

VELINDRE UNIVERSITY NHS TRUST LIBRARY & KNOWLEDGE SERVICE

INDUCTION PACK



Cardiff University
Velindre Cancer Centre
Whitchurch
Cardiff
CF14 2TL
Tel: 029 20316291
Email: Library.Velindre@wales.nhs.uk

Follow us on Twitter: @VCCLibrary

General Information

Hello and welcome to Velindre University Library Services.

The Velindre University NHS Trust Library is the only specialist oncology library in Wales.

The library is the sole library service provider for Velindre Cancer Centre as well as serving other divisions of Velindre University NHS Trust, including the Welsh Blood Service & HTW. The role of the library is to support all members of staff during the course of their work and in their continuing professional development.

Any Health Professional in Wales can use the library on a reference basis.

The library runs a mix of onsite and remote services. The space and services are available on a 24hr basis for Velindre staff and other authorised users.

Please contact library staff for the building code for access during office hours.

Outside of normal office hours access is available via our out of hours procedures.

Not a member? [Join today!](#)



Bernadette Coles
Librarian



Anne Cleves
Assistant Librarian

SERVICES

- Obtaining books and journal articles.
- Training on electronic resources, databases, literature searching.
- Advice to individuals about any research they are undertaking.
- Literature searching service for information to support patient care, service improvement, audits etc.
- Advanced information work for systematic reviews.

TRAINING

The library provides training and advice on an individual or small group basis to any library member in the following areas:

Electronic Resources

- What is available?
- How to access them

Databases

- What are they?
- Which ones are available?
- How to search them effectively

Literature Searching

- Defining your question
- Search terms
- Constructing your search strategy

Critical Appraisal

- What is it?
- How to do it effectively
- Checklists available

Library Account

As a member of the Velindre University NHS Trust Library you are also a member of Cardiff University Library Service and can use their physical library services.

To join the library please fill in and return the library membership form which can also be found here: <https://velindre.nhs.wales/velindre-library/about-the-library/>

Once a member of the library you can access your library account by going to:
<https://nhs.waleslibrarysearch.cardiff.ac.uk>

If you have an NHS Wales email address or OpenAthens username, you can use the NHS Wales email/OpenAthens sign in option. This means you only need to sign in once to view full text NHS Wales library e-resources.

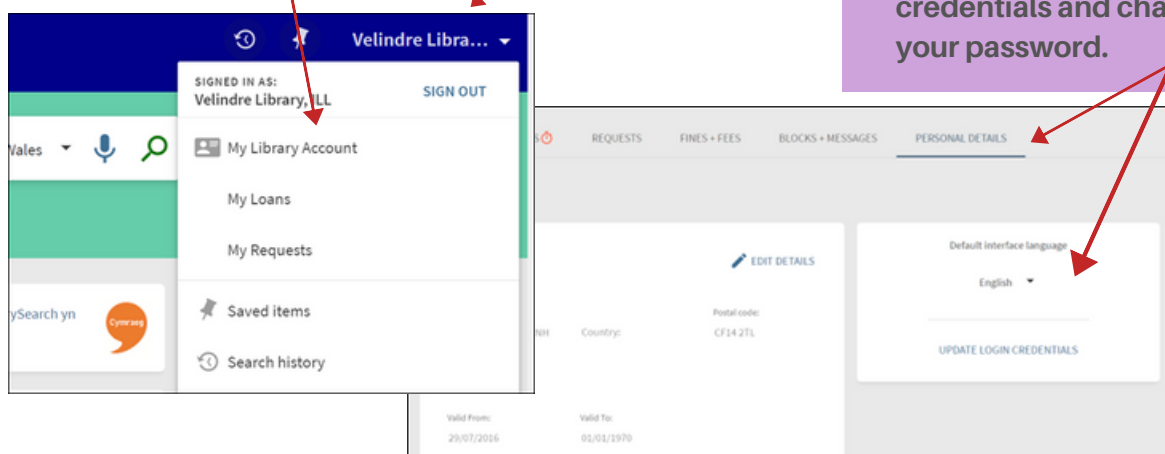
If you don't have an NHS email address or OpenAthens username you can select the Library barcode & Password option.

The default password is: Health2016

Once you have successfully logged in you can change your password:

- Click on your name at on the top right hand corner
- Click on my library account

- Click on the personal details tab.
- Click on update login credentials and change your password.



LibrarySearch also allows you to search for material held in our library but in addition material that is held in all the NHS Wales Libraries and Cardiff University Libraries.

We can borrow this material on your behalf!

We can also obtain material from the British Library and other UK libraries if something is not held locally.

PHYSICAL SERVICES

PRINTING AND WIFI

The library has three Velindre University NHS Trust Networked PCs. These can be accessed by any staff member with a Wales NHS login. Colour and Black & white printing is available. **Please note that patient record systems are not available on these machines as they are public machines.**

The library has three Cardiff University Networked PCs. These can be accessed by any staff or student of Cardiff University. Colour and black & white printing is available. There are three wireless networks available in the library, Eduroam, Velindre University NHS Trust (for encrypted devices only) and the Cloud (public wifi).



PHOTOCOPYING

There are photocopying facilities available in the library. The photocopier is linked to your Velindre University NHS Trust login. If you have a Velindre cancer centre access card this can be registered to use on the photocopier. For visitors a password is available from library staff. Scanning and sending documents to your NHS email address can also be done via the photocopy.

LAMINATING AND BINDING

There are facilities for laminating and binding in the library. Please note if you are doing large quantities then we are happy for you to make use of the machines but would expect you to supply your own materials.

INTERLIBRARY LOANS

If you require items that we do not hold, e.g. books, journal articles, we can request these from another library for you. Please contact the library with the details of the items you require. For journal articles we may require a request form to be completed for copyright purposes.

Velindre e-Resources

The Velindre Library subscribes to the following resources for all Velindre University NHS Trust staff:

- The TNM Online
- Emergency Triage
- Selection of Oxford University Press Oncology E-books

Links are available via the Library website: <https://velindre.nhs.wales/velindre-library/>
Resources are also accessible off site. Access will require an NHS Wales OpenAthens username and password.

Velindre Library also subscribes to the Point of Care Tool:

UpToDate.

Onsite access is via IP address.

Off-site access is via a feature called **"UpToDate Anywhere"**. Simply register for an UpToDate personal account while using a Velindre networked PC and then you will be able to log in from anywhere - including via an App on a mobile device (Internet access is still required).

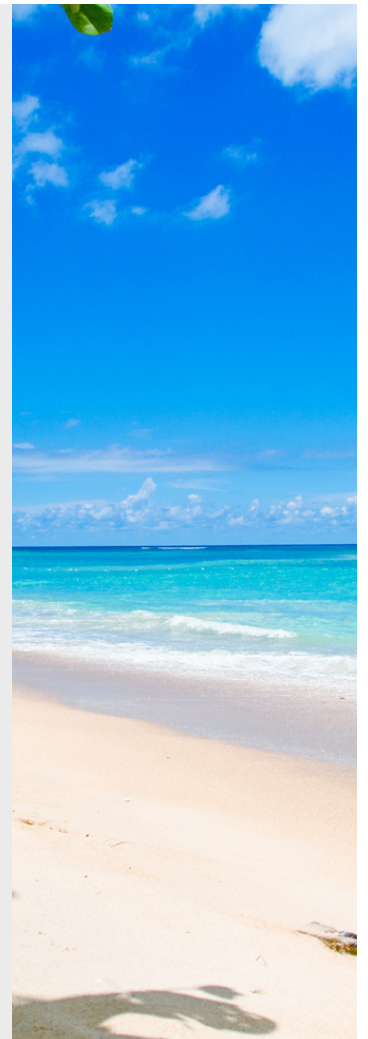
ADDITIONAL RESOURCES

KnowledgeShare

KnowledgeShare is a new service which helps staff stay up to date by providing regular updates of evidence in their field. It can also be used to request more detailed literature searches and helps staff connect with the library and other individuals with shared interests. To sign up please fill in the form which is located on the library website: <https://velindre.nhs.wales/velindre-library/keeping-up-to-date/>

Wellbeing "Comfy Corner"

The "Comfy Corner" is a wellbeing area for staff to use and also has colouring, and a selection of books on mindfulness, stress and other mental wellbeing. There is also a random selection of novels or simply come and stare at our picture of the sea!



e-Journals

Velindre Library subscribes to a number of specialist electronic journals. These are available through the Velindre Library website:

<https://velindre.nhs.wales/velindre-library/>

Follow the link to Library eResources or link directly to the library catalogue at:

<https://nhs.waleslibrarysearch.cardiff.ac.uk>

In addition there are many other relevant titles and other health journals provided nationally through the NHS Wales e-Library. None of these titles should require a username or password from an NHS machine. Off site access is via your NHS Wales OpenAthens.

Some examples of key titles include:

- BMJ
- BMJ Supportive & Palliative Care
- Blood Reviews
- Cancer
- Clinical Oncology
- European Journal of Cancer
- European Urology Oncology
- International Journal of Radiation Oncology Biology and Physics
- JAMA Oncology
- Journal of Clinical Oncology
- Lancet
- Lancet Oncology
- Medical Physics
- Nature Reviews Clinical Oncology
- Nature Reviews Cancer
- NEJM
- Radiotherapy and Oncology
- Practical Radiation Oncology
- Transfusion
- Transfusion Medicine
- Vox Sanguinis

Leadership Resources

The library has a collection of 52 leadership e-books which can be access via librarysearch.

<https://nhs.waleslibrarysearch.cardiff.ac.uk>

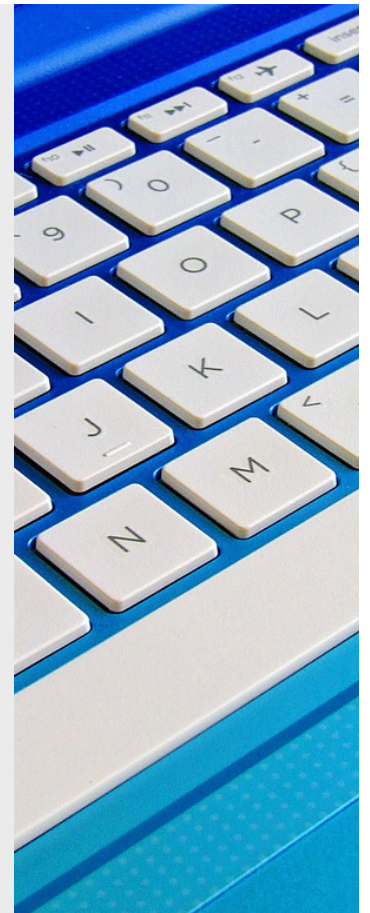
Examples of titles include:

The Wiley-Blackwell Handbook of the Psychology of Leadership, Change, and Organizational Development / H. Skipton Leonard, Rachel Lewis, Arthur M. Freedman, Jonathan Passmore.

Learning Leadership: The Five Fundamentals of Becoming an Exemplary Leader / James M. Kouzes, Barry Z. Posner.

The Leadership Journey: How to Master the Four Critical Areas of Being a Great Leader / Gary Burnison.

Effective Healthcare Leadership / Melanie Jasper, Mansour Jumaa.



NHS e-Library for Health

<https://elh.nhs.wales/>

The e-Library for Health is an online facility for all NHS staff working within Wales providing access to a range of resources, including:

- e-journals
- e-books
- Bibliographic Databases
- Guidelines

The e-Library also subscribes to other resources including:

- NEWT Guidelines
- BMJ Best Practice
- BMJ Learning
- BMJ Case Reports
- Clinical Key and Clinical Key Nursing
- And many others!

Links to these resources can be found on the Velindre Library website or via the e-Library for Health. These resources are available for use at work or home. To access from home you will need an **NHS Wales OpenAthens** username and password.

Useful Links

Library Links

- Velindre Library Website: <https://velindre.nhs.wales/velindre-library/>
- Library Catalogue: <https://nhswaleslibrarysearch.cardiff.ac.uk/>
- NHS Wales Library Service: <https://www.nhswls.org>
- E-Library for Health: <https://elh.nhs.wales/>
- Health in Wales: <https://www.wales.nhs.uk/>

Guideline Links

- NICE: <https://www.nice.org.uk/>
- The Cochrane Library: <https://www.thecochranelibrary.com>
- SIGN: <https://www.sign.ac.uk/>
- ESMO: <https://www.esmo.org/Guidelines-Practice>

Free e-Journals

- PubMed Central Journals: <https://www.ncbi.nlm.nih.gov/pmc/journals/>
- Free Medical Journal: <https://www.freemedicaljournals.com/>
- BioMed Central: <https://www.biomedcentral.com/journals>
- Directory of Open Access Journals: <https://doaj.org/>

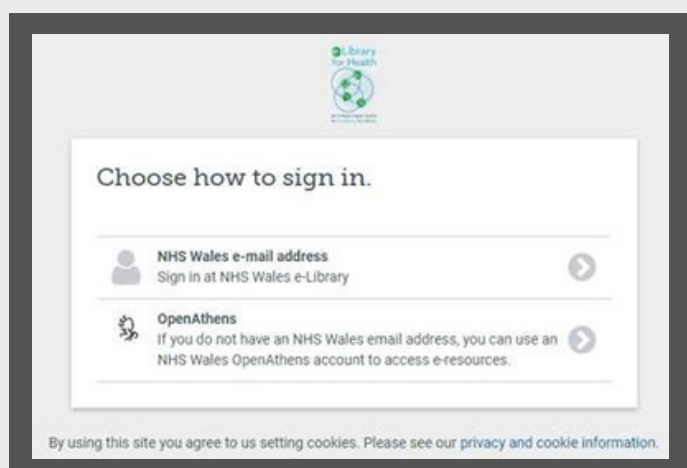


NHS WALES OPENATHENS

You can now use your NHS Wales email address and (Nadex) password to access online resources, without needing a separate OpenAthens username and password. If you do not have an NHS Wales email and password, you can continue to log in with your usual OpenAthens details.

Contact the library with any queries.

How to sign in



When you sign into an online resource you will see two options.

The new option **NHS Wales e-mail address** allows anyone with an NHS Wales e-mail address to sign in.

You can use the email address and (Nadex) password which you use to log-in to NHS Wales devices or systems.

Once logged in, you will be able to access all of the NHS Wales e-Library and local library e-resources without the need to log in again for the rest of the session, even off-site in all but a few isolated cases where resources are only available on the NHS Wales network, such as iRefer. If you do not have an NHS Wales email address, the **current OpenAthens** option will continue to work.

Existing Users - NHS Wales email access

We are phasing out the old OpenAthens accounts for users with NHS Wales email addresses. If you have an NHS Wales OpenAthens account you can continue to use it to login and access online resources through the OpenAthens option until it expires. Alternatively you can start to use your NHS Wales email address and (Nadex) password now. Please note that a **new** OpenAthens account will be created and this might affect any personal accounts or settings in place.

Personalised accounts

OpenAthens accounts are linked to personalised accounts with BMJ and Elsevier. This means that when users change to the new method of access who have personalised accounts with any of the following resources from these suppliers (ClinicalKey, ClinicalKey Nursing, BMJ Best Practice, and BMJ Learning) will have to take some short steps to re-associate those accounts with the new log-in option, please contact the library for details.

New Users

Select the NHS Wales e-mail address option and enter your NHS Wales email address and (Nadex) password (as if you were logging into Office 365 / the NHS Wales network) to access the e-resources provided by the NHS Wales e-Library, or your local NHS Wales Library. To access full text journal articles or e-books you will also need to be a member of Velindre University NHS Trust Library.

Some users may not have an NHS Wales email address and they are still able to self register for an Open Athens account here:

<https://register.openathens.net/wales.nhs.uk/register>



Out of Hours Access

Authorised staff & students can remain in the library after we close.

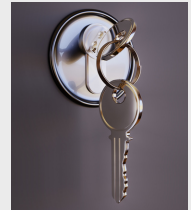


If you are still in the library at 6.00pm you must call switchboard (ext 100) and inform them that you are on site outside of normal working hours. You must tell switchboard when you leave the library so they know you are no longer on site.

The library alarms are set remotely between 6pm and 8pm. If switchboard is unaware of your presence in the library the alarms will sound at switchboard and they will assume that there is an intruder.

Evenings or at Weekends

- Go to switchboard and ask for out of hours access to the library
Hospital ID must be provided. (remember some evening or new switchboard staff may not know who you are! If you do not have a VCC ID Badge a letter can be issued by the library)
- Sign out the library key.



The switchboard staff/porter will then de-activate the library alarm at switchboard.

The library key gives access to the **BACK DOOR** (fire exit) of the library, and does not allow general access into the research building.

The Library Door

Place the key in the lock and turn it to the left until it clicks. Turn the handle above the lock to the left to open the door. When the door is open turn the **key** back to the right so that it clicks. Check that the door handle then spins freely. This means that the door is now locked and once you have entered the library and closed the door no-one else can have unauthorised access behind you.



THE REST OF THE RESEARCH BUILDING IS ALARMED. THERE IS ACCESS TO THE TOILET BUT NOT BEYOND INTO THE REST OF THE BUILDING.

If you accidentally go into the rest of the building and activate the alarms. ring switchboard (ext. 100). There is a phone to the right of the main foyer entrance or on the library issue desk!

Leaving the Building

Exit through the fire door by pushing the bar. Make sure that you have locked the fire door - the handle should spin freely - and that the door closes firmly behind you.

- Return the key to switchboard.
- Sign out in the book.

YOU MUST SEE A STAFF MEMBER FACE TO FACE AT THIS POINT SO THAT THE LIBRARY ALARM CAN BE RE-SET

These security measures are in place in order to protect both the building and individuals using the service.

All members of staff must sign in each time they use the service. The library key must **NEVER** be passed to someone who has not signed the out of hours book and staff must **NEVER** let a colleague into the library who has not signed the book.

**ANY MEMBER OF STAFF, REGARDLESS OF THEIR POSITION WHO IS FOUND ABUSING THIS SYSTEM WILL HAVE OUT OF HOURS LIBRARY ACCESS WITHDRAWN!
ANY ITEM REMOVED FROM THE LIBRARY DURING THESE VISITS MUST BE SIGNED FOR IN THE USUAL WAY. IF WE START LOSING MATERIAL FROM THE LIBRARY OUT OF HOURS ACCESS WILL BE STOPPED!!**



Location Map

Follow Signs for Velindre Fundraising



Velindre Cancer Centre