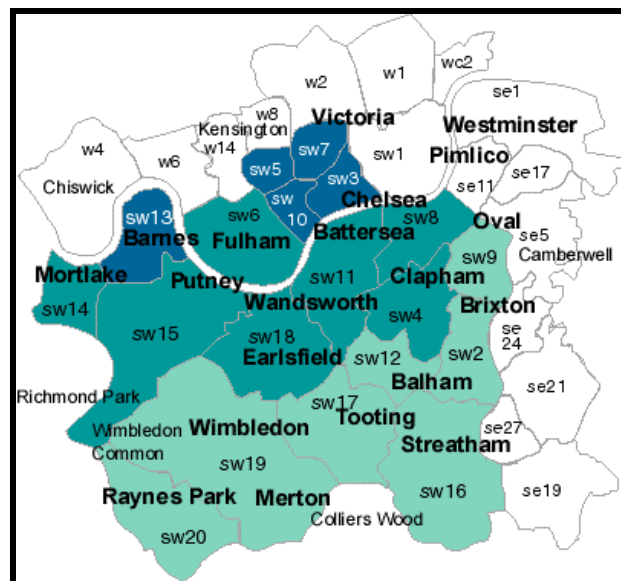


# Library and computing facilities at clinical placement sites: a guide for students

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Map provided by intoLondon.com

# Contents

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|  | Page |
|--|------|
| Introduction   | 3    |
| List of library and computing facilities at clinical placement sites – listed by NHS Trust/PCT | 4    |
| Information about local public libraries   | 13   |
| List of key resources available from anywhere  | 14   |
| Further help and support   | 15   |

# Introduction

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## **Why do I need this guide?**

This guide is designed to inform you about the library and computing facilities available to you whilst you are based at clinical placement sites. The list is not a definitive list but aims to cover the main sites where the majority of students are based. It is updated annually.

## **How to use the library and computing facilities at clinical placement sites**

Please ensure you have both your current St George's and Kingston University ID cards with you when you are at clinical sites. You will often need to show your ID card to be able to use the library and computing facilities.

The library services and computing facilities do vary at each site. Please remember that your home libraries are still either: St George's Library, Kingston Hill LRC (Nightingale Centre) or Penrhyn Road LRC, depending on where you are being taught. Please refer to the section on 'Further help and support' in this guide if you need any additional information.

## **Computing facilities**

Some libraries will require you to have an NHS logon to use their PCs. Please ask the librarian how to obtain a logon. Because of the NHS firewall you may have difficulties downloading attachments on emails and downloading files from websites. Many PCs will also block access to mail sites such as MSN, Yahoo and Hotmail.

We have also included the websites for local public libraries which also provide access to computing facilities, usually for free.

# List of library and computing facilities

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## Croydon

### Croydon Health Services NHS Trust

**Address:** Croydon Health Services Library PGMC  
Croydon University Hospital  
Croydon Health Services NHS Trust  
530 London Road  
Croydon, Surrey CR7 7YE

**Library facilities:** Once registered with the library, students can borrow up to five books for four weeks. Short loan books are loaned for two weeks. Photocopying (5p for A4, 10p for A4 colour and A3 black and white) and printing (5 p per A4 copy).

**Computing facilities:** 13 PCs (Trust log-on required to access all pcs)

**Opening hours:** Monday-Friday 9-5pm (Staffed).

**Contact:** Morag Clarkson, Arpita Banerjee  
Tel: 020 8401 3197  
Email: [libraryenquiries@croydonhealth.nhs.uk](mailto:libraryenquiries@croydonhealth.nhs.uk)

## Mid-Surrey

**Please note:** Students at East Elmbridge and Sutton & Merton PCT may use both Epsom and St Helier libraries.

### Epsom and St Helier University Hospitals NHS Trust

**Address:** The Sally Howell library  
Wells Wing  
Epsom General Hospital  
Dorking Rd  
Epsom, Surrey KT18 7EG

**Library facilities:** To join the library, you must complete a membership form and produce your trust / student ID card or other evidence of NHS employment. A form can be obtained from the library or downloaded from the website. Nursing and medical students may

borrow up to 6 books. Photocopying machines are available to use during opening hours only at a cost of 5p per page. In addition there are also facilities for laminating and binding. Please ask library staff for details.

There is a free literature search service and training sessions on healthcare databases are offered to students. See the website for details

**Computing facilities:** 7 PCs in the Library (no logon required) have MS Office and access to the Internet.

**Opening hours:** Monday – Friday 9.30- 4.30pm. Out of hours access is available for library members. Please ask staff for details.

**Contacts:** Potenza Atiogbe (Library Services Manager- based at St Helier)  
Tel: 020 8296 3186  
Margaret Carroll (Site Librarian)  
Tel: 01372 735685  
Enquiry Desk: Tel: 01372 735685  
Email: [potenza.atiogbe@esth.nhs.uk](mailto:potenza.atiogbe@esth.nhs.uk)  
Email: [margaret.carroll@esth.nhs.uk](mailto:margaret.carroll@esth.nhs.uk)  
Email: [libraryepsom@esth.nhs.uk](mailto:libraryepsom@esth.nhs.uk)

**Library website:** [www.epsom-sthelier.nhs.uk/library](http://www.epsom-sthelier.nhs.uk/library)

## St Helier Hospital

**Address:** Hirson Library  
St Helier Hospital  
Carshalton, Surrey SM5 1AA

**Library facilities:** To join the library, you must complete a membership form and produce your trust / student ID card or other evidence of NHS employment. A form can be obtained from the library or downloaded from the website. Nursing and medical students may borrow up to 6 books. Photocopying machines are available to use during opening hours only at a cost of 5p per page. In addition there are also facilities for laminating and binding. Please ask library staff for details.

There is a free literature search service and training sessions on healthcare databases are offered to students. See the website for details

**Computing facilities:** 6 PCs with Internet access (library login available)

**Opening hours:** Monday – Friday 9 – 5pm. Out of hours access is available for library members. Please ask staff for details.

**Contact:** Potenza Atiogbe (Library Services Manager)  
Tel: 020 8296 3186  
Email: [Potenza.atiogbe@esth.nhs.uk](mailto:Potenza.atiogbe@esth.nhs.uk)  
Email: [hirsonlibrary@esth.nhs.uk](mailto:hirsonlibrary@esth.nhs.uk)

Library website: [www.epsom-sthelier.nhs.uk/library](http://www.epsom-sthelier.nhs.uk/library)

## Kingston

### Kingston Hospital NHS Trust

**Address:** Stenhouse Library  
Kingston Surgical Centre  
Kingston Hospital  
Galsworthy Road  
Kingston, Surrey KT2 7QB

**Library facilities:** The Stenhouse Library has over 10,000 books and 40 journals plus e-journals.  
Students may borrow up to 5 books. Photocopying coin operated (10p per A4 copy) and printing (5p per A4 copy)

**Computing facilities:** 20 PCs and 2 scanners. Username and password required – from library enquiry desk.

**Opening hours:** **Term time:**  
Monday-Thursday 9.00am – 5.30pm  
Friday 9.00am – 4.30pm  
**Vacation time:**  
Monday – Friday 9.00am – 5.00pm.  
See website for dates.

There is also a study room containing key texts and PCs that is available 24 hours a day as part of the library

**Contact:** Elisabeth Chalmers: Tel: 020 8546 7711 ext 2856/2234  
Email: [elisabeth.chalmers@kingstonhospital.nhs.uk](mailto:elisabeth.chalmers@kingstonhospital.nhs.uk)  
Website: <http://education.kingstonhospital.nhs.uk/library>

## **Kingston CCG, GP practices and Public Health and Richmond CCG, GP practices and Public Health,**

For any information about library services please contact:

Micheal Walne: Tel: 020 8934 3502

Email: Micheal.Walne @kingstonhospital.nhs.uk

## **Hounslow and Richmond Community Health**

### **West Middlesex University Hospital NHS Trust**

**Address:** Patricia Bowen Library & Knowledge Service  
Twickenham Road  
Isleworth  
Middlesex TW7 6AF

**Library facilities:** There are 30 reader places for study and 12 networked computer terminals. There is a small study room with laptop facilities available for booking.  
Readers wishing to join the library will need to come to the library to complete an enrolment form and should bring a valid form of identification with them.

**Opening hours:** Monday - Thursday 9am-5pm  
Friday 11am – 5pm  
The library is closed at the weekend but entry swipe cards for evening and weekend access are available to all staff and students eligible to join the library.

**Contact:** Tel: 020 8321 5968  
Email: library@wmuh.nhs.uk

## **Wandsworth**

### **St George's Hospital NHS Trust St George's, University of London**

**Address:** St George's Library  
1<sup>st</sup> Floor Hunter Wing  
Cranmer Terrace  
Tooting, London SW17 0RE

**Library facilities:** Students can borrow between 4 and 10 books. Photocopying facilities (4p per copy)

**Computing facilities:** 100 PCs in the Computer resource rooms available on a 24 hour basis (St George's ID required)  
35 PCs in G2.1, 2<sup>nd</sup> Floor Grosvenor Wing, 9-4pm Mon-Friday  
A network logon is provided when students register.

**Opening hours:** Monday- Friday 8am-11pm (Self- service from 6pm)  
Saturday and Sunday 9am -9pm (Self- service only)  
Any days when the Library will be closed will be publicised in advance on the Library website

**Contact:** Anna El Jouzi or Fiona Littledale  
Tel: 020 8725 3255  
Email: [aeljouz@sgul.ac.uk](mailto:aeljouz@sgul.ac.uk)  
Email: [flittled@sgul.ac.uk](mailto:flittled@sgul.ac.uk)  
<http://www.sgul.ac.uk/library>

## **South West London and St George's Mental Health Trust**

### **Springfield Hospital**

**Address:** Library, Room 106, 1<sup>st</sup> Floor  
Wandsworth Recovery Centre  
Building 30  
Springfield University Hospital  
61 Glenburnie Road  
London SW17 7DJ

**Library facilities:** Students are not allowed to borrow books. However, printing and photocopying are free. There are no specific training sessions, but staff will help with literature searching on a one-to-one basis.

**Computing facilities:** 6 PCs on Trust network with Internet access

**Opening hours:** Please collect and sign out a swipe card from the Gate Lodge at Springfield Hospital each time you wish to use the library, and return it when you have finished. The library is accessible 24/7. Any queries about security and access Tel: 020 3513 6666 (Security Helpdesk).

**Contact:** Olga Rak: Tel: 020 3513 6033 (internal 6033)  
Email: [olga.rak@swlstg-tr.nhs.uk](mailto:olga.rak@swlstg-tr.nhs.uk)



## Tolworth Hospital

**Address:** Library , Room S8  
Woodroffe House  
Tolworth Hospital  
Red Lion Road  
Tolworth, Surrey  
KT6 7QU

**Library facilities:** Students are not allowed to borrow books. However, printing and photocopying are free. There are no specific training sessions, but staff will help with literature searching on a one-to-one basis.

**Computing facilities:** 4 PCs on Trust network with Internet access

**Opening hours:** If you do not have a swipe card please ask the staff at reception to let you in 8am-8pm. You will need the library door code - please email [olwen.revill@swlstg-tr.nhs.uk](mailto:olwen.revill@swlstg-tr.nhs.uk) or [olga.rak@swlstg-tr.nhs.uk](mailto:olga.rak@swlstg-tr.nhs.uk), or ask the staff at reception.

**Contact:** Olwen Revill  
Tel: 020 3513 5026 (internal 5026)  
Email: [olwen.revill@swlstg-tr.nhs.uk](mailto:olwen.revill@swlstg-tr.nhs.uk)

## Queen Mary's Hospital

**Address:** Library  
Jasmine Suite, 1<sup>st</sup> Floor  
Queen Mary's Hospital  
Roehampton Lane  
London SW15 5PN

**Library facilities:** Yes (minimal). Specialist collection, quiet study space. Students can borrow up to 4 books. Journals are reference only. One-to-one training sessions and help with all aspects of study and research are available on Thursdays when staffed.

**Computing facilities:** 3 PCs in Library for work related use.  
Contact your Clinical supervisor for access.

**Opening hours:** The Library is open 24 hours. On Thursdays it is staffed 9.30-4.30pm. Access by security swipe card at all other times.

**Contact:** Zena Ali - NHS Support Librarian:  
At QMH Tel: 020 8487 6473  
At St George's Tel: 020 8725 5433  
Email: [zali@sgul.ac.uk](mailto:zali@sgul.ac.uk)  
<http://www.sgul.ac.uk/library/>

## Other libraries in South West London

### Institute of Cancer Research

- Address:** Sir John Beckwith Library  
Bookes Lawley Building  
15 Cotswold Road  
Sutton, Surrey SM2 5NG
- Library facilities:** Yes – students are required to join the library
- Computing facilities:** 4 PCs with Internet access – no logon required
- Opening hours:** The library is open 24 hours for internal staff.  
It is staffed Monday-Friday 9-5pm.
- Contact:** Tel: 020 8722 4430  
Email: [library@icr.ac.uk](mailto:library@icr.ac.uk)  
[http://www.icr.ac.uk/education/education\\_strategy/icr\\_library/index.shtml](http://www.icr.ac.uk/education/education_strategy/icr_library/index.shtml)

### Kingston University

- Address:** Nightingale Centre,  
Kingston Hill  
Kingston, KT2 7LB
- Penrhyn Road LRC,  
Penrhyn Road,  
Kingston, KT2 1EE
- Library facilities:** Nightingale Centre: resources for subjects including Nursing, Midwifery, Social Work.  
Penrhyn Road LRC: resources for subjects including Radiography.  
Our catalogue is available at <http://icat.kingston.ac.uk>
- Computing facilities:** Computing facilities across the University include  
220 PCs and wireless network in the Nightingale Centre  
175 PCs and wireless network in Penrhyn Road LRC
- Opening hours:** See <http://www.kingston.ac.uk/information-services>
- Contact:** Nightingale Centre: 020 8417 5380  
Penrhyn Road LRC: 020 8427 2101  
[servicedesk@kingston.ac.uk](mailto:servicedesk@kingston.ac.uk)  
For contact details for the advisor for your subject see  
<http://blogs.kingston.ac.uk/hscs>

## Royal Hospital for Neuro-disability

- Address:** Professional Library  
West Hill  
Putney  
London SW15 3SW
- Library facilities:** Students can borrow up to 6 books (3 week loan). Pay a £20 deposit which is refundable at the end of their stay when books are returned. A photocopier is available just outside the library (copying 6p per sheet). Printing is free. One-to-one assistance in use of databases is available.
- Computing facilities:** PCs with Internet access - apply to the IT Dept for access (contact the Librarian to do this – see contact details below)
- Opening hours:** Staffed Tuesdays 8.00 – 4.00. Please telephone to arrange visit.
- Contact:** Librarian Tel: 020 8780 4500 ext 5111  
Email: [library@rhn.org.uk](mailto:library@rhn.org.uk)  
<http://www.rhn.org.uk>

## Royal Marsden NHS Foundation Trust

- Address:** David Adams Library  
The Education & Conference Centre  
The Royal Marsden School of Cancer Nursing and Rehabilitation  
The Royal Marsden Hospital  
Fulham Road SW3 6JJ
- Library facilities:** Yes
- Computing facilities:** 5 PCs with Internet access – no logon required
- Opening hours:** Monday, Tuesday, Friday 9-5pm  
Wednesday and Thursday 9-6.30pm  
Opening times may vary during Christmas and summer vacations.
- Contact:** Dale Russell  
Tel: 020 7808 2515  
Email: [library@rmh.nhs.uk](mailto:library@rmh.nhs.uk)

## The Children's Trust

**Address:** The Children's Trust  
The Robert Ball Library  
Tadworth Court  
Tadworth, Surrey KT20 5RU

**Library facilities:** Yes

**Computing facilities:** 2 PCs with Internet access (please ask staff to log you on)

**Opening hours:** Monday-Friday 10-4pm

Please note the Library relies on volunteer librarians when the librarian is not in, so that staffing may be minimal at times. A key to the library is always available from the Human Resources Dept.

**Contact:** Elwin Andrews Tel: 01737 365006  
Email: [library@thechildrenstrust.org.uk](mailto:library@thechildrenstrust.org.uk)  
<http://www.thechildrenstrust.org.uk/>

## Trinity Hospice

**Address:** 30 Clapham Common Northside  
Clapham SW4 0RN

**Library facilities:** Quiet study space. Specialised collection on palliative care with reference only journals.

**Computing facilities:** 6 networked (Local Network) PCs in the Library. Trinity log-in required

**Opening hours:** 9-5pm. If the Library is not open, please contact Julie Parry, HR Administrator; tel 020 7787 1048 – you will need your student ID card

**Contact:** <http://www.trinityhospice.org.uk>

For help with resources contact:  
Zena Ali - NHS Support Librarian  
Email: [zali@sgul.ac.uk](mailto:zali@sgul.ac.uk)  
Or Tel: 0208 725 5433

# Public libraries available in South West London

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## **Croydon Libraries**

<http://www.croydon.gov.uk/leisure/libraries/croydonlibs/>

## **Epsom and Ewell Borough libraries**

Includes: Epsom, Ewell and Stoneleigh Libraries

<http://www.epsom-ewell.gov.uk/EEBC/Leisure+and+Culture/Libraries/default.htm>

## **Borough of Kingston**

Includes: Kingston, Hook and Chessington, New Malden, Surbiton, and Tolworth Libraries

[http://www.kingston.gov.uk/info/200209/library\\_branches/304/find\\_your\\_local\\_library](http://www.kingston.gov.uk/info/200209/library_branches/304/find_your_local_library)

## **Merton Libraries**

Includes: Mitcham, Morden, Raynes Park and Wimbledon Libraries

<http://www.merton.gov.uk/libraries>

## **Richmond Borough Libraries**

Includes: Richmond, Twickenham and Teddington Libraries

<http://www.richmond.gov.uk/libraries>

## **Sutton Libraries**

Includes: Sutton, Worcester Park, Cheam and Carshalton Libraries

<http://www.sutton.gov.uk/index.aspx?articleid=907>

## **Wandsworth Libraries**

Includes: Balham, Battersea, Putney and Tooting Libraries

<http://www.wandsworth.gov.uk/libraries>

## Key resources available from anywhere

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Faculty's email system <https://convergence.sgul.ac.uk>

StudySpace (formerly Blackboard) <http://lms.kingston.ac.uk>

Kingston StudentSpace <http://go.kingston.ac.uk>

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| <b>AMED</b><br><b>Cinahl</b><br><b>Embase</b><br><b>HMIC</b><br><b>Medline</b><br><b>PsycInfo</b><br><b>Maternity &amp; Infant</b><br><b>Care</b> | All available from here:<br><br><a href="http://www.sgul.ac.uk/library">http://www.sgul.ac.uk/library</a><br><br>Log in with your SGUL (St George's, University of London) network username and password |
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NICE Evidence <http://www.evidence.nhs.uk>

Cochrane Library <http://www.thecochranelibrary.com>

St George's Library <http://www.sgul.ac.uk/library>

SGUL Hunter search <http://www.huntersearch.sgul.ac.uk>

Kingston University Library <http://www.kingston.ac.uk/information services>

KU Library catalogue <http://icat.kingston.ac.uk>

## Further help and support

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### Liaison Librarians for the Faculty of Health, Social Care and Education

#### St George's Library

|                  |   |
|------------------|---|
| Anna El-Jouzi    | 020 8725 3255<br><a href="mailto:aeljouz@sgul.ac.uk">aeljouz@sgul.ac.uk</a> |
| Fiona Littledale | 020 8725 3255<br>flittled@sgul.ac.uk  |

#### Kingston University Learning Resources Centres

|  |   |
|--|---|
| Clive Allnutt<br>(Nursing, Midwifery and Child Health)                 | 020 8417 5385<br>c.allnutt@kingston.ac.uk |
| Simon Collins<br>(Radiography, Rehabilitation Sciences<br>Social Work) | 020 8417 5385<br>s.collins@kingston.ac.uk |

# Studying or working in London on a budget?

Living in London can be a rewarding experience in many ways, but it has its price! For students and lower income earners, the cost of living, in particular accommodation can be very restrictive. This is why so many choose to share a flat or house. intoLondon helps you find where to live based on your budget. Whether you're new to London or moving here for the first time, intoLondon can help you find your way around.

Features include:

Flat and house share – rooms for rent in shared accommodation. Our busiest section catering for both students and professionals.

Where to Live Wizard – helps you find which area to live in dependant on your budget. The wizard starts at your place of work or study, and then travels down each tube or train line out of the area, finding areas within budget.

Interactive London map – see how the postcode puzzle fits together.

Journey planner – helps you plan your journey across London via tube, overland train or DLR.

For rooms and flats for rent, as well as help and info on where to live, visit  
**[www.intoLondon.com](http://www.intoLondon.com)**

