



## Library Essentials for GOSH Staff

**We want you to make the best use of our Library resources and services. This guide will help you to get started, but our Librarians can also provide personal introductions to our services.**

### UCL Great Ormond Street Institute of Child Health Library

- All GOSH staff are entitled to join the Library, which is located on the 2nd floor of the GOS-ICH Main Building.
- The Library is staffed between 9.00-18.00, Mon-Fri. Out-of-hours library access is available to all GOSH staff who have joined the Library and whenever the GOS-ICH Main Building is open .
- The Library contains two specialist book collections: Paediatrics, nursing and allied health and Global health and development.
- The Library has plenty of desk space for quiet study. There are 7 GOSH computers, 5 UCL walk-in computers providing access to UCL e-journals for GOSH Staff, Wi-Fi access, and a self-service machine.

### UCL Library Access

- Library membership also entitles GOSH staff to use, and borrow from, any UCL library.
- There are many UCL libraries, most of them in central London and easily accessible by public transport or on foot.
- There are 10 medical libraries.
- Refer to [www.ucl.ac.uk/library/sites](http://www.ucl.ac.uk/library/sites) for a list of UCL's libraries, their opening hours and contact details.
- UCL's individual libraries operate many of the same policies with regard to library usage. However, for administrative and historical reasons, some differ slightly from others. If in doubt, always check with staff locally.

UCL Great Ormond Street Institute of Child  
Health Library Website  
[www.ucl.ac.uk/child-health/support-services/  
library](http://www.ucl.ac.uk/child-health/support-services/library)

## NHS Athens: Online resources

- GOSH staff can register for a free NHS Athens account to access electronic resources including journals, databases and books paid for by the NHS.
- Register for an account using a **GOSH computer** and your **GOSH email address** at: <https://openathens.nice.org.uk>
- Information about which resources are included is available on the Library Website: <https://www.ucl.ac.uk/child-health/support-services/library/nhs-resources-available-through-nhs-athens-password>
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## UCL: Online resources

- The Library has 5 walk-in computers that can be used by GOSH staff to access the electronic journals, databases and books that are purchased by UCL.
- GOSH staff wishing to save journal articles from these computers should bring a non-encrypted USB. Or, USBs can be borrowed from the Library for a week at a time.

## Finding books and more

- UCL Explore is available from any computer with a web browser at: [www.ucl.ac.uk/library/explore](http://www.ucl.ac.uk/library/explore). It is also available on the Library's walk-in computers. UCL Explore tells you which books we have and which journals we subscribe to. For more information on searching, see our UCL Explore guide: <https://www.ucl.ac.uk/child-health/support-services/library/training-material/explore>

- For books purchased before 1982 and theses produced before this you should check our Digitised Care Catalogue at <http://cardcat.ucl.ac.uk/> in you don't find what you are looking for on Explore.

## Borrowing, renewing and reserving

- Books in the GOS-ICH Library are generally available for standard (8 week) loan. Other UCL libraries have different loan periods ranging from 3 hours to 8 weeks.
- Most journals cannot be borrowed.
- You will incur fines if books are returned or renewed beyond the due date.

### You can renew books that are on loan to you by:

- Logging into your Library Account with your barcode and password at [www.ucl.ac.uk/library/explore](http://www.ucl.ac.uk/library/explore)
- Telephoning the GOS-ICH Library Enquiry Desk: 020 7905 2847 (or ext. 42847)
- Visiting the GOS-ICH Library Enquiry Desk

### But not if:

- Someone else has requested the material in question
- You already owe fines

See [www.ucl.ac.uk/library/borrowing](http://www.ucl.ac.uk/library/borrowing) for full details.

## Stores Service

Most hard-copy journals are now housed in our Store outside London, but you can request volumes for consultation. Most Stores materials will be delivered free of charge to the GOS-ICH

## Interlending & Document Supply

If you need material that we don't hold, you can apply for it via our Interlending & Document Supply Service: [www.ucl.ac.uk/library/ilds](http://www.ucl.ac.uk/library/ilds). There is a subsidised charge for this service.

Our service includes the Secure Electronic Delivery Service now offered by the British Library.

Print books and journals will be delivered to the ICH Library for collection.

## Contacting you

- The Library expects you to use and regularly check your e-mail account. The Library will communicate with you (e.g. about overdue books) via this route wherever possible.
- It is your responsibility to check for messages and to make sure that your Library Account is kept up-to-date.
- Please tell us if you change your address as we do not automatically know about such changes.



## Getting Help

Staff can assist you with enquiries. You are welcome to visit the Enquiry Desk, or you can send enquiries by e-mail to [ich.library@ucl.ac.uk](mailto:ich.library@ucl.ac.uk)

Our library staff:

- Provide training in introductory and advanced searching to support clinical practice, research and continuing professional development. Regular group scheduled sessions are run, or you are welcome to arrange a one-to-one appointment. Further information about the training we offer is available in GOLD, or at: <http://www.ucl.ac.uk/child-health/support-services/library/services-facilities/training>
- Develop print and electronic collections. The Library also manages the GOSH EndNote licence and can provide support for this software. All GOSH staff are entitled to install EndNote software on a work computer.
- Can liaise with you and your colleagues to ensure that services are meeting your needs.

Our library staff can arrange inductions for new GOSH staff.

The Library also provides a range of online guides and tutorials to support your use of our services and resources:

Library guides are available at: [www.ucl.ac.uk/child-health/support-services/library/training-material/guides-and-leaflets](http://www.ucl.ac.uk/child-health/support-services/library/training-material/guides-and-leaflets)

Library tutorials are available at: [www.ucl.ac.uk/child-health/support-services/library/training-material/online-tutorials](http://www.ucl.ac.uk/child-health/support-services/library/training-material/online-tutorials)

## Support for Research

Contact the GOS-ICH Library for assistance with:

- Scoping a research project
- Literature searching
- Systematic reviews, guideline development or large projects
- Evidence-based practice
- Keeping up to date with alerts about new research in your field
- Reference management
- Critical appraisal
- Publishing
- Assessing the impact of research
- Obtaining materials not held at UCL

## Photocopying

- Multi-Function Devices (MDFs) which allow photocopying are available in the Library.
- GOSH staff can create a photocopying account and use cash to add credit.
- Please be aware of copyright restrictions when making copies.
- See [http://www.cla.co.uk/services/licences\\_available/nhs/NHS\\_england](http://www.cla.co.uk/services/licences_available/nhs/NHS_england) for further details of the UK's NHS copyright licence.



## Open Access

- Open Access means making research publications freely available online. This can include articles, proceedings, datasets, book chapters, working papers, etc.
- UCL Discovery Plus is a service for staff and UCL's partner NHS Trusts and it enables NHS staff to deposit publications in UCL's open access repository. Publications deposited in Discovery Plus will be picked up by a Google search.
- Library staff will check copyright permissions before making deposits openly available to view online via UCL Discovery Plus.
- More information is available at: <https://www.ucl.ac.uk/library/articles/2016/ucl-discovery-plus>

**Contact the Library at GOS-ICH:**

**[ich.library@ucl.ac.uk](mailto:ich.library@ucl.ac.uk)**

**020 7905 2847**