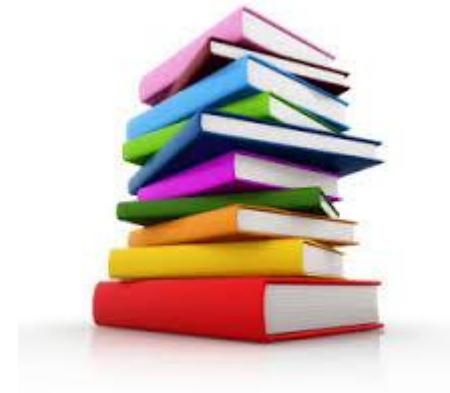


# Letterkenny University Hospital's Library



Education Centre  
St Conal's Hospital  
Letterkenny  
Co Donegal  
Ireland  
Tel: 074 9123729 Extn: 3729

[sch.library@hse.ie](mailto:sch.library@hse.ie)

[www.hselibrary.ie/northwest](http://www.hselibrary.ie/northwest)

**[www.hselibrary.ie/northwest](http://www.hselibrary.ie/northwest)**

## **Location**

The library is located on the first floor of the education centre St. Conal's hospital. St. Conal's hospital is located across the road from the main hospital site.

## **Opening Hours**

Monday: 8.30am-8pm (8.30am-5pm June, July & August)

Tuesday: 8.30am-5pm

Wednesday: 9am-5pm

Thursday: 8.30am-5pm

Friday: 8.30am-5pm

Library desk is unmanned 1.30pm-2pm (lunch)

## **Staff**

Pamela O'Connor (Librarian)

Roisin Hunter McGlinchey (Clerical Officer)

## **What other services are available in the library?**

Photocopying (black and white only) – 8cent per sheet

Printing (black and white only) – 8 cent per sheet

Scanning facilities are available free of charge

Rossnakill room is open 9am-9pm seven days a week for quiet study. There are 3 networked PCs in the Rossnakill room.

€10.00 print cards are available to purchase at the issue desk (125 credits)

No food or drink permitted in the library; bottled water only

## **Online resources include:**

- **Clinical Key**
- **BNF and BNF for Children**
- **UpToDate**
- **Royal College of Nursing (RCN) Journals**
- **Royal Marsden Manual of Clinical Nursing Procedures**
- **BMJ Journals**
- **CINAHL**
- **Psychology and Behavioural Sciences Collection**
- **Martindale – the complete drug reference**
- **SocIndex**
- **RefWorks**

### **Inter Library loan**

Journal articles that are not available online may be requested from other HSE libraries. There is a charge of €5 per request, payable in advance. Contact library staff for more details.

### **How do I print from the library PCs?**

All of the library PCs are linked to the network printer in the main library. Each library PC is numbered. To print off your work you will need to purchase a print card from the vending machine in the photocopying room located in the main library. You will need 2 x €1.00 coins to buy a card – this will supply 25 credits to print and/or photocopy. Simply send your work to the printer and follow the instructions provided at the print station.

### **Fines**

If your book is overdue you have to pay a fine for late return. Fines are 50c per day for standard (two week) loans and €1.00 per day for one week loans. No further borrowing is permitted until fines are paid.

### **How do I become a member of the library?**

Application forms are available at the library issue desk. Once the application form is complete a library membership barcode is attached to your staff ID. Your staff personnel number must be supplied before borrowing is allowed.

### **How do I check if a book is in stock?**

Go to the library website [www.hselibrary.ie/northwest](http://www.hselibrary.ie/northwest) and click on the library catalogue link. The catalogue shows all books available in both Letterkenny and Sligo hospital libraries – click on the book title to check where the book is held. Only books that are held in Letterkenny are available to borrow.

### **How many books can I borrow?**

Four books can be borrowed at any one time.

### **How long can I borrow a book for?**

Most books can be borrowed for 2 weeks with only a small number being ‘one week loan’.

### **Are all books in the library available to borrow?**

Most books are available to borrow. A small number are 'reference only' and can only be used in the library.

### **Can books be renewed?**

Yes, books can be renewed at the issue desk or online provided that no-one has placed a reservation on the book. To renew online, go the library website

**www.hselibrary.ie/northwest** and click on the library catalogue link. Enter your reader code to log into your account. Click on your loans to renew. Books can be renewed twice online if no fines or overdues are on your record. Books can be renewed at the issue desk up to 5 times.

### **Can books be reserved?**

Yes, books can be reserved at the issue desk or online. To reserve online, go the library website

**www.hselibrary.ie/northwest** and click on the library catalogue link. Find the book that you want to reserve (Letterkenny copies only), log into your account and click 'reserve'. Library staff will contact you when the book becomes available. If one of your books is reserved by another library member, you cannot renew.

### **How do I access the online resources?**

Go to the library website **www.hselibrary.ie/northwest** to see a complete list of our online resources. From inside the hospital network, access to most of the online resources is freely available. To access the resources from outside the network, you need to register for an Athens account.

### **How do I register for an Athens account?**

Go to the library website **www.hselibrary.ie/northwest** and click on the 'Set up MyAthens' account on the left hand side of the screen. Fill in the online application form to register for Athens. You must supply your employee number when registering for an Athens account.

### **How do I know if a journal is available online?**

Go to the library website [www.hselibrary.ie/northwest](http://www.hselibrary.ie/northwest) and click on the A to Z of electronic books and journals. Type in the title of the journal that you are looking for. If the journal is available online via HSE northwest, details of the appropriate database will be listed as will the years held electronically.