Welcome to ELMS, the Eastern Library Management System which contains details of the stock of the Ipswich Hospital Library (books and journals) and also that 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. The ELMS web address is: www.elms.nhs.uk

For more information about the services provided by the Ipswich Hospital Library, please contact us at:

Library & Learning Resources
Education Centre
The Ipswich Hospital NHS Trust
Heath Road
Ipswich
Suffolk.
IP4 5PD.

Phone: 01473 702544
Email: hospital.library@ipswichhospital.nhs.uk
Web: www.ipswichhospital.nhs.uk/library

The library is based in the Education Centre and serves the staff of the Ipswich Hospital NHS Trust and students on placement, also health and social care staff for other healthcare organisations in the area.

Staff and Opening Times

Librarian: Gary Wynne
Assistant Librarian: Janet Bayliss
Library Administrative Assistant: Kathy Moll

The library is staffed at the following times:

Monday – Friday 8.30 – 17.00

Access outside of staffed hours via secure entry system – contact the library for more details.

Quick search screen. Click on advanced search to get more options.
Log in with your User ID and 4 digit PIN – Please contact library staff to have a User ID and PIN allocated.
When logged in, the default setting is to search for books within the ‘home’ library catalogue.
If not logged in, select IM from drop down menu. If not logged in and no library is selected, all libraries will be searched.

Links to other NHS resources: NHS Evidence, Athens registration, East of England Libraries information, etc.
Searching the Catalogue—Using the Quick Search Screen

E.g. to search for the book ‘Skills for Communicating with Patients’ by J Silverman, choose title field and type in the title, or if you do not know the whole title, try part of the title, ‘communicating with patients’.

TIP: if you want to find all books on a topic, search in ‘words and phrases’ as the search term may not appear in the title. 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 use word or phrase option if you know the ISBN of the book. You can also use the $ sign to truncate: e.g. communica$ will pick up communication(s) and communicating.

You could also search for books written by J Silverman by choosing author option and typing in “Silverman”

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.
Then click on SEARCH

Make a request – there are four options:

Request a book
Use this form to request a book which is either:
  a) On the shelf at your home library (NOT out on loan – use ‘Place hold’ to reserve books on loan)
  b) In stock at another library (not your home library)
  c) Not in stock at any library on the system

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

Request a literature search
We do comprehensive literature searches across a range of databases to provide good quality, evidence-based information to support patient care, research, guideline and service development.

Request a journal article
Use this form to request an article from a journal we don’t have in the library.
Please provide as much information as possible, including title, author, year of publication and volume number.
**Searching the Catalogue – Using the Advanced Search Screen**

*Keep* will put this item into a list so you can keep useful titles in one place for further reference.

Click on *Kept* to access your list.

If the item is on loan you can reserve it by clicking *Place Hold*. You will need to log in with your User ID & PIN to place a hold if you haven’t already done so. You will be notified via a message to your library account when the item is available for collection.

You can be far more focussed with your search in this screen. Each of the drop down 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 *bereavement* in the title by the author *Parkes*. Other examples...

**Subject**

- *nursing*  **AND**  *diet*
- *research*  **OR**  *nutrition*

**Author**

- *Kubler-Ross*  **AND**  *Lugton*
- *death*  **OR**  *bereavement*

You can also browse the catalogue by title, author or subject and search for items at a specific call number (shelf number).

You can also use the dollar sign $ to truncate, e.g. nurs$ will pick up nurse, nurses and nursing. Ethic$ will pick up ethics and ethical.
Your search will come up as a list of books in stock. If it returns a high number, Go back to the original search screen and select Advance search (see page 5). Click on the title for details of copies available, the shelf number and which library has them.

Item information shows where the item is shelved.

If it’s on loan, instead of saying ‘on shelf’ it will show the date it’s due back.

A look inside (not always available) will detail the contents.

Catalogue record will show the subject headings applied and any additional authors.

Managing your account

Options Available
Make a request
My Account
Contact us

My Account
Here you can check your loans, renew items, amend your personal details and change your PIN. When renewing, 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.

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