

- Other Services -

Workspaces

In addition to our communal study area we have a study room available which can be used for either group or quiet study. We also have a designated training room, equipped with laptops and a projector which, when not in use for training, is also available for group or quiet study.

Enquiries

We are happy to help with your enquiries, either in the library, by post, phone, or e-mail. Our contact details are on the front of this guide.

Document delivery

We can obtain items on your behalf from a range of other libraries. This service is available to registered library users and there is a charge made per request.

Current awareness & Literature searches

Services to help you keep up to date with new literature being published in your chosen field. Please ask for further details and application forms.

Current awareness - Library staff work with you to create a personalised search profile (incorporating relevant keywords, journal titles and search limits). Once set up, results are delivered monthly by e-mail.

Literature searches –as well as training you how to carry out effective searches, we can also conduct one-off literature searches on your behalf (aimed at infrequent searchers).

Training

Library staff offer expert training and advice on a wide range of topics, particularly relating to databases and electronic information. Details of our free information skills training programme, and how to book can be found on the Library web site. We can also arrange bespoke group or individual training sessions either in your department or in our designated training room.

Information about other UCLH libraries can be found at: www.uclh.nhs.uk/libraries/
Information about other UCL libraries can be found at: www.ucl.ac.uk/Library/

(last updated 9th June 2011)



UCL Institute of Neurology
&
UCLH National Hospital for
Neurology & Neurosurgery



Queen Square Library incorporating the Queen Square Archive & Museum

-Guide to Services -

Location **Queen Square Library**
1st Floor, 23 Queen Square
London
WC1N 3BG

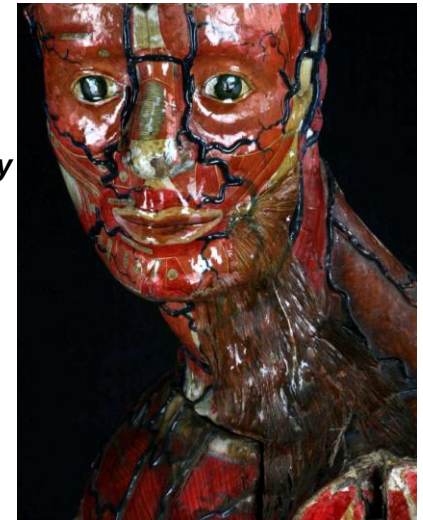
Hours **09.00- 19.00* Monday – Friday**

**Entry to the library is by swipe card only between 18.00-19.00. Swipe cards are available to users based at Queen Square & Wakefield St. Please ask library staff for details.*

Phone **84144** internal ext.
+44 (0)20 3448 4709
+44 (0)20 7829 8709

Email **library@ion.ucl.ac.uk**

Web **www.ucl.ac.uk/ion/library/**



*Holders of ION, NHNN, UCL, UCLH, RFH, GOS, MEH, ROH
ID cards may register to use the Library.*

Identity cards must be available for inspection at all times.

We welcome any suggestions you may have regarding additions to stock or any other aspect of our services. Book suggestion forms are available in the library and on our web pages.



University College London Hospitals 
NHS Foundation Trust

- Books & Journals -

The library contains a wide range of neurological books and journals, together with some general medical and biomedical literature. Please consult the journal holdings list and library catalogue for further details and locations. Both are available in the library or via the library web pages.

Book collections

- **Books & book series** – most books may be borrowed by registered users for four weeks & renewed up to three times. Items required by another reader may be recalled sooner.
- **Short loan books** (red stripe) - some of our most heavily used items may be borrowed for one week and renewed once (if not reserved).
- **Overnight loan books** - these must remain in the library during the day, but may be borrowed after 5.30pm. Items must be returned by 10.00am the next working day.
- **Coursebooks** (yellow stripe) – textbooks and reading list items for students studying at Queen Square.
- **Reference books** – these are for use in the library only and include dictionaries and medical directories.

Journal collections – printed & electronic

- **Printed journals** - non-current journals may be borrowed by Queen Square staff, but must be returned within an hour. Journals are held on the 1st floor, and in the store (library staff collect store requests daily).
- **Electronic journals** – Several thousand titles are available to registered users of the Library. Please note that password and network restrictions are placed on many titles.

Multimedia collections

- **Multimedia** - a small collection of DVDs and CD-ROMs are available.

- Computers, Photocopying & Printing -

We have 8 terminals for reader use, each of which can operate on either the hospital network (UCLH login required) or as a UCL walk-in machine for access to licensed e-resources (all registered Library users), and WTS (UCL users). We also have one terminal designated for searching the library catalogue.

For laptop users there are network and power points at all desks. Wireless internet access is available to university members using the eduroam service.

A photocopier and a laser printer are available at a cost of 5p per A4 sheet. Users must comply with copyright regulations, which are displayed next to the machines.

- Databases -

Various databases are available via the library web pages and in the Library. These include Medline, Web of Knowledge, Cochrane Library, Clinical Evidence, PsycINFO and Embase. Library staff also maintain:

- **Staff publications database** - a database of Queen Square staff publications from 1989 onwards.
- **Patient support database** – a unique database, providing access to details of over 200 Neurology-related Patient Support Groups and Charities.

- The Library on the Internet – <http://www.ucl.ac.uk/ion/library/>

Our website provides access to a wide range of information including:

- **Information about the library** - full details of all our services and regulations.
- **Access to the catalogue** - full details of the entire book, journal, book series and historical collections.
- **Journal information – print & electronic journals** - full details of our print holdings, recent acquisitions, and links to full text electronic journals.
- **Database news and access** - links to all the major databases, the staff publications and patient support databases, plus guides and news.
- **MSc and Diploma pages** - full programme details of each course; plus lecture notes, reading lists, links to articles, and student guidelines.
- **Links to selected web sites** - covering topics such as neurology, nursing, NHS resources, evidence based health care, societies, and patient information.

- Museum, Archives and Rare Books -

- **Historical collection** - a unique collection of specialist, rare and historical books and papers. Details are in the library catalogue. Items from this collection are reference only.
- **Queen Square Archives** – a fascinating and unique collection of archives, including minute books, case notes, photographs, documents, maps and plans. The collection charts the history of the National Hospital from its foundation in 1860 until the middle of the 20th Century, and the Institute from 1950. The archives are currently being catalogued. (contact: archives@ion.ucl.ac.uk)
- **Queen Square Museum** – the library contains the museum for the National Hospital and the Institute of Neurology. Regular exhibitions showcasing the contribution of Queen Square are held.