



Library Essentials for Great Ormond Street Institute of Child Health (GOS-ICH) 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

- The Library is located on the 2nd floor of the Main Great Ormond Street Institute of Child Health Building.
- The Library is staffed between 9.00-18.00, Mon-Fri. Out-of-hours library access is available whenever the ICH Main Building is open.
- The Library at the GOS-ICH contains two specialist book collections: paediatrics, nursing and allied health, and global health and development.
- There are 105 UCL PC- desk station spaces, 50 of which are in the Quiet Study Area, printing facilities, and a Self-Service Issue machine.

UCL Libraries

- 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 for a list of UCL's libraries, their opening hours and contact details. Your membership of UCL entitles you to use all UCL libraries. You can also use many libraries beyond UCL, so see www.ucl.ac.uk/library/other-libraries for more 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.

GOS-ICH Library Website
www.ucl.ac.uk/child-health/support-services/library
UCL Library Services Website
www.ucl.ac.uk/library

Finding books and more

- UCL Explore is available from any computer with a web browser at: www.ucl.ac.uk/library/explore. This tells you which books we have and which journals we subscribe to, as well as finding full text journal articles and other types of material. For more information on searching, see our
- [UCL Explore Guide](#).
- 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.

Online resources

A lot of material is available electronically with your UCL computer username and password and can be found via Explore, but there are some direct routes to access electronic resources:

- **E-journals:** https://ucl-new-primo.hosted.exlibrisgroup.com/primo-explore/jsearch?vid=UCL_VU2&lang=en_US
- **Databases:** www.ucl.ac.uk/child-health/support-services/library/databases
- **E-books:** www.ucl.ac.uk/library/electronic-resources/ebooks

However, please note that some electronic journals only go back to the late 1990s, although we are regularly acquiring back files.

For much older material, databases such as JSTOR provide access to archives of journals dating back as far as the 17th Century in some cases: www.jstor.org

To find answers to common problems, or report

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 PIN at www.ucl.ac.uk/library/explore
- Telephoning the GOS-ICH Library Issue Desk: 020 7905 2847 (or ext. 42847)
- Visiting the GOS-ICH Library Issue Desk

But not if:

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

See 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. Copies of UCL PhD theses are also kept in Stores, although they may be viewed at <http://discovery.ucl.ac.uk/> if they are available in digital format.

Most Stores materials will be delivered free of charge to the GOS-ICH Library where they can be collected. PhD theses will be held at the Science Library for consultation there. For more information on our Stores Service see: <http://www.ucl.ac.uk/library/stores>

Interlending & Document Supply

If you need material for your research that we don't hold, you can apply for it via our Interlending & Document Supply Service: 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

- UCL 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

Our library staff:

- Provide training in introductory and advanced research skills. Regular group scheduled sessions are run, or you are welcome to arrange a one-to-one appointment, or training for your students. Further information about the training we offer is available at: www.ucl.ac.uk/child-health/support-services/library/training-and-clinical-information-support
- Develop print and electronic collections and research tools—please send us your recommendations and reading lists for taught courses.
- Can liaise with you and your colleagues to ensure that services are meeting your needs.

Our staff can arrange inductions for new staff and for students.

The GOS-ICH 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

Library tutorials are available at: 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 or large projects
- Keeping up to date with alerts about new research in your field
- Reference management
- Publishing
- Using the UCL Research Publications Service to keep your publications data up-to-date and to ensure that you are complying with requirements for the next Research Excellence Framework (REF)
- Assessing the impact of research
- Obtaining materials not held at UCL

Research Data Management

Research data are the original sources or material that you have created or collated to conduct your research project. The response to your research question is based on the analysis of these research data.

Good practices in managing your data help you to comply with legal, ethical, institutional and funders' requirements; anticipate problems; minimize risks & save time; ensure the long-term preservation of your data.

The Library's website dedicated to Research Data Management at www.ucl.ac.uk/research-data-management helps researchers and research students plan ahead for data management. Guides are available covering topics such as long-term preservation, Intellectual Property Rights, sensitive & personal

Open Access

Open Access means making research publications freely available online. At UCL, researchers can make their work open access in UCL Discovery, UCL's institutional repository at <http://discovery.ucl.ac.uk>. You can find all types of UCL research here including articles, working papers, conference proceedings, reports, book chapters and theses.

To be eligible for submission to the next REF, journal articles and conference proceedings accepted from **1 April 2016** must have been deposited in an open access repository such as Discovery. More information is available at www.ucl.ac.uk/library/open-access/ref. Please contact the GOS-ICH Library for assistance with making your publications open access.

All research students entering their thesis for a UCL award must deposit an electronic copy in UCL Discovery using RPS (UCL's Research Publications Services). See www.ucl.ac.uk/library/e-theses/deposit for details.

For more information and details of UCL's Open Access Service, visit: www.ucl.ac.uk/library/open-access/.



ReadingLists@UCL

Online reading lists provide students with a single point of access to all their course readings. An online reading list will provide direct links to:

- full-text available through UCL's electronic collections (e-journals, e-books, TV and radio programmes)
- digital course readings
- any web-based resources

UCL teaching staff maintain their own reading lists but for more details please refer to:

www.ucl.ac.uk/library/teaching-support/reading-lists or email readinglists@ucl.ac.uk

The GOS-ICH Library can purchase books and other print and electronic resources to support course reading lists. Please let us know about any resources that you require: ich.library@ucl.ac.uk.



Photocopying, Printing and Scanning

- Multi-Function Devices (MFDs) which allow staff to photocopy, print and scan are available in most UCL Libraries.
- When you want to use the MFD for the first time, you will need to register your UCL ID. Please note, this process will associate the owner of the ID card with their UCL login account and is a one-time step that will only need repeating if your ID card is replaced.

To register your card please follow the procedure below:

1. Swipe your card on the MDF reader.
2. Enter your UCL user ID (or UCL username) in the format of: 'cceaxxx' or similar when prompted then **Done**
3. Enter your UCL password and press **Done**

To release print jobs sent to 'print-UCL' activate the photocopy function or scan (to UCL email only) you now only need to swipe your UCL ID card.

Please be aware of copyright restrictions when making copies for your own use or for distribution to your students.

See www.ucl.ac.uk/library/copyright/using-copyright-materials-own-work for further details.

Contact the Library at GOS-ICH:

ich.library@ucl.ac.uk

020 7905 2847