

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

- Search for books and e-books via our online catalogue. Click the 'find a book' option on our website homepage: library.sssfth.nhs.uk
- Once you've joined the library, you can borrow 10 books for up to 4 weeks at a time from either MPFT site library.
- We can send books to your work address in Staffordshire or Shropshire in the internal mail.
- You can read e-books online or download them to a PC, laptop and most tablets or Smartphones (you will need an NHS Open Athens account).
- Renew and reserve books online using your Reader Code and PIN or by contacting us. You will receive your Reader Code and PIN in your welcome email when you join the library.
- You can borrow books from the Health Library at Royal Stoke or County Hospital. You need to visit these libraries in person and pay fines if you return books late.
- We welcome your book suggestions.

Journals and journal articles

- Most of our journals are available online.
- You can access specific journals using your NHS Open Athens username and password 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 topic, you can search healthcare databases including Medline, CINAHL and PsycInfo. Get

access to full text articles with an NHS Open Athens account.

- The library can source copies of most articles free of charge for MPFT staff. Fill in the article request form on our website: library.sssfth.nhs.uk/libraryliterature

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 do the search on your behalf for work use.
- If you need the search to inform a guideline or service development, we can provide a synthesis - This summarises the main findings.

Training

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

Keeping up to date

- Sign up to receive regular current awareness updates on over 70 topics. Ask staff for a Be Aware sign-up sheet or visit the 'Keeping Up to Date' page on our website: library.sssfth.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 your request.

Other services

- You can print or photocopy using corporate MFDs from a Trust

computer. 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 through the library web pages: library.sssft.nhs.uk and e-mail.
- To speak to a member of staff call us between 9am-5pm, Monday to Friday.
- MPFT staff can have out of hours access at both libraries – please ask local library staff for more details.

What next?

- To join the library, complete our online registration form at library.sssft.nhs.uk or visit your local site library.
- For library forms and guides, go to library.sssft.nhs.uk or ask library staff.
- If you need anything in different formats please contact us.
- Register for an NHS Open Athens account at <https://openathens.nice.org.uk/> to access e-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

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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