Swansea University
Library Support Booklet

- College of Human and Health Sciences
- Medical School

September 2019
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Contacts
As a Human and Health Sciences or Medical School student, you will need to access library materials for your assignments and research. The Library Team are happy to help you in all of your information needs. The following gives you contact information for each of your Librarians.

Team contact details
- Email: chhslibrary@swansea.ac.uk or medlib@swansea.ac.uk
- Phone: 01792 602240 (Swansea) or 01792 513838 (Carmarthen)
- Skype: CHHSLibrary

Singleton Park Library, Swansea University
- Erika Gavillet, Academic Liaison Librarian
- Elen Wyn Davies, Subject Librarian
- Susan Glen, Subject Librarian (Part-time)
- Stephen Storey, Subject Librarian
- Suzanne Taylor, Subject Librarian

St. David’s Park Learning Resource Centre (LRC), Carmarthen campus
- Izzy Phillips, Library Coordinator

Library Support
The Librarians at both Libraries are more than happy to sit down with you on a one-to-one basis to help you with your assignments and research. Many students have met with the Librarians on a one-to-one basis and have found it a valuable consultation in regards to their literature searching and referencing so please don’t be too shy to ask for help!

Health Board Libraries

If you are going on placement at an NHS hospital, you are welcome to use the Library facilities there. There are books and journals for you to consult and, in some libraries, you may be able to access the Internet. However, please remember that the Librarians at these libraries have many clients to serve. If you need help searching for information, interlibrary loans, or any special service regarding your class work, please consult your Human and Health Sciences Librarians or Swansea University Medical School Librarians first.

You may also like to apply for an NHS Athens account when you are on placement. https://register.openathens.net/wales.nhs.uk/register

This will give you access to online resources via the NHS e-library. Each account will only give you access to the databases and journals that the institution subscribes to. There will be differences between the Swansea University and NHS resources.

Swansea Bay University Health Board

http://www.abmlibraryservices.wales.nhs.uk/library-information

Hywel Dda University Health Board

http://www.wales.nhs.uk/sitesplus/862/page/79221
## Library locations

<table>
<thead>
<tr>
<th>Library locations</th>
<th>Singleton Park Library</th>
<th>Learning Resource Centre (LRC)</th>
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<tbody>
<tr>
<td></td>
<td>Swansea University</td>
<td>St. David’s Park, Carmarthen</td>
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</table>

## Opening Hours

<table>
<thead>
<tr>
<th>Library building:</th>
<th>Mon- Fri 08.30 – 16:30</th>
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<tbody>
<tr>
<td>Staffed hours:</td>
<td>Mon-Fri 8am to Midnight*</td>
</tr>
<tr>
<td></td>
<td>Sat-Sun 10am to Midnight*</td>
</tr>
</tbody>
</table>

*For the most up-to-date information check with the library or visit our website: [swansea.ac.uk/library](http://swansea.ac.uk/library)

## Telephone Renewals

| Tel. | 01792 295500 | Tel. | 01792 513838 |

## Subject Enquiries

| Get help from the Library Team with literature searching, referencing & using library resources. | Izzy Phillips |
| Email the team on: [chhslibrary@swansea.ac.uk](mailto:chhslibrary@swansea.ac.uk) or [medlib@swansea.ac.uk](mailto:medlib@swansea.ac.uk) Tel: 01792 602240 |

## General Enquiries

| Library Desk | Tel. 01792 295500 | Library Desk | Tel: 01792 513838 |

## LibraryPlus Enquiries

<table>
<thead>
<tr>
<th>Tel.</th>
<th>01792 518603</th>
<th>Tel.</th>
<th>01792 513838</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:libraryplus@swansea.ac.uk">libraryplus@swansea.ac.uk</a></td>
<td>Email:</td>
<td><a href="mailto:chhslibrary@swansea.ac.uk">chhslibrary@swansea.ac.uk</a></td>
</tr>
</tbody>
</table>

Full details can be found on our LibraryPlus web pages: [swansea.ac.uk/library/student-support/libraryplus/](http://swansea.ac.uk/library/student-support/libraryplus/)

## Interlibrary Loan Enquiries

<table>
<thead>
<tr>
<th>Tel.</th>
<th>01792 295045</th>
<th>Tel.</th>
<th>01792 513838</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:dscs@swansea.ac.uk">dscs@swansea.ac.uk</a></td>
<td>Email:</td>
<td><a href="mailto:chhslibrary@swansea.ac.uk">chhslibrary@swansea.ac.uk</a></td>
</tr>
</tbody>
</table>

Full details can be found on our Document Supply web pages: [libguides.swansea.ac.uk/Document-Supply](http://libguides.swansea.ac.uk/Document-Supply)

## Password & IT Enquiries

| Full details can be found on our IT services web pages: [https://myuni.swansea.ac.uk/it-services/](https://myuni.swansea.ac.uk/it-services/) | Call the Library Desk (Tel. 01792 295500) if you need help, email customerservice@swansea.ac.uk or visit servicedesk.swansea.ac.uk |

## Borrowing Limits

| Undergraduates - 30 items (across all libraries) | Postgraduates and Staff - 30 items (across all libraries) |

## Loan Periods

| Normal loans - 4 weeks (high demand items change to 1 week). | Normal loans - 4 weeks (high demand items change to 1 week). |
| Journals – 4 weeks. | Journals are NOT borrowable |
| Short Loan items are kept at the Library Desk. | |
| Overnight Loan items are on the normal shelves. | |

## Fines

All libraries impose fines for late returns. Failure to return the item will result in a fine. Always check your student email for overdue and recall notifications from the library. Books borrowed from Swansea University can be recalled if needed by another user.

## Referencing Enquiries

If you have a query, or need advice to do with referencing, you can contact: chhslibrary@swansea.ac.uk or medlib@swansea.ac.uk or look for advice on our Library Guide [libguides.swansea.ac.uk/APAReferencing](http://libguides.swansea.ac.uk/APAReferencing)
Passwords
Nearly all the systems you will need access to use the same username and password. This is normally your student number or your email address (e.g., 123456 or 123456@swansea.ac.uk) and your normal password. Check this works on campus! Otherwise email customerservice@swansea.ac.uk or contact the Library Desk on 01792 295500.

Using a computer on campus
- Your Username is your Student number
- Your initial password is your student number and date of birth – for example if you were student 123456 with a d.o.b. of 07/01/1999 your password would be 123456/07/01/1999

Accessing online books and journals
- Use your Swansea University institutional login.
- Your Username is your Student number (e.g., 123456)
- Your initial password is your student number and date of birth – for example if you were student 123456 with a d.o.b. of 07/01/1999 your password would be 123456/07/01/1999

Using wi-fi (Eduroam)
- You will need to register your laptop or mobile device on campus to use the SwanseaUni wi-fi. It is easy to do and takes a few minutes. See http://www.swansea.ac.uk/it-services/wi-fi/ for instructions.

If you are on placement at a Swansea Bay University Health Board (SBUHB) site you will also be able to connect to the wi-fi system, Eduroam. This allows you access to free wireless whilst on placement, however you need to register your device whilst on campus first.

Saving Your Work
- All current students and staff can download free copies of Microsoft Office 365 onto your own personal PCs and mobile devices.
- You can save your work to OneDrive, please visit https://myuni.swansea.ac.uk/it-services/software-enquiry/office-365/ for more details.

Printing, scanning & photocopying
- See https://myuni.swansea.ac.uk/it-services/printing/ for instructions.
**MyUni Pages**

Login to [myuni.swan.ac.uk](http://myuni.swan.ac.uk) to access various information such as your university email account, intranet and Blackboard (you will need to login into the intranet once again from here for security reasons.)

**Intranet account**
- This is where you will find your personal details on the University Administration system, such as your Finance statement, Accommodation details, Module selection etc.

**Email account**
- It is **essential** that you regularly check your student e-mail account. The University Registry, your department and Library staff will communicate with you **only** using your Swansea University e-mail address and not by any other e-mail account such as Yahoo.
- Your e-mail address is your student id number followed by @swansea.ac.uk
  
  E.g.: 123456@swansea.ac.uk

**Blackboard**
- Blackboard is the University’s online learning environment, it is **essential** that you use this regularly as it contains your course documents, lecture notes, reading lists and your Library help pages.
- When you login to Blackboard you need to click on the **My Studies** tab and the courses and modules on which you are enrolled will be listed in the centre.
Library Guides
libguides.swansea.ac.uk
The Library Team has put together a Library Guide for College of Human and Health Sciences and Medical School subjects to provide you with useful links to resources as well as to help you review and/or supplement what you learn in your library sessions.

Ask a Librarian
Ask a Librarian is our service making contacting your subject librarians even easier. Your Librarians can help you with subject support for your research and assignments and will be available via Live Chat from Monday to Friday 9am - 5pm.

You can find the Live Chat on your Library Guides pages
Got a question? Just ask!

One-one appointments
You can book a one-to-one appointment with your Librarians using the online link available on your Library Guide. We also offer one-to-one appointments via skype.

Finding books
iFind, the Library catalogue
To find books in the Library and ebooks you will want to access iFind, the Library catalogue ifind.swansea.ac.uk

Once accessed, you can enter keywords from the title or subject matter and a listing of the items that meet your search terms will be displayed. By clicking on a title, you will see the full record with the Call Number for the item and a link to the online version where available. This number will tell you where to find the item on the library shelves. If you need help locating items, you can ask for assistance from the library staff working on the Library desk.

- **Viewing your Library Account: iFind** allows you to see what items you currently have checked out of the library, if you have a requested book ready for pick-up, or what fines/fees you have outstanding in the library.
- On **iFind**, you can look at your account by clicking on **Login** and entering your **username** (your student number e.g. 123456) and normal **password** as requested.
- **Reserving a book**: If you are in need of a book that is already out on loan you can request that the book be recalled for you in a week. You will be notified when the book is available.
- **Renewal of a book you have borrowed**: You can renew the items you have on loan using **iFind**, Items will be automatically renewed unless the item has been requested.
- **Recall of a book you have borrowed**: If you have borrowed a book and it is recalled, you will be notified via your Swansea University e-mail account. You will have one week to return it to the Library. It is important to check your e-mail to see if any books have been recalled because fines can start building up if you do not return the book.
Finding journals and journal articles

iFind, the Library catalogue
To find journals in the Library and ejournals you will want to access iFind.

Many of the journals you will use will be available online. You can search by journal title by clicking on the link Journal Search and searching for the journal i.e.: British Journal of Nursing.

Databases
These are used when you want to see if there are any articles written about the topic you are researching. There are quite a few to use and some may overlap each other. Guides for using these databases are found on the Library Guides site.

You can see the list of useful databases you should consider using below, there is also a list on your Library Guides pages.

- **ASSIA (Applied Social Sciences Index and Abstracts)** can be used for any applied social science in relation to health. This will include such topics as social inclusion, health economics, health and social policy, socio-economic indicators, etc. There are links to full-text journal articles, providing we subscribe to that particular journal.

- **CINAHL (Cumulative Index to Nursing & Allied Health Literature)** can be used for any nursing, midwifery, allied health, pre-hospital care, informatics or health administration topic. There are links to full-text journal articles, providing we subscribe to that particular journal.

- **Cochrane Library** consists of seven evidence-based medicine databases with some full text. It is free to use and does not require a login.

- **iFind** allows simultaneous searching of multiple databases, choose the articles & more tab to search.

- **Medline** provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more.

- **PsycINFO** covers the professional and academic literature in psychology and related disciplines, including medicine, psychiatry, nursing, sociology, pharmacology, physiology and linguistics.

- **ScienceDirect** covers Social Sciences and Humanities, Health Sciences, Life Sciences and Medicine. Advanced search gives you the option to choose subscribed journals so that you only find results available to you immediately - useful for getting started on a topic.
Swansea University Online Tutorials (SWOTs)
bitly.com/SUSwotsintro
There are a number of Online Tutorials available for you to complete which will help you navigate your way around our libraries, find reliable information for your assignments and show you how to reference correctly.

Inter Library Loan (Document Supply)
libguides.swansea.ac.uk/Document-Supply
If the Library does not own the book or journal article that you need you may apply for an interlibrary loan through our Document Supply section. This is when we ask another library that owns the material to send it to us or directly to you. You can use the online request form to order inter library loan materials.

Searching online for information
Searching the Web for information can be useful, BUT, a word of caution! Be very careful when you are taking information from the Web. Make sure you check to see who put out the information and if it is up-to-date. If it is a government website (URL ends in .gov.uk) or an academic site (URL ends with .ac.uk or .edu), it can be presumed that the information is correct and updated. Beware of commercial sites wanting to sell you something or pages put out by unqualified people. There are web portals that can help you find reliable web pages of interest.

Evidence search
evidence.nhs.uk is a reliable source. It gives free access to clinical and non-clinical information – local, regional, national and international. It includes evidence, guidance and Government policy. It is a comprehensive site that lists quality checked medical, nursing, midwifery and allied healthcare sites.

UpToDate
uptodate.com/online (on campus access only or use your NHS Athens account if you are eligible for one)
This provides a digest of current medical information in a number of clinical areas. It is a very useful point of care tool.

Google Scholar
scholar.google.co.uk is a search engine that will search through scholarly literature. You can set a quick link button on your computer to link to our library resources.

Click on . Select the settings button then click on . Enter Swansea University in the search box, tick the box then press Save.
Writing your assignments

Assignment Survival Kit (ASK)
ask.swan.ac.uk
This is an online tool developed by Subject Team Librarians to help you with time and task management when tackling assignments. If you are new to planning academic work or feel a little lost at how to get started on your first assignment, take a look. All you need to do is enter the due date for the piece of work and ASK will produce a timetable of tasks that you should be thinking of when planning your work.

Further useful resources for research

Browzine – a simple app (for phone, tablet, laptop or PC) to allow you to keep abreast of the latest articles published in key journals in your field. Simply download the app and select Swansea University as your institution. Then search for journal titles you want to be able to browse for new articles. Find more detail on your Library Guides pages.

EndNote
libguides.swansea.ac.uk/endnote
Bibliographic software to help you manage your references. Use it to build up a database of the references you have used in your research. It works alongside Microsoft Word to format them in your finished work, saving you time when you come to write up.

Sage Research Methods Online – a collection of full-text books, articles and case studies to help guide and advise researchers in the selection of appropriate methodologies for research projects. These include epidemiology, meta-analysis, statistics, qualitative and quantitative methods. Find more detail on your Library Guides pages.

Training sessions for postgraduates and staff
libguides.swansea.ac.uk/researchskills
Full details of the upcoming PostGraduate Skills Programme courses can be found on our Library Guides pages for research skills support.

Referencing

College of Human and Health Sciences Students:
The recommended style of referencing for your course is APA 6th edition. You are able to book one-to-one sessions with the librarians for advice on referencing and avoiding plagiarism. Additional support and a comprehensive guide on referencing are available on our Library Guide pages libguides.swansea.ac.uk/APAReferencing
Medical School Students:
The recommended style of referencing for your course is **APA 6th edition** or **Vancouver**. You are able to book one-to-one sessions with the librarians for advice on referencing and avoiding plagiarism. Additional support and a comprehensive guide on referencing are available on our Library Guide pages libguides.swansea.ac.uk/Medicine

Centre for Academic Success
swansea.ac.uk/academic-success/
The Centre for Academic Success team run a variety of courses such as academic writing, critical thinking and presentation skills. They offer drop-in sessions as well as one-to-one appointments.

Distance and Placement Support (LibraryPlus)
swansea.ac.uk/library/student-support/libraryplus/
As a student of the College of Human & Health Sciences or Medical School, you can benefit from the **LibraryPlus** service. The LibraryPlus service is our way to bring the Library to your doorstep. We can photocopy or scan journal articles, post books, order items in advance for collection etc. Full details can be found on our LibraryPlus web pages.

Final tips

- Always bring your Student ID card with you to Swansea University and St. David’s Park Libraries. This will allow you to borrow and reserve books and at Swansea University Library the ID card is also used to print, scan and photocopy.

- Find the library online to keep up with library and subject news;
  - Twitter: @SwanseaUniLib
  - Blog: http://hhmslibraryteam.wordpress.com