My Account option

Login with your library card - you can check which books you have on loan and when they are due back. You can also renew books online - you will be advised to contact the library if a renewal is not possible.

NB: Books which we have obtained from other libraries for you are not displayed. The account only shows what you have borrowed from your hospital library not interlibrary loans borrowed from elsewhere.

Knowledge where it’s needed.

Further Help: Please contact the Library Staff for more information. Training can be organised to suit individual or team circumstances.

Royal Bournemouth: library@rbch.nhs.uk
01202 704270

Poole: library@poole.nhs.uk
01202 442101

For easy links to resources and the latest library news visit the library webpage at:

https://dorsetnhs.libguides.com

Follow us on Twitter:
@EastDorsetLKS

Guide 7
Getting started with...
The Library Catalogue
Searching Options

**Title/Author** - offers an exact search if you have the full title or author details.

**Words in title/author** - This option could be used if you wish to search out all the books in a certain topic. Just adding in one key word you can bring back a selection of books which have that word in the title.

**Words anywhere** - searches for words in title/subtitle/author and subject. You can enter several words but the more words used, the longer a search will take. Joining words with ‘and’ e.g. *reflective ‘and’ practice* will arrange results differently.

**Author** - to check the entry for specific authors add author details to the search field. The search will then provide results on all books listed on the catalogue with that surname. You may then select the relevant entry and browse all listed book by author name.

**Advanced** - an option to search by ISBN is available.

**Tip:** If you are unsure of a title you can type % or * at the start of the title search e.g. *governance* finds the word ‘governance’ anywhere in the title.

Limit Searches

There are three search limiting tools which can be applied when searching the SWIMS catalogue:

**Publication date** - select the date range you prefer.

**Location** - Scroll down to find Poole (D01) or Bournemouth (D02). You can select several locations by holding down the Shift or Ctrl key.

**Media Type** - limit your search to books, e-books, CDROM, or DVDs.

Viewing

**Full record:** Click the title to open the full record for more information about availability. The full record will indicate which library holds the book, where it is shelved and whether it is on loan/reference/missing etc. If available it will give a photo of the book cover, a summary of its contents and a table of contents. Use “return to Hitlist” to return to brief list, or next and previous to move to other full records. **E-Book** information within the full record will identify who has access regional/national availability for NHS staff is the option to search for). Web links to Google books may also appear so some free text may be available!

Selecting/Printing/Emailing

From “brief list” you can tick results - when you have all the results highlighted you wish to save, click show selected and print or email the citations.