

## Make a Request — there are 4 options

### 1) Request a Book

Use this form to request a book either...

- A) not in stock at any library on the system.
- B) In stock at another library (not your home library).

You can copy and paste the details of the book from another library into the request form.

### 2) Request a Journal Article

Use this form to request a journal article.

*We do need as much information about the book/article as possible to request items. Please note, replies to this request will be sent to you here via your library account.*

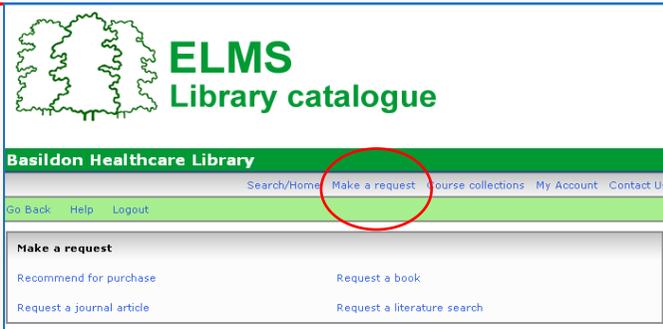
**Remember, you need to be aware of the terms and agreements of the Copyright Licensing Agency/NHS Copyright Agreement .**

### 3) Recommend for Purchase.

Use this form if there is an item which you would like to see in stock at your home library.

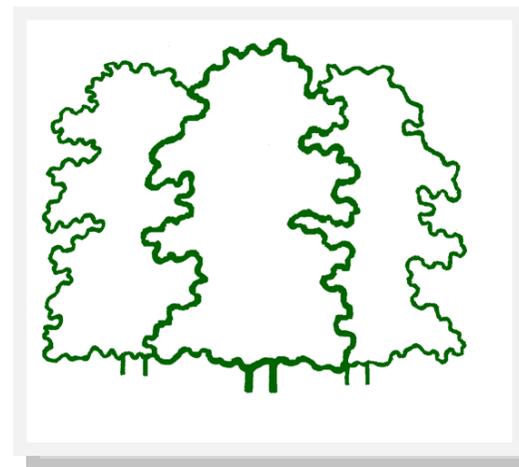
### 4) Request an Evidence Search

This service is provided to answer clinical and research questions related to patient care and questions that have arisen in the clinical or management setting. We undertake comprehensive literature searches across several databases to provide good quality evidence-based information to support research, guideline and care pathway development, audit and policy documentation. The results of a search will be a list of bibliographic references which is emailed to you. Please be as specific as possible with the information you provide.



# ELMS

## The Library Catalogue: A User Guide



**ELMS is provided by NHS East of England**

W: [www.btuheks.nhs.uk](http://www.btuheks.nhs.uk)

T: 01268 524900 ext 3594 E: [library@btuh.nhs.uk](mailto:library@btuh.nhs.uk)

Basildon Healthcare Library  
Education Centre  
Basildon University Hospital  
Nethermayne  
Basildon Essex  
SS16 5NL

T: 01268 524900 Ex 3594  
F: 01268 593988  
E: [library@btuh.nhs.uk](mailto:library@btuh.nhs.uk)

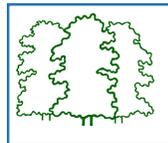
Opening times  
Monday—Friday 8.30am—6.30pm  
Saturday 9.00am—12.00pm

Welcome to the ELMS, the Eastern Library Management System which contains details of stock and services of most of the NHS Healthcare Libraries in the East of England region. This user guide aims to help you find your way around the system and highlights new functions which are now available to library users. ELMS web address is [www.elms.nhs.uk](http://www.elms.nhs.uk) but there is also a link from our library website which takes you straight to the Basildon section of the site.

You can access ELMS via our library website.

Go to [www.btuheks.nhs.uk](http://www.btuheks.nhs.uk)

Click on ELMS icon on right hand side of page →



ALL library notices such as overdue notices and notification that a request is available for pick-up will be sent automatically by email. Please ensure the library has details of a current email address which you check regularly.

Contact us with any query regarding our services.

Always use this **back button** rather than the one on your browser.

Quick search screen. Click on **advanced search** to get more options.

Log in with **User ID** (the number on your library card) & **PIN** to check your account, renew, request or reserve an item. Ask at the library for your PIN.

Links to national, regional and local NHS electronic resources. And other libraries.

Log in with your User ID and PIN for further services.

When logged in your name and that of your local healthcare library will appear.

Log in with **User ID** (the number on your library card) & **PIN** to check your account, renew, request or reserve an item. Ask at your library for details of your PIN.

Extra Options Available **Make a request** **Course Collections** **My Account**

### My Account

Here you can check your loans, renew items and make changes to your personal details. Check the screen as items will **NOT** renew if another user has placed a hold on that item. Fines will then accrue until the item is returned.

## Searching the Catalogue – Using the Advanced Search Screen

You can also browse the catalogue by title, author or subject and search for items at specific shelf numbers.

Each of these dropdown menus offers all options

Each of these dropdown menus offers **AND** or **OR**

You can be far more focussed with your search in this screen. Each of the dropdown menus gives you extra options and you can use the search operators **AND** or **OR** to combine words. The example above shows a search for books with the word *nursing* in the title by the author *Johnson*.

Other examples...

Subject *nursing* **AND**  
Title *mental health*

Title *diet* **OR**  
Title *nutrition*

Author *Smith* **AND**  
Subject *dentistry* **OR**  
Subject *oral surgery*

Author *Johnson, M* **AND**  
Title *social work*

You can also use the dollar sign \$ to truncate, e.g. *nurs\$* will pick up nurse, nurses and nursing. *Mentor\$* will pick up mentor, mentoring and mentorship.

## Searching the Catalogue– Using the Quick Search Screen

Type a word or words into the search box. You can choose which field of the catalogue you want to search by clicking on the options in the drop down menu. E.g. to search for the book “Mentoring and Supervision in Healthcare” by N. Gopee, choose **title field** and type in *mentoring and supervision in healthcare* or if you do not know the whole title try part of the title *mentoring and supervision*. This will bring up all items with “mentoring and supervision” in the title. You could also search for books written by N Gopee by choosing **author** option and typing in “*Gopee*”

If you want to find all books about mentoring, remember that the word mentoring may not be in the actual title. Choose **word or phrase** option and type in *mentoring*. You can also use the dollar sign \$ to truncate, e.g. *Mentor\$* will pick up mentor, mentoring and mentorship. This will bring up all items where the subject is mentioned in the contents or subject index as well as in the title. You can also use **word or phrase** option if you know the ISBN of the book, the unique number which identifies the book worldwide.

You can specify which library you want to search by using the drop down menu. Unless a library is chosen it will default to **ALL**. Choose **BHL** for Basildon Health Library. Then click on **SEARCH**

Go Back Help Limit Search **New Search** Previous Next Kept Logout

**Search Results**

title "NURSING" search found 3162 titles.

Pages << 1 2 3 4 5 ...100 ...159 >>

#21 XX(43590.1) 2009  
 Nursing children and young people with ADHD  
 Ryan, Noreen, 1963-

Details Keep Place Hold

#22 XX(43582.1) 2009  
 Developing nursing practice with children and young people  
 Hughes, Jane

Details Keep Place Hold

Done

Your search will come up as a list of books in stock. If it returns a high number you can further **limit your search** by clicking here. This will bring up the following box where you can refine your search.

Item Category 1 & 2 only for certain libraries.

Refine by publication year, keywords or sort results by chosen option

Search Again

healthcare words or phrase

Search

library: ALL

item category1: ANY

item category2: ANY

match on: Keywords

pubyear:

sort by: None

- None
- Author
- Subject
- Title
- Relevance
- Old to New
- New to Old

Go Back Help Limit Search **New** Kept Logout

Powered by:

#22 XX(43582.1) 2009  
 Developing nursing practice with children and young people  
 Hughes, Jane.

Details Keep Place Hold

Summary

#23 XX(43572.1) 2009  
 Nursing the highly dependent child or infant : a manual of care  
 Dixon, Michaela.

Details Keep Place Hold

Summary

Selecting **Details** will tell you which libraries have a copy of the item and if it is out on loan. See next page.

Go Back Help **New Search** Previous Next Change Display Kept Logout

record 22 of 3162 for search title "NURSING"

Item Information **Look Inside** Remove Barcode

Developing nursing practice with children and young people  
 Hughes, Jane.

Publisher: Wiley-Blackwell,  
 Pub date: 2009.  
 Pages: xiii, 242 p. ;  
 ISBN: 9781405150059

Item info:  
 2 copies available at NH Frank Curtis Library Norwich and PB Laxton Library Peterborough.  
 > Contents

A Look Inside: > Contents

Holdings Change Display

NH Frank Curtis Library Norwich

Copy	Material	Location
WS 405	1 Book	On shelf

PB Laxton Library Peterborough

Copy	Material	Location
XX(43582.1)	1 Book	On shelf

**Details** shows how many copies of this book are on the system, the shelf number and in which library they are located. Many items also have outlines of the contents, see **Look Inside**.

#22 XX(43582.1) 2009  
 Developing nursing practice with children and young people  
 Hughes, Jane.

Details **Keep** Place Hold

Summary

You can reserve a book which is in Basildon Library stock by clicking **Place Hold**. You will need to log in with your **User ID & PIN** to place a hold. You will be notified via email when the item is available to collect.

Go Back Help Logout Search/Home Contact Us

**Place Hold**

Title: Nursing children and young people with ADHD / Noreen Ryan and Tim McDougall.

Author: Ryan, Noreen, 1963-

User ID:

PIN:

Pickup at: **BHL Basildon Healthcare Library**

Place Hold Reset Query Values

Go Back Help Logout

**Keep** will put this item into a list so you can keep useful titles in one place for further reference. When you go back to the list of items you will see a tab for **Kept**. Click on this to access your list. Click **Remove** to take item off the list

Search/Home Contact Us

Go Back Help Limit Search **New Search** Next **Kept** Logout

**Search Results**

words or phrase "nursing" search found 5096 titles.

Pages << 1 2 3 4 ...100 ...200 ...255 >>