

## **LIBRARY CHARTER FOR NHS PLACEMENT STUDENTS**

Your home University library's books, journals and e-resources are bought specifically in support of your course, and remain your primary library resource. You are encouraged to continue to use these whilst on your placement. Placement libraries will not necessarily hold course reading list items.

1. Library services are provided by placement libraries for the duration of your placement.
2. All major placement library services in London are managed by professional library staff and offer a high standard of service.
3. All services offered by placement libraries are on a goodwill basis and must not be abused. Any outstanding loans must be returned and any library fines you incur on placement must be paid prior to your return to your home institution.
4. Major placement libraries are open for a minimum of 9am – 5pm Monday to Friday (for smaller libraries, please check). However, students may access their own University library at any time or several other University libraries through the UK Libraries Plus Scheme. (Please check with your University library, if they are members of the scheme).
5. Students will normally be offered core library services at the same level of service as NHS staff. Core services available include:
  - Reference facilities;
  - Access to study facilities in libraries;
  - Access to photocopying (for which a small fee is normally payable);
  - Assistance from library staff in locating materials.
6. Students on placement may additionally be offered:
  - Induction to local placement library services;
  - Access to loan services;
  - Access to library computers ;
  - Access to clinical databases & e-journals.
7. The following services are not normally available to placement students:
  - In depth enquiry, mediated literature searching and current awareness services.
  - Students will be asked to direct any inter-library loan requests to their education provider's library service. If the service is available at placement libraries, placement students will be charged at the full commercial rate.

- Full scale training is not offered to students by placement libraries. However, placement libraries will try to help students who run into difficulties whilst performing their own literature searches. Any student needing in-depth help should refer to the Subject Librarian or other appropriate staff member at their education provider's library.
8. Placement libraries will provide information about services for students at the outset of their placement.
  9. Library staff will endeavour to maintain contact with their local Clinical Placement Facilitators to ensure that students' needs are adequately met.
  10. Any breach of regulations whilst on placement (including non-return of loans, non-payment of fines and damaging material) will be reported to the students' host institution.

### **Access to Electronic Services**

The University's electronic services remain your principal source of information. All services can be accessed away from the University once you have set up Off-Campus access via the internet. Please ensure you are familiar with this operation before starting your placement.

In addition students can access clinical databases and e-journals through their NHS organisation. Access will be at the discretion of the local library manager and may be through a specific library username and password. Your placement library will be able to advise you about this.

#### **Additional Local Variations/Information:**

Variations may include local changes to any of the 10 points above but also important information which may be of use e.g. opening times.

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