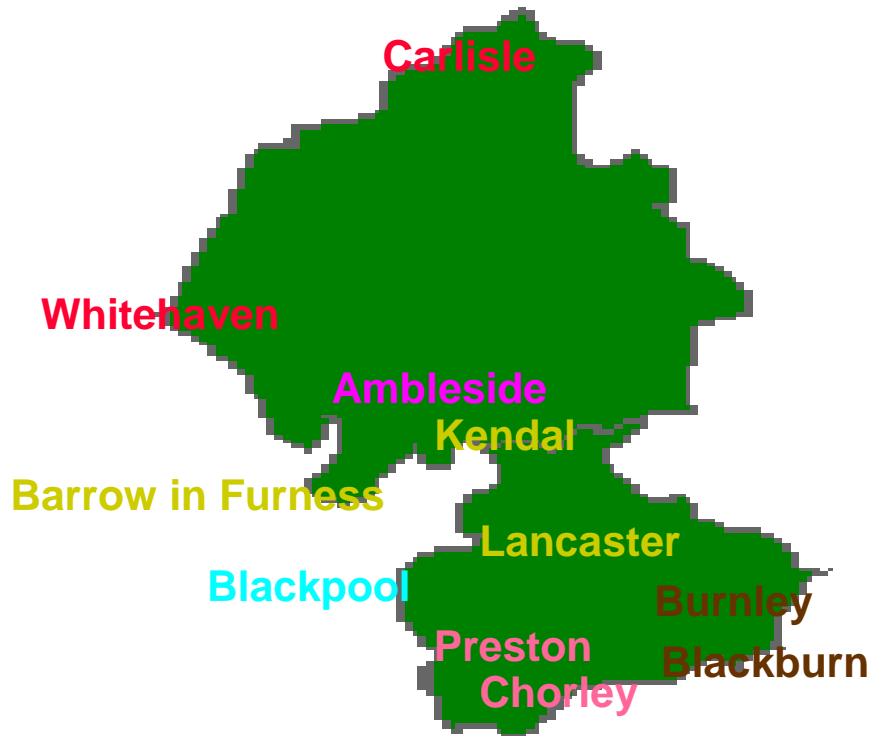




## CUMBRIA & LANCASHIRE HEALTH LIBRARIES



## Passport to Partnership Information & Procedures Manual





## Introduction

This partnership agreement (P2P) between the NHS Health Libraries and Higher Education (HE) institutions in Cumbria and Lancashire enables all the NHS staff working in Cumbria and Lancashire to access the collective health resources of the area. Staff and students of the participating HE institutions are also able to access the resources of all participating libraries.

## This scheme

- Builds on the existing network of successful partnerships irrespective of geography
- Provides opportunities and access across a range of library services
- Allows NHS and HE staff and students to access any member library
- Allows access to electronic resources where licensing agreements permit
- Maximises access to a wealth of resources and specialist collections
- Supports health information needs across Cumbria & Lancashire

This agreement means that providing you are a member of your 'home' NHS or HE library, you are able to visit and/or join any of the others and use their resources.

## NB

**Refer to individual libraries for actual services offered**



## Conditions of Use

To help the scheme operate at maximum potential for all, we ask that users and partners adhere to the following:

- The passport scheme is only open to NHS Health & Social Care and HE staff and students of affiliated organisations.
- Only users registered at their 'home' library will be entitled to participate in this scheme. Individual's membership must be free of any outstanding charges or loan stops, for the library to grant permission for additional borrowing rights through P2P.
- P2P requests that members abide by the standard conditions of use within any library visited through the passport scheme.
- Participating libraries reserve the right to refuse entry to any library, or membership of the scheme to anyone disregarding the conditions of use or causing inconvenience to others.
- Membership of the scheme will be valid until 31 August of the year joined. Individuals will have to re-register each year

## Registration procedure:

- Visiting Library: Individual presents a valid NHS or HE identity card on arrival. **Library staff telephone home library to confirm eligibility** (i.e. that they are a registered library user). User then completes P2P form (see page 5) and an in-house registration form if required. Staff record appropriate details on the statistics form.
- Home Library: On receiving telephone call from visiting library check that reader is registered. If not, then a registration form (see page 5) *must* be completed at the visited library and a copy sent to the home library. Staff record appropriate details on the statistics form.





## **Services:**

### **Loans**

Once registered at the home library, members can visit any of the participating libraries and borrow up to three books at any one time. The host library may restrict the range of materials available such as short or restricted loan items, or material heavily in demand.

Certain libraries may offer a reference only service.

### **Computer access**

This is dependent upon institutional licensing agreements and local terms and conditions.

### **Services Not Available**

The following services are not available from P2P partner libraries

- Inter-library loans
- Document Requests
- Literature Searching

### **Returning books**

Members may be able to return borrowed resources via the individual's home library but it is advisable to check each site for details

### **Charges**

Some services including photocopying may be subject to a fee. All fines and service charges are the responsibility of the individual. In addition, participating libraries may exchange relevant information where appropriate.



**CUMBRIA & LANCASHIRE HEALTH LIBRARIES PASSPORT SCHEME  
APPLICATION FORM valid to 31<sup>st</sup> August 2018**

Please complete this form and hand it to the library staff

*Please complete in BLOCK CAPITALS*

SURNAME ..... FIRST NAME(S) .....

TITLE ..... HOME ORGANISATION .....

LIBRARY CARD NUMBER (HOME LIBRARY) .....

I agree to abide by the rules and regulations of any P2P library I visit, including paying any fines or other charges I incur.

APPLICANT'S SIGNATURE ..... DATE .....

In accordance with the Data Protection Act 1998, P2P will only use this information for the monitoring and efficient delivery of library services, The participating organisations will not pass information onto any third party.

**↑ This part to be retained by the home library ↑**

✂-----

**↓ This part to be retained by the P2P library ↓**

Passport Membership Voucher. Valid until August 2018

TITLE ..... NHS STAFF  H.E. STAFF/STUDENTS

SURNAME ..... FIRST NAME .....

HOME ORGANISATION.....

HOME LIBRARY CARD NUMBER .....

AUTHORISING LIBRARY STAFF

NAME ..... SIGNATURE .....

DATE ..... EXPIRY DATE 31<sup>ST</sup> AUGUST 2018



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# ***LIBRARY DETAILS***



## Blackpool Teaching Hospitals Health Library

Name of library	Blackpool Teaching Hospitals Health Library
Hospital Site	Blackpool Victoria Hospital
Parent Organisation/ Institution	Blackpool Teaching Hospitals NHS Foundation Trust
Address	Health Professionals' Education Centre Whinney Heys Road Blackpool FY3 8NR
Telephone number	01253 953831
Contact name	Debra Thornton
Email address	Library.services@bfwhospitals.nhs.uk
Web Address	<a href="http://www.bfwh.nhs.uk/our-services/hospital-services/library/">http://www.bfwh.nhs.uk/our-services/hospital-services/library/</a>

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to Cumbria & Lancs NHS Libraries
Databases	NO	
Internet Access	YES	
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday - Thursday	8:30am – 5.00pm	Closed Weekends & Bank Holidays
Friday	8:30 – 4:30	



## East Lancashire Hospitals Health Library Service Blackburn Site Library

Name of library	Learning Centre Library
Hospital Site	Royal Blackburn Hospital
Parent Organisation/ Institution	East Lancashire Hospitals NHS Trust
Address	Learning Centre Library Royal Blackburn Hospital Haslingden Road Blackburn BB2 3HH
Telephone number	01254 734312
Contact name	Graham Haldane
Email address	Library.blackburn@elht.nhs.uk
Web Address (Hospital & WebBLOG)	<a href="http://www.elht.nhs.uk">http://www.elht.nhs.uk</a> <a href="http://www.ehub.elht.nhs.uk">www.ehub.elht.nhs.uk</a>

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	YES	Internet kiosks only
Word Processing	NO	
Photocopying	NO	Scanners available

### Opening Hours

Monday – Thursday	8:30 – 4:30	Closed Weekends & Bank Holidays
Friday	8:30 – 4:00	

## East Lancashire Hospitals Health Library Service Burnley Site Library

Name of library	Mackenzie Healthcare Library
Hospital Site	Burnley General Hospital
Parent Organisation/ Institution	East Lancashire Hospitals NHS Trust
Address	Mackenzie Healthcare Library Burnley General Hospital Casterton Avenue Burnley BB10 2PQ
Telephone number	01282 805078
Contact name	Graham Haldane
Email address	library.burnley@elht.nhs.uk
Web Address	<a href="http://www.elht.nhs.uk">http://www.elht.nhs.uk</a> <a href="http://www.ehub.elht.nhs.uk">www.ehub.elht.nhs.uk</a>

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	YES	Internet kiosks only
Word Processing	NO	
Photocopying	NO	Scanners available

### Opening Hours

Monday - Thursday	8:30 – 4:30	Closed Weekends & Bank Holidays
Friday	8:30 – 4:00	

## Lancashire Care NHS Trust Library

Name of library	Library and Information Service
Hospital Site	N/A
Parent Organisation/ Institution	Lancashire Care NHS Trust
Address	Library and Information Service The Gosall Library Lantern Centre Vicarage Lane Fulwood Preston PR2 8DY
Telephone number	01772 773510
Contact name	Carmel Smith
Email address	carmel.smith@lancashirecare.nhs.uk

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	YES	
Internet Access	YES	
Word Processing	YES	

### Opening Hours

Monday - Thursday	9:00 – 5:00	Closed Weekends & Bank Holidays
Friday	9:00 – 5:00	

## Lancashire Teaching Hospitals Library & Information Service Chorley Site Library

Name of library	Chorley
Hospital Site	Chorley & South Ribble Hospital
Parent Organisation/ Institution	Lancashire Teaching Hospitals NHS Foundation Trust
Address	Library, Education Centre Chorley Hospital Euxton Lane Chorley PR7 1PP
Telephone number	01257 245606/7
Contact name	Amy Belch
Email address	Library.cdh@lthtr.nhs.uk
Web Address	www.lancsteachinghospitals.nhs.uk

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	NO	+ WiFi
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday	9:00 – 5:00	Closed Weekends & Bank Holidays
Tuesday	9:00 – 5:00	
Wednesday	9:00 – 5:00	
Thursday	9:00 – 5:00	
Friday	9:00 – 5:00	

## Lancashire Teaching Hospitals Library & Information Service Royal Preston Site Library

Name of library	Royal Preston
Hospital Site	Royal Preston Hospital
Parent Organisation/ Institution	Lancashire Teaching Hospitals NHS Foundation Trust
Address	Library and Information Service Education Centre Royal Preston Hospital Sharoe Green Lane Preston PR2 9HT
Telephone number	01772 522763
Contact name	Sarah Woodhall
Email address	Library.RPH@lthtr.nhs.uk
Web Address	<a href="http://www.lancsteachinghospitals.nhs.uk">www.lancsteachinghospitals.nhs.uk</a>

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	NO	+WiFi
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday - Tuesday	9:00 – 7:00	Closed Weekends & Bank Holidays
Wednesday	9:00 – 5:00	
Thursday	9:00 – 7:00	
Friday	9:00 – 5:00	

## Lancaster University Library

Name of library	Lancaster University Library
Campus	Lancaster
Parent Organisation/ Institution	Lancaster University
Address	Bailrigg Lancaster LA1 4YH
Telephone number	01524 592545
Contact name	Jenny Brine Lynne Pickles
Email address	<a href="mailto:l.pickles@lancaster.ac.uk">l.pickles@lancaster.ac.uk</a>
Web Address	<a href="http://www.lancaster.ac.uk/library/">http://www.lancaster.ac.uk/library/</a>

### Facilities

Borrowing Rights	YES	NHS Staff Only
Reference Access	YES	
Return Resources to Other P2P Libraries	NO	
Databases	YES	In library only
Internet Access	NO	
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday - Tuesday	In term time and the Easter vacation the Library is open 24/7. For details of <b>staffed</b> opening hours, and for information on opening hours during the summer and Christmas vacations, check the website <a href="http://www.lancaster.ac.uk/library/using-the-library/opening-hours/">http://www.lancaster.ac.uk/library/using-the-library/opening-hours/</a>
Wednesday	
Thursday - Friday	
Saturday	
Sunday	

## North Cumbria Library and Knowledge Services Carlisle Site Library

Name of library	Carlisle (CIC)
Hospital Site	Cumberland Infirmary
Parent Organisation/ Institution	North Cumbria University Hospitals NHS Trust
Address	Cumberland Infirmary Newtown Road Carlisle CA2 7HY
Telephone number	01228 814879
Contact name	Mr Stephen Graham
Email address	library@ncumbria.nhs.uk
Web Address	www.library.ncumbria.nhs.uk

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	NO	
Word Processing	NO	

### Opening Hours

Monday - Thursday	8:45 – 5:00	Closed Weekends & Bank Holidays
Friday	8:45 – 4:30	

**‘Please note Cumbria Partnership NHS Foundation Trust and Cumbria CCG staff are also served by this library and are therefore also eligible to use the P2P scheme’**

## North Cumbria Library and Knowledge Services Whitehaven Site Library

Name of library	Whitehaven (WCH)
Hospital Site	West Cumberland Hospital
Parent Organisation/ Institution	North Cumbria University Hospitals NHS Trust
Address	Education Centre Library West Cumberland Hospital Homewood, Hensingham, Whitehaven Cumbria CA28 8JG
Telephone number	01946 523826
Contact name	Mr Stephen Graham
Email address	wchlibrary@ncumbria.nhs.uk
Web Address	www.library.ncumbria.nhs.uk

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to NHS Libraries
Databases	NO	
Internet Access	NO	
Word Processing	NO	

### Opening Hours

Monday – Wednesday	9:00 – 5:00	Closed Weekends & Bank Holidays
Tuesday, Thursday Friday	9:00 – 3:00	

**‘Please note Cumbria Partnership NHS Foundation Trust and Cumbria CCG staff are also served by this library and are therefore also eligible to use the P2P scheme’**





## North West Ambulance Service

Name of library	NWAS Library and Knowledge Service
Hospital	N/A
Parent Organisation/ Institution	North West Ambulance Service
Address	N/A
Telephone number	07747 456736
Contact name	Matt Holland
Email address	Matt.Holland@nwas.nhs.uk
Alternative contact details	Jenny.Park@nwas.nhs.uk Tel: 07747 456736
Web Address	<a href="https://www.networks.nhs.uk/nhs-networks/nwas-library-and-information-service">https://www.networks.nhs.uk/nhs-networks/nwas-library-and-information-service</a>

### Additional Notes

The library service provided for North West Ambulance staff is an online service and no physical library resources are available. Please contact Matt Holland for further details.

## University of Central Lancashire Preston Site Library

Name of library	Preston
Parent Organisation/ Institution	University of Central Lancashire
Address	University of Central Lancashire LIS Preston PR1 2HE
Telephone number	01772 895355
Contact name	Mike Hargreaves
Email address	liscustomersupport@uclan.ac.uk
Web Address	www.uclan.ac.uk

### Facilities

Borrowing Rights	NO	
Reference Access	YES	Advance notice required Tel No. 01772 895355
Return Resources to Other P2P Libraries	NO	
Databases	NO	
Internet Access	NO	
Word Processing	NO	

### Opening Hours

Mon-Fri	9am – 5pm	Closed Christmas Day and New Years Day.  Weekend access by prior arrangement.
Sat and Sun	10am – 4pm	

## University of Central Lancashire Burnley Campus Library

Name of library	UCLan Burnley
Parent Organisation/ Institution	University of Central Lancashire
Address	University of Central Lancashire Burnley Campus Library Princess Way Burnley Lancashire BB12 0EQ
Telephone number	01772 896086
Contact name	Julie McClements
Email address	LISBurnleyHE@uclan.ac.uk
Web Address	www.uclan.ac.uk/burnley

### Facilities

Borrowing Rights	NO	
Reference Access	YES	Advance notice required Tel No. 01772 896086
Return Resources to Other P2P Libraries	NO	
Databases	NO	
Internet Access	NO	
Word Processing	NO	

### Opening Hours

Mon-Fri	9am – 5pm	Closed Bank Holidays.
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## University of Cumbria Fusehill Street Campus Library

Name of library	Fusehill Street Campus Library
Campus	Carlisle
Parent Organisation/ Institution	University of Cumbria
Address	Fusehill St Carlisle Cumbria CA1 2HH
Telephone number	01228 616218
Contact name	Trudy Purkiss
Email address	<a href="mailto:liss@cumbria.ac.uk">liss@cumbria.ac.uk</a>
Web Address	<a href="http://www.cumbria.ac.uk/liss">www.cumbria.ac.uk/liss</a>

### Facilities

Borrowing Rights	YES	NHS Staff Only
Reference Access	YES	
Return Resources to Other P2P Libraries	NO	
Databases	NO	
Internet Access	NO	
Word Processing	NO	
Photocopying	YES	

### Additional Notes

Please see website [www.cumbria.ac.uk/liss](http://www.cumbria.ac.uk/liss) for full details of opening times and our other campus library at Ambleside. This campus do not run health related courses so the stock may not be relevant.

## University of Cumbria, Lancaster Campus Library

Name of library	Lancaster Campus Library
Campus	Lancaster
Parent Organisation/ Institution	University of Cumbria
Address	Bowerham Road Lancaster Lancashire LA1 3JD
Telephone number	01524 384243
Contact name	Trudy Purkiss
Email address	<a href="mailto:liss@cumbria.ac.uk">liss@cumbria.ac.uk</a>
Web Address	<a href="http://www.cumbria.ac.uk/liss">www.cumbria.ac.uk/liss</a>

### Facilities

Borrowing Rights	YES	NHS Staff Only
Reference Access	YES	
Return Resources to Other P2P Libraries	NO	
Databases	NO	
Internet Access	NO	
Word Processing	NO	
Photocopying	YES	

### Additional Notes

Please see website <https://www.cumbria.ac.uk/student-life/student-support/library-services/> for full details of opening times and our other campus library at Ambleside. This campus does not run health related courses so the stock may not be relevant.

## University Hospitals of Morecambe Bay Library & Knowledge Service Barrow Site Library

Name of library	Barrow
Hospital Site	Furness General Hospital
Parent Organisation/ Institution	University Hospitals of Morecambe Bay NHS Trust
Address	Library and Knowledge Service Education Centre University Hospitals of Morecambe Bay NHS Trust Furness General Hospital Dalton Lane Barrow in Furness Cumbria LA14 4LF
Telephone number	01229 491297/4447
Contact name	Kerry Booth
Email address	library@mbht.nhs.uk
Web Address	www.uhmb.nhs.uk

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	NHS Libraries
Databases	NO	
Internet Access	YES	
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday - Friday	9.00 – 5.00	Closed Weekends & Bank Holidays
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**‘Please note Cumbria Partnership NHS Foundation Trust and Cumbria CCG staff are also served by this library and are therefore also eligible to use the P2P scheme’**

## University Hospitals of Morecambe Bay Library & Knowledge Service Lancaster Site Library

Name of library	Lancaster
Hospital Site	Royal Lancaster Infirmary
Parent Organisation/ Institution	University Hospitals of Morecambe Bay NHS Trust
Address	Library and Knowledge Service Education Centre University Hospitals of Morecambe Bay NHS Trust Royal Lancaster Infirmary Ashton Road Lancaster LA1 4RR
Telephone number	01524 516021
Contact name	Kerry Booth
Email address	library@mbht.nhs.uk
Web Address	<a href="http://www.uhmb.nhs.uk">http://www.uhmb.nhs.uk</a>

### Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	NHS Libraries
Databases	NO	
Internet Access	YES	
Word Processing	NO	
Photocopying	YES	

### Opening Hours

Monday - Friday	9:00 – 5:00	Closed Weekends & Bank Holidays
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**‘Please note Cumbria Partnership NHS Foundation Trust and Cumbria CCG staff are also served by this library and are therefore also eligible to use the P2P scheme’**







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