

Reservations

Please fill in a reservation form to reserve a Whitchurch item that is out on loan or an item located at one of the other Cardiff University libraries.

A courier service exists for material located at libraries on the Cathays Park and Heath Park campuses or in the off-campus library stores. Please ask for details. You will be notified when the item becomes available.

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 and Enquiry Desk for details of this service.

Computing facilities

Cardiff University staff and students, consultants with an honorary teaching contract and training grade doctors may use our networked computers to access electronic databases and software, including the internet, word-processing, email and graphics. All networked computers are linked to a printer.

Photocopying

A self-service photocopier is available for staff and student use. Please ask for further details at the Library Issue and Enquiry Desk.

Other facilities

Floppy Discs @ 50p per disc
Laminating @ 50p per A4 sheet
Spiral Binding @ 70p per spine
@ 70p per pair of cover sheets
CD rewritables @ £1 per disc

Users with disabilities

We try to make our facilities as accessible as possible for users with disabilities. A computer with specialised software is available, along with a wide range of assistive equipment. Please do not hesitate to ask if you need assistance of any sort. More information is available at:

www.cardiff.ac.uk/insrv/fordisabledusers

Membership

All staff and students of Cardiff University can use the Whitchurch Postgraduate Centre Library.

Membership is also open to NHS staff working in the Cardiff area.

External membership schemes are available. For further information, please ask at the Library Issue and Enquiry Desk.

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. Eating and drinking are not permitted in the Library.



Whitchurch Postgraduate Centre Library

Postgraduate Medical Centre
Whitchurch Hospital
Cardiff University
Cardiff CF14 7XB

Tel. (tie line): 71-6382
Tel. (external): 029 2033 6382
Fax: 029 2052 0170
Email: whitliby@cardiff.ac.uk
DAWN No.: 01873 6382

Opening Hours

Monday to Thursday: 09.00 to 17.00
Friday: 08.30 to 16.30

Please note that opening hours vary during the vacation and on seasonal and bank holidays. Please check our web site for details:
www.cardiff.ac.uk/insrv/opening

Librarian: Eirian Kelly BA MA DipLIB MCILIP

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.

Location

The Library is situated in the grounds of Whitchurch hospital and is located within the Whitchurch Postgraduate Medical Centre.

Collections

The Library covers the subject areas of:

- Psychiatry
- Psychology
- Community Care and Sociology
- General Medicine

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.

Use the Voyager library catalogue to:

- Locate items in any of the Cardiff University Libraries plus over 20 other NHS Trust / Postgraduate Centre Libraries across Wales
- Check whether items 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 the library computers or from any computer with Internet access at: <http://library.cardiff.ac.uk>

A separate leaflet gives detailed instructions on using Voyager.

Journals

Journals are arranged on the shelves alphabetically by title.

A monitoring slip is attached to the front of many of the current journals. Please remember to sign the appropriate slip if you consult a journal. This helps us to gauge how much a particular title is being used.

In addition, many journals are available electronically. You can access these from Voyager at <http://library.cardiff.ac.uk> or from <http://ejournals.cardiff.ac.uk>

Databases

Cardiff University subscribes to a range of **databases** which can help you find journal articles and other subject-related information.

For a full list of databases, go to www.cardiff.ac.uk/insrv/eresources and click on *Databases*.

Some databases can be accessed using your Cardiff University Login. For certain databases you may need a username and password; for further details please contact the Library Issue and Enquiry Desk.

HOWIS

There are two workstations connected to the Cardiff and Vale NHS intranet and HOWIS (Health of Wales Information Service) for use by Cardiff and Vale NHS Trust staff. HOWIS contains information on management and planning in NHS Wales as well as enabling access to a range of healthcare and evidence-based databases and resources. These workstations also provide word-processing facilities for NHS staff.

The knowledge bases on HOWIS can be accessed from home. A password is required, please ask the Librarian for details.

Borrowing material

Your University Identity Card

Please carry your University card at all times when visiting the Library. You will also need it whenever you borrow material.

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.

How many items can you borrow?

Full-time undergraduates	12
Taught postgraduates	15
Research postgraduates	25
Academic staff	32
NHS staff	12

Please note that loan periods vary. Items in greater demand may be available for shorter periods only. Please check the date label for date of return.

Renewals

During the academic session you can normally renew your loans for a further period. Maximum number of renewals is 3 unless it has been reserved by another user.

Use the *My Account* option on Voyager, telephone the Library or come to the Library Issue and Enquiry Desk to renew.

Returns

For the benefit of others you should return loans no later than the date given at the time of issue or renewal. Fines are payable on material returned late.

Fines

If you have fines or overdue items you may not be able to borrow until overdue items are returned and fines paid.