

29. MEDICAL LIBRARY

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29.2.1 Aim: To outline medical library services available in the Chancellor's Building.

29.3.1 Introduction: The Library, which is located on the first and second floors of the Chancellor's Building, is a shared facility, aiming to support the teaching and research interests of staff and students from the College of Medicine & Veterinary Medicine and NHS Lothian staff. The Library provides mostly on-line services, but also a modest collection of books and journals.

29.4.1 Access: University of Edinburgh staff and students have full access and borrowing rights. NHS Lothian staff, on production of current ID documentation, may register as users according to the current Service Level Agreement with the University of Edinburgh.

29.4.2 Access to the Library *outside hours of normal buildings occupancy* (see Section 9 of this Manual for definitions) dictates, *on each and every occasion* that the building is entered, and *by all who enter the building during these hours*, that the register be signed at Reception; this is to ensure that buildings security personnel may quickly ascertain precisely who is in the building and where they are most likely to be located so that, in the event that fire alarms begin to sound, a roll-call can be taken at the Evacuation Assembly Point (see Sections 5 and 6 of this Manual for further details regarding fire safety arrangements).

29.4.3 Personal protective equipment, including laboratory coats, theatre scrubs *etc*, **must not** be worn in the Library.

29.4.3 Full details of the regulations for admission, registration and access may be found at:

<https://www.ed.ac.uk/information-services/library-museum-gallery>

29.5.1 Opening Hours: The Library is open 09:00 – 17:00, Monday to Friday. The computer suite on the upper level of the Library is open 24 hrs a day, seven days per week. For access to the computer suite outside normal working hours (including

access at any time at all during weekends and University holidays), please see Paragraph 29.4.2, and comply at all time with policies governing work outside hours of expected buildings occupancy.

29.6.1 Stock: The Library has a small selection of key texts, general reference books and journals on the lower floor and gives access to thousands of electronic journals, textbooks and databases *www.is.ed.ac.uk* and *the NHS Knowledge Network*. Most of the stock is available on a four or twelve week loan basis (depending on library membership category), and there is a small student reserve section. Further information can be found at www.is.ed.ac.uk

29.7.1 Computers: There are over 46 University-networked PC's and 19 NHS PCs on the upper floor of the Library; this service is available 24-hour- a-day, seven-days-per-week. For access to the computer suite outside normal working hours (including access any time at all during weekends and University holidays), please see Paragraph 29.4.2, and comply at all time with policies governing work outside hours of expected buildings occupancy. The lower ground has 2 visitor PCs and 4 University-login pcs.

29.8.1 Library Services: The Library has a strong electronic emphasis, although still offering a wide range of traditional library services. There is a robust electronic document delivery from other University Library sites that allows users to access material at their desktop. For material not held by EUL there is a fast inter-library loan service *via* The British Library. All inter and intra library loan requests can be made online *via* the *Illiad* system <http://illiad.lib.ed.ac.uk/illiad/> The Library also has a photocopying and scanning facilities on both upper and lower floors.

29.9.1 User Education: Individual and group training sessions on database-searching, electronic journal access, systematic reviews and information skills can be arranged. Email: Donna.Watson@ed.ac.uk for further information.

29.10.1 Further information: Further information on Library Services at Edinburgh BioQuarter may be obtained from Donna.Watson@ed.ac.uk or telephone: 0131 242 6340.

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