies Library for you to collect.

N.B. students may only borrow direct from Wales NHS Libraries when on placement, otherwise please use the reservation service.

Finding information

Books

Books are arranged on the shelves according to subject. Each book is labelled with its subject classification number and is filed on the shelves in this order. Electronic books are available via Voyager.

Use the Voyager library catalogue to:

- Locate items in any of the Cardiff University Libraries plus over 20 other NHS Trust/Health Board Libraries across Wales
- Check whether items are on loan. Place requests for items which are on loan
- Renew the period of loan for the items you have borrowed
- View a list of the items you currently have on loan or have requested

You can access Voyager from dedicated computers in the library or from any computer with Internet access at <http://library.cardiff.ac.uk>. Access to Voyager is also available via the MWE. Please see the section on access to e-resources below. A separate leaflet gives detailed instructions on using Voyager.

Cardiff University staff and student access to e-resources

Whether on or off-campus access Cardiff University e-resources via <http://mwe.cf.ac.uk> and login using your Cardiff University username and password. This portal provides you with a personalised web interface with access to Cardiff University email and e-resources such as Voyager, electronic journals and databases. Once logged on you will not have to login to individual e-resources again.

Journals

Journals are arranged on the shelves alphabetically by title. They are for reference use only in the Nursing and Healthcare Studies Library.