

**Make a Request** —  
there are 4 options

### 1) Request a Book

Use this form to request  
a book either...

- A) not in stock at any library on the system.
- B) In stock at another library (not your home library). You can copy and paste the details of the book into the request form.

### 2) Request a Journal Article

Use this form to request a journal article.

*We do need as much information about the book/article as possible to request items. Please note, replies to this request will be sent to you here via your library account.*

**Remember, you need to be aware of the terms and agreements of the Copyright Licensing Agency/NHS Copyright Agreement .**

### 3) Recommend for Purchase.

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

### 4) Request an Evidence Search

This service is provided to answer clinical and research questions related to patient care and questions that have arisen in the clinical or management setting. We undertake comprehensive literature searches across several databases to provide good quality evidence-based information to support research, guideline and care pathway development, audit and policy documentation. The results of a search will be a list of bibliographic references which is emailed to you. Please be as specific as possible with the information you provide.

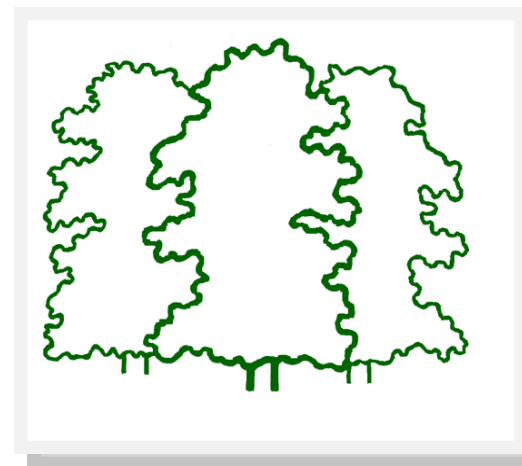
Bevan Library Bedford Hospital  
NHS Trust  
South Wing  
Amphill Road  
Bedford MK42 9DJ  
T: 01234 792114

Opening times: Monday Wednesday Friday 9.00.am—  
5.00pm Tuesday-Thursday 9.00am-7.00pm (staffed)  
Access is available 24 hours a day 7 days per week to  
registered Library users.

# Bevan Library

# ELMS

## The Library Catalogue: A User Guide



**ELMS is provided by NHS East of England**

W: [www.bedfordhospital.nhs.uk /bevan](http://www.bedfordhospital.nhs.uk/bevan)

T: 01234 792114

[bevan@bedfordhospital.nhs.uk](mailto:bevan@bedfordhospital.nhs.uk)

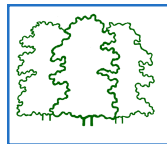
[library@btuh.nhs.uk](mailto:library@btuh.nhs.uk)

Welcome to the ELMS, the Eastern Library Management System which contains details of stock and services 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 and highlights new functions which are now available to library users. ELMS web address is [www.elms.nhs.uk](http://www.elms.nhs.uk) but there is also a link from our library website which takes you straight to the Bevan Library section of the site.

You can access ELMS via our library website.

Go to [www.bedfordhospital.nhs.uk/bevan](http://www.bedfordhospital.nhs.uk/bevan)

Click on ELMS icon on right hand side of page →



ALL library notices such as overdue notices and notification that a request is available for pick-up will be sent automatically by email. Please ensure the library has details of a current email address which you check regularly.

Contact us with any query regarding our services.

Always use this back button rather than the one on your browser.

Quick search screen. Click on advanced search to get more options.

Log in with **User ID** (the number on your library card) & **PIN** to check your account, renew, request or reserve an item. Ask at the library for your PIN.

Links to national, regional and local NHS electronic resources. And other libraries.

Log in with your User ID and PIN for further services.

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

Log in with **User ID** (the number on your library card) & **PIN** to check your account, renew, request or reserve an item. Ask at your library for details of your PIN.

Extra Options Available **Make a request** **Course Collections** **My Account**

### My Account

Here you can check your loans, renew items and make changes to your personal details. 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.

## Searching the Catalogue – Using the Advanced Search Screen

Advanced Search

title: NURSING And

author: JOHNSON And

title: And

words or phrase: And

author: And

title: And

subject: And

series: And

periodical title: And

periodical title: And

Search Reset

library: ALL

item category1: ANY

item category2: ANY

match on: Keywords

pubyear:

Catalogue Searches

Browsing

Call Number

Links

EEL Library information

Electronic journals

NHS Evidence

NHS Health Information Resources

Register for an NHS Athens account

Search other catalogues

You can also browse the catalogue by title, author or subject and search for items at specific shelf numbers.

Each of these dropdown menus offers all options

Each of these dropdown menus offers **AND** or **OR**

You can be far more focussed with your search in this screen. Each of the dropdown 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 *nursing* in the title by the author *Johnson*.

Other examples...

Subject *nursing* AND  
Title *mental health*

Title *diet* OR  
Title *nutrition*

Author *Smith* AND  
Subject *dentistry* OR  
Subject *oral surgery*

Author *Johnson, M* AND  
Title *social work*

You can also use the dollar sign \$ to truncate, e.g. *nurs\$* will pick up nurse, nurses and nursing. *Mentor\$* will pick up mentor, mentoring and mentorship.

## Searching the Catalogue– Using the Quick Search Screen

Quick Search

NURSING title Search

library: ALL

words or phrase

author

title

subject

series

periodical title

Advanced Search

Type a word or words into the search box. You can choose which field of the catalogue you want to search by clicking on the options in the drop down menu. E.g. to search for the book “Mentoring and Supervision in Healthcare” by N. Gopee, choose **title field** and type in *mentoring and supervision in healthcare* or if you do not know the whole title try part of the title *mentoring and supervision*. This will bring up all items with “mentoring and supervision” in the title. You could also search for books written by N Gopee by choosing **author** option and typing in “*Gopee*”

If you want to find all books about mentoring, remember that the word mentoring may not be in the actual title. Choose **word or phrase** option and type in *mentoring*. You can also use the dollar sign \$ to truncate, e.g. *Mentor\$* will pick up mentor, mentoring and mentorship. 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 also use **word or phrase** option if you know the ISBN of the book, the unique number which identifies the book worldwide.

Quick Search

NURSING title Search

library: ALL

ALL

APH Arthur Rank House Library

BED Bedford Hospital Library

BHHL Beds and Hearts Health Library

BHL Basildon Healthcare Library

CF Cambridgeshire and Peterborough Foundation Trust Library

CGH Colchester Hospital Library

GY Sir James Paget Library Great Yarmouth

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**. Choose **BED** for Bedford Hospital Health Library. Then click on **SEARCH**

Go Back Help Limit Search **New Search** Previous Next Kept Logout

**Search Results**  
title "NURSING" search found 3162 titles.  
Pages << 1 2 3 4 5 ...100 ...159 >>

#21 XX(43590.1) 2009  
Nursing children and young people with ADHD  
Ryan, Noreen, 1963-  
Details Keep Place Hold

#22 XX(43582.1) 2009  
Developing nursing practice with children and young people  
Hughes, Jane  
Details Keep Place Hold

Your search will come up as a list of books in stock. If it returns a high number you can further **limit your search** by clicking here. This will bring up the following box where you can refine your search.

Item Category 1 & 2 only for certain libraries.

Refine by publication year, keywords or sort results by chosen option

Search Again

healthcare words or phrase Search

library: ALL

item category1: ANY

item category2: ANY

match on: Keywords

pubyear:

sort by: None  
None  
Author  
Subject  
Title  
Relevance  
Old to New  
New to Old

Go Back Help Limit Search **New** Kept Logout

Powered by:

#22 XX(43582.1) 2009  
Developing nursing practice with children and young people  
Hughes, Jane.  
Details Keep Place Hold

#23 XX(43572.1) 2009  
Nursing the highly dependent child or infant : a manual of care  
Dixon, Michaela.  
Details Keep Place Hold

Selecting **Details** will tell you which libraries have a copy of the item and if it is out on loan. See next page.

Go Back Help **New Search** Previous Next Change Display Kept Logout

record 22 of 3162 for search title "NURSING"

Item Information **Look Inside** Remove Barcode

**Developing nursing practice with children and young people**  
Hughes, Jane.

Publisher: Wiley-Blackwell,  
Pub date: 2009.  
Pages: xiii, 242 p. :  
ISBN: 9781405150059  
Item info: 2 copies available at NH Frank Curtis Library Norwich and PB Laxton Library Peterborough.  
A Look Inside: Contents

**Holdings** Change Display

Library	Copy	Material	Location
NH Frank Curtis Library Norwich			
WS 405	1	Book	On shelf
PB Laxton Library Peterborough			
XX(43582.1)	1	Book	On shelf

**Details** shows how many copies of this book are on the system, the shelf number and in which library they are located. Many items also have outlines of the contents, see **Look Inside**.

#22 XX(43582.1) 2009  
Developing nursing practice with children and young people  
Hughes, Jane.  
Details **Keep** Place Hold

Summary

You can reserve a book which is in Bedford Bevan Library stock by clicking **Place Hold**. You will need to log in with your User ID & PIN to place a hold. You will be notified via email when the item is available to collect.

Go Back Help Logout Search/Home Contact Us

**Place Hold**

Title: Nursing children and young people with ADHD / Noreen Ryan and Tim McDougall.  
Author: Ryan, Noreen, 1963-  
User ID:   
PIN:   
Pickup at: **BHL Basildon Healthcare Library**

Place Hold Reset Query Values

Go Back Help Logout

**Keep** will put this item into a list so you can keep useful titles in one place for further reference. When you go back to the list of items you will see a tab for **Kept**. Click on this to access your list. Click **Remove** to take item off the list

Search/Home Contact Us

Go Back Help Limit Search **New Search** Next **Kept** Logout

**Search Results**  
words or phrase "nursing" search found 5096 titles.  
Pages << 1 2 3 4 ...100 ...200 ...255 >>