

Comments, Suggestions, Complaints

Comments about the service, including stock recommendations, are welcome.

Subject Classification

A	Reference
B	Spirituality and Religion
C	Counselling
D	Ethics
E	Law
F	Death & Dying
G	Hospice & Palliative Care
H	Cancer
L	Nursing
M	Research
MM	Education & Training
N	Communication
OQ	Pre-Clinical Sciences
O/W	Medicine and Medical Specialties
P	Pharmacology & Drugs
Q	Symptom Management
R	Psychology and Psychotherapeutic Techniques
S	Poetry & Fiction
S1	Children's Literature
T	Bereavement & Grief
T1	Children and Bereavement
U	Patients' & Carers' Experiences
V	Sociology & Culture
W	Community Health Services
WW	Voluntary Services
X	ICT (Information Communications Technology)
Y	Management
Z	Complementary Therapies
ZZ	Arts & Humanities
MBB	Mood boosting books



Arthur Rank Hospice Charity

Arthur Rank Hospice Library

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Shelford Bottom
Cambridge
CB22 3FB

Email: library@arhc.org.uk
Website: www.arhc.org.uk

LIBRARY GUIDE

Contact

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Education

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Library and Information Services

The library houses a multi-disciplinary collection of materials on all aspects of palliative and end-of-life care. We offer a comprehensive service, providing information for evidence-based patient care, continuing professional development, education and research.

This guide outlines the main services we provide but please contact us for further information and for anything not mentioned here. We can also guide you to external resources for critical appraisal, patient information and other services and organisations as appropriate. We aim to answer all enquiries as soon as possible but please bear in mind the library is staffed part-time so there may be a small delay in getting back to you.

Membership

Membership is available to all Arthur Rank Hospice staff and volunteers. Students on placement and those attending courses at Arthur Rank Hospice may be given temporary membership.

For those unable to visit the library in person services can be provided over the telephone or via email: library@arhc.org.uk.

Non-members may use the library for reference only and may photocopy items of interest on payment of the appropriate charge (see Charges).

On-line Catalogue

ELMS is the library catalogue which can be accessed via https://eoen.ent.sirsidynix.net.uk/client/en_GB/ARH. It provides information about the resources available at Arthur Rank Hospice and at all NHS libraries in the East of England. It can be browsed by anyone but members will need a Library ID and PIN to manage their accounts online, reserve books, or request articles or literature searches. Please contact the librarian if you would like to use this facility.

Books and Other Resources

All resources are shelved according to the library's classification system. A subject index is printed at the end of this guide. In addition, we hold a range of materials available to patients and their families and carers.

We also have the Reading Agency's 'mood boosting' books for loan, a collection of uplifting titles, including novels, poetry and non-fiction.

Borrowing, Renewing, Returning

Library members may borrow up to six items for a period of four weeks. Items can be renewed by phone, email, in person or via the ELMS system, provided they have not been requested by another member. If the library is not staffed books can be posted in the book return box located in the reception area. Overdue books are charged at a rate of 10p per item per day.

Interlibrary Loans and Document Supply

If we do not have the book or journal article you need, we can usually get it from another library. Please complete an Interlibrary Loan/Photocopy request card for each item you want or request the item via https://eoen.ent.sirsidynix.net.uk/client/en_GB/ARH.

Electronic Resources

Access to the NHS Core Content, including medical and health databases, full-text journals and e-books, is available to all NHS staff and others working with NHS patients, which includes everyone working at Arthur Rank Hospice Charity. An Athens account will be needed for most of these resources. You can check eligibility and register for Athens via the NHS Evidence website at www.evidence.nhs.uk.

Information Skills Training

One-to-one and small group training is available for:

- Internet search skills
- Online database searching eg Medline and CINAHL

Please see the librarian if you would like to arrange a time for this.

Literature Searches

Please see the librarian if you would like help with a literature search.

Charges

Interlibrary loans

- Members: no charge
- Non-members: service not available

Document supply

- Members: no charge
- Non-members: articles will be charged at 5p per page

Photocopying/printing

- Members: there is no charge for photocopying or printing carried out for work purposes. Personal and coursework copying or printing is charged at 5p per page
- Non-members: all copying and printing is charged at 5p per page

The same charges will apply to items downloaded from the internet by the library staff.

All PHOTOCOPYING AND PRINTING IS SUBJECT TO COPYRIGHT LAW
If you are not sure what is allowed, please ask the library staff.

IT Resources

There are two networked computers in the library for personal study and access to the internet and email. These are also available for use by students and visitors who do not have an ARHC IT account. Please see the librarian or, if unavailable, one of the Education team for access details.