

Who can use the library?

- All Midlands Partnership NHS Foundation Trust staff
- Students on placement within MPFT
- Service users and the public can use the library for reference



Books and e-books

- Find out which books and e-books are in the library via our catalogue at librarycatalogue.sssft.nhs.uk
- Once you've registered, you can borrow 10 books for up to 4 weeks at a time from either MPFT library.
- We can send books to your workplace address in Staffordshire or Shropshire if it is on the internal mail system.
- You can read the e-books online or download them to PCs, laptops and most tablets and Smartphones (NHS OpenAthens account needed).
- You can renew or reserve books online using a Reader PIN, or by contacting library staff. Ask staff if you need a PIN.
- We welcome your book suggestions.
- You can borrow books from the Health Library at Royal Stoke or the library at County Hospital. You need to visit these libraries in person and pay fines if you return books late.

Journals and journal articles

- Most of our journals are now available on the Internet.
- You can access specific journals through your NHS OpenAthens account at journals.nice.org.uk
- The libraries hold some current print journals and older issues for use in the library.
- To find articles on a particular topic, you can search a range of databases including Medline, CINAHL and PsycInfo using your NHS OpenAthens account.

- The library can source copies of most articles free for MPFT staff. Fill in an online or paper article request form

Literature searching and enquiries

- The library can answer general information enquiries. We will answer brief queries immediately, and those requiring more in-depth investigation within 5 working days.
- Library staff can help you do a literature search for study purposes or can do the search on your behalf for work use.
- If you need the search to inform guideline or service development, or similar, we can include a synthesis at the beginning of the search. This summarises the main findings.

Training

- The library can provide training in literature searching, using the internet more effectively and critical appraisal.
- We can arrange one to one and groups sessions in the library, in your workplace, or using Skype for Business.
- You can go to the Stoke Health Library's scheduled training – book a place online.

Keeping up to date

- You can sign up to regular current awareness updates on over 70 topics. Ask staff for a Be Aware sign-up sheet or go to the 'Keeping Up to Date' page at library.sssft.nhs.uk
- To sign up for the monthly Clinical Effectiveness or Health Inequalities bulletins, e-mail sally.thomas2@mpft.nhs.uk
- For updates on a topic we don't already cover, e-mail library@mpft.nhs.uk with details

Other services

- You can print or photocopy library information to the corporate MFDs from an MPFT login. There is a small charge for personal printing or photocopying.

- Both libraries have PCs with Internet access and free Wi Fi
- You can access library services 24 hours a day by the library web pages (library.sssft.nhs.uk) and e-mail.
- To speak to a member of staff ring 9-5, Monday to Friday.
- MPFT staff can have out of hours access at both libraries – please ask local library staff

What next?

- To join the library, please fill in a registration form.
- For library forms and leaflets, go to library.sssft.nhs.uk or ask library staff.
- If you need anything in different formats please contact us.
- Register for an NHS OpenAthens account at <https://openathens.nice.org.uk/> to access electronic books, journals and databases.
- For information about the North Staffordshire Health Library, go to www.keele.ac.uk/healthlibrary/
- We hold any personal data you supply us with in line with data protection law. Contact us to see our Data Privacy Notice.

Contact Us

 **Website:** library.sssft.nhs.uk

 **E-mail:** library@mpft.nhs.uk

 **Twitter:** @library_mpft

Library, Learning Centre, St George's Hospital,
Stafford, Tel: 01785 221584

Redwoods Library, The Redwoods Centre,
Shrewsbury, Tel: 01743 210110



Midlands Partnership

NHS Foundation Trust

A Keele University Teaching Trust



Library and Knowledge Services

Guide to using your Library Services

- Join the library
- Borrow books
- Access electronic resources
- Get articles
- Request literature searches
- Request training
- Manage your library account online
- Keep up to date with publications
- Contact the library