



The Friends of the Children of Great Ormond Street Library



Location

UCL Institute of Child Health
2nd floor
30 Guilford Street
London WC1N 1EH
Tel: + 44 (0) 20 72429789 Ext. 2424
Email: library@ich.ucl.ac.uk
Website: <http://www.ucl.ac.uk/ich/services/library>

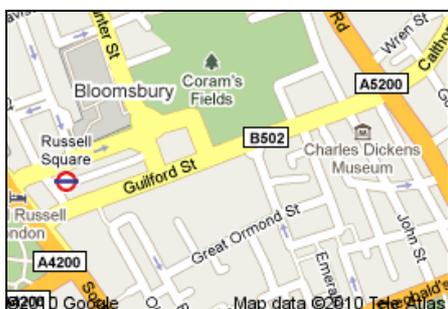


Opening hours

9am – 6pm, Monday to Friday.
ICH and GOSH card holders:
8am – 10.45pm, 7 days a week.

Disabled access & special requirements

The Library is accessible for disabled persons (lift access to the second floor and wheelchair access into the Library). You may wish to phone ahead if you require assistance.



Staff

John Clarke	Librarian, Tel 020 7905 2156, Email j.clarke@ich.ucl.ac.uk
Grazia Manzotti	Deputy Librarian & Nursing and Allied Health Liaison, Tel 020 72429789, Ext. 2424, Email g.manzotti@ich.ucl.ac.uk
Heather Chesters	Assistant Librarian, Global Health and Development collection, Tel. 020 7905 2740, Ext. 2740, Email h.chesters@ich.ucl.ac.uk
Sui Jing Ly	Library Assistant, Inter-Library Loans (part-time), Tel. 020 72429789, Ext. 2424, Email s.ly@ich.ucl.ac.uk
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Introduction

The Friends of the Children of Great Ormond Street Library provides a wealth of information and training for staff and students at the Institute of Child Health (ICH) and for staff of Great Ormond Street Hospital (GOSH). The Library has existed in some form since ICH was established in 1945. Great Ormond Street Hospital opened in 1852 and was the first children's hospital in the world. Today it is still one of the world's foremost children's hospitals and the Institute, which is effectively its "Medical School", undertakes research into diseases of childhood. The Library was originally based at GOSH but it was relocated when the ICH main building was opened in the early 1960s. In 1996, funding was made available to refurbish and extend the Library and a further extension to the reading room was provided in 2002. The Reading Room was redesigned and refurbished in 2009. In January of the same year the Library merged with University College London (UCL) Library Services.

Membership

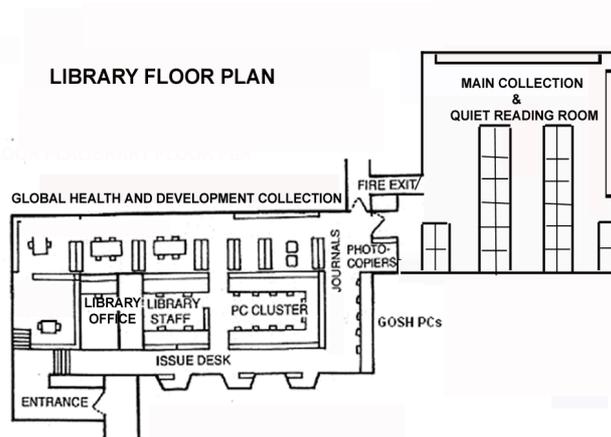
Full membership is open to all staff of ICH and GOSH and to students and visitors attached to the Institute and Hospital for a period of at least 3 months. Visitors for less than 3 months are issued with 'Reference only' cards and are not entitled to borrow books.

- ICH staff and students need their UCL ID badge in order to use the Library.
- GOSH staff need to fill in a registration form (available from the Issue Desk) and show proof of address (i.e. driving licence, utility bill, bank statement) together with their GOSH photo-ID badge to join and then use the Library.

ICH and GOSH registered members of the Library can obtain access to the Library for reference use only at any time during normal Institute opening hours – from 8am to 10.45pm, seven days a week. To access the Library outside staffed hours, your photo-ID badge must be encoded at the ICH reception desk during the following times: 10am – 12pm or 2pm – 4pm. Those who wish to stay in the Library after 9pm, must sign in at the ICH reception desk. Staff and students who leave the Institute and Hospital are not entitled to borrow from the Library and are required to return their cards when they leave.

Arrangement of the Library

The Library is situated on the second floor of the Institute building and is divided into two main spaces. The **Reading Room** is a quiet study area and holds the main nursing and paediatric collection of the Library. The **Global Health and Development Collection**, holds a variety of resources about international health and disability. These include books, journals, manuals, reports, posters, CD-ROMs, videos, games and other visual aids. Many materials are from less developed countries and the Collection includes both published and unpublished literature not readily available elsewhere in the UK.



Library Website & Catalogue

eUCLid Library Catalogue

Items held in the Library are listed on the UCL "eUCLid" web catalogue at <http://library.ucl.ac.uk>.

Books are shelved in classified order in the **Reading Room** and in the **Global Health and Development Collection**. The Library website which includes links to the databases, electronic journals, other resources and many useful websites is at: <http://www.ucl.ac.uk/ich/services/library/homepage>. A full list of other Libraries catalogues can be found here together with updated electronic resources for NHS staff and the whole range of services provided by the Library. There is also a blog <http://gosh-lib.blogspot.com/> to keep all users up to date with all the Library news.

Journals

Journals are for reference only and may not be borrowed. **Current** journals are shelved around the PC cluster in alphabetical order of title, with the latest issue displayed and recent issues slotted behind the hinged display slopes. **Back** volumes (the last 5 years) are shelved in the main part of the Library, arranged in alphabetical order of title. **Older** issues are kept in the UCL Wickford Store: they can be requested on the "eUCLid" web catalogue and they are delivered to the Library on the following working day.

Electronic journals are accessible via the dedicated UCL Walk-In terminals situated next to the Issue Desk. To log into these computers, your Library Barcode and PIN code are needed. In addition to accessing electronic journals, these PCs provide a gateway to a variety of bibliographical databases (such as PubMed, EMBASE, PsycINFO) and full-text resources.

PC Workstations

The PC cluster adjacent to the staff area allows access to the Internet via the ICH/UCL network. From these ICH/UCL computers members may access the UCL wide range of resources, including electronic journals and databases using their UCL computing account to login. More computers are available to GOSH staff. These can be found opposite the current journals area and are linked with the Hospital network allowing data processing, internet browsing and intranet services.

Books

Books are listed on the “eUCLid” web catalogue at <http://library.ucl.ac.uk> and shelved in a classified order in the Reading Room. Most books can be borrowed for 8 weeks. However, this period will be reduced if the book is requested by someone else. Fines are charged at 20p per day if books are overdue. Material from the **Global Health and Development Collection** may be borrowed for 1 week. Books from the **Global Health and Development Collection** are fined instead 30p per day.

Both standard and 1 week loans can be renewed if your loans are not already overdue, if you owe no money to the Library or if nobody else has requested them. You can do it online using your own library account by selecting “My Account” at the top of the eUCLid catalogue screen at <http://library.ucl.ac.uk>, in person at the Issue Desk of any UCL Libraries or by telephone during opening hour.

A book security system is in operation at all times. This system allows items to be borrowed when the Library is staffed, but an alarm sounds as a reminder to readers who remove items without having them issued correctly. When the Library is not staffed, ‘live’ books and journals if taken through the book detection system will cause the alarm to sound and the exit door to lock. During staffed hours books should be returned to the Library counter. When the Library is not staffed, items should be returned through the letterbox located in the wall near to the entrance. Readers will be required to meet the cost of replacement of any item which is lost or damaged whilst on loan to them.

Inter-Library Loans

Besides using any other UCL Libraries, ICH and GOSH registered members may apply for items to be borrowed from other institutions – i.e books and photocopies of articles. Requests should be made online through the UCL Library catalogue at <http://library.ucl.ac.uk>. There is a charge of £3 for each item requested, which may be deducted from the appropriate departmental fund. For more information about interlending and document supply, you can also refer to the FAQ section of the Library blog <http://gosh-lib.blogspot.com/>.

Photocopying

Two self-service photocopying machines are available. The copiers are operated by cards, however one accepts also cash. Costs of copying are as follows: A4 – 7p, A3 – 14p

Personal cards. Cards for personal use are available from the Library at a cost of £2, £5 and £10. They all include 50p deposit for the reusable card that can be re-credited by library staff.

Departmental cards. Most departments hold cards for departmental use. Departmental cards may be purchased from the Facilities Office at ICH.

‘Moncrieff’, ‘Sandifer’, ‘Still’, ‘West’ and ‘Office’ locations

These locations refer to our historical collections which are reference only. They are named after Sir Alan Moncrieff (1901-1971), Emeritus Professor of Child Health at the University College London; Paul Harmer Sandifer (1908-1964), Neurologist at Great Ormond Street Hospital; Sir George Frederick Still (1868-1941), first Professor of Britain’s children’s diseases and the outstanding British paediatrician of his day and Charles West (1816-1898), pioneer of English paediatrics and founder of Great Ormond Street Hospital. Books in these special sections have no classmark on them and can be identified in the UCL Library Catalogue as CHILD HEALTH + location + first three letters of author’s surname. For example, Alexander Dingwall’s “Diet in Infancy” will have the classmark CHILD HEALTH SANDIFER DIN in the UCL Library Catalogue and it will be located in the Sandifer cabinet. The same applies for the location “Office” with books kept in this case in the Library office.

MSc and PhD theses

The library holds a certain number of MSc theses for some CIHD taught postgraduate programmes. All other ICH theses (i.e. PhD) are held in the UCL Wickford Store: they can be retrieved by submitting an online Store Request Form on the UCL “eUCLid” web catalogue and consulted but only in the Science Library where they can be delivered. All this material is for reference use and it cannot be borrowed.

Other resources

Non-networked resources include CD versions of some textbooks and licensed software. Most of these items are available for loan.

The **Quick Reference** collection is opposite the Issue Desk. It includes dictionaries, directories, pharmacopoeias and other quick reference items are available for reference only.

Training and support

The Library offers help in literature searching, running inductions and refresher sessions for all your clinical information needs. An updated list of our training sessions is available both in paper at the Issue Desk and online in the Library webpage.

Telephones

Bleeps can be answered on the internal telephones, situated by the Library entrance and adjacent to the photocopiers (ext. 2100). A public telephone is available on the basement level, adjacent to the Refectory.

Library rules

The Library rules are displayed on the Library notice board and online at <http://www.ucl.ac.uk/library/regs.shtml>. All readers are expected to observe them.

Please do not eat, drink or smoke in the Library.

Please use the **Reading Room** area for quiet study.