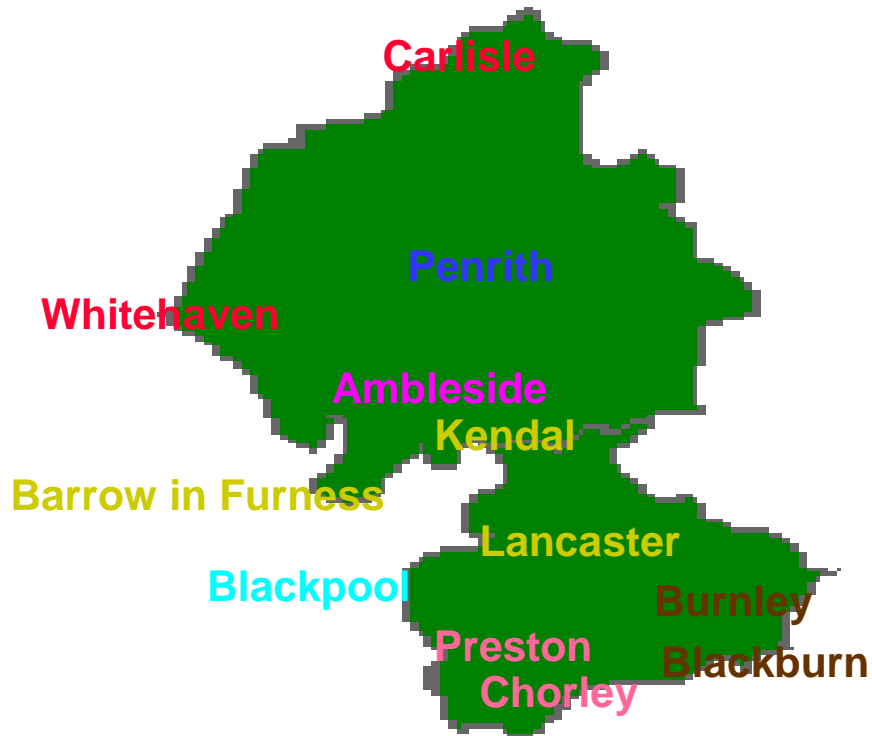
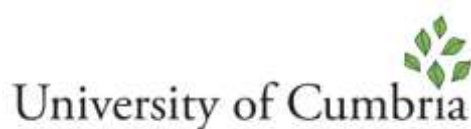


CUMBRIA & LANCASHIRE HEALTH LIBRARIES



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

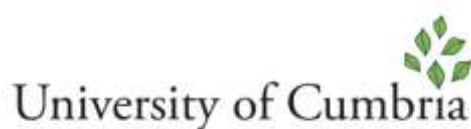
Conditions of Use

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 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

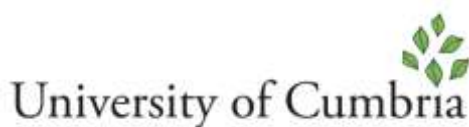
- Inter-library loans
- Document Requests
- Literature Searching

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 1st September 2011 - 31st August 2012**

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 1st September 2011 - 31st August 2012

TITLE NHS STAFF H.E. STAFF/STUDENTS

SURNAME FIRST NAME

HOME INSTITUTION

HOME LIBRARY CARD NUMBER

AUTHORISING LIBRARY STAFF

NAME SIGNATURE

DATE EXPIRY DATE 31ST AUGUST 2012

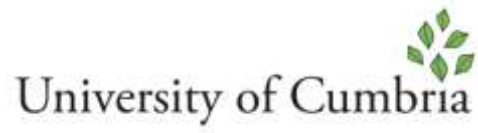


PARTICIPATING ORGANISATIONS

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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 303831
Contact name	Debra Thornton
Email address	Library.services@bfwhospitals.nhs.uk
Web Address	www.bfwhospitals.nhs.uk/departments/library

Facilities

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

Opening Hours

Monday - Thursday	8:30am – 6.00pm	Closed Weekends & Bank Holidays
Friday	8:30 – 5:00	

Calderstones NHS Library and Resource Centre

Name of library	Calderstones Library and Resource Centre
Hospital Site	Calderstones
Parent Organisation/ Institution	Calderstones NHS Trust
Address	Mitton Road Whalley Clitheroe Lancashire BB7 9PE
Telephone number	01254 821438
Contact name	Mrs Elizabeth Stitt
Email address	Liz.stitt@calderstones.nhs.uk

Facilities

Borrowing Rights	NO	
Reference Access	YES	Advance Notice Required Tel No 01254 821438
Return Resources to Other P2P Libraries	NO	
Databases	YES	
Internet Access	YES	
Word Processing	YES	

Opening Hours

Monday	8:30 – 4:30	Closed Thursdays, Fridays, Weekends & Bank Holidays
Tuesday	8:30 – 4:30	
Wednesday	8:30 – 4:30	

Additional Notes

Calderstones library is not open everyday and sickness or annual leave will affect availability. It is a medium secure hospital and therefore restricted. All visitors must be booked through the security gate in advance of their visit and Calderstones staff will not permit anyone without prior arrangement.

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	Clare Morton
Email address	Library.blackburn@elht.nhs.uk
Web Address (Hospital & WebBLOG)	http://www.elht.nhs.uk http://www.rbhlibrary.blogspot.com

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	
Photocopying	YES	

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	Judy Richardson
Email address	burnley.library@elht.nhs.uk
Web Address	http://www.elht.nhs.uk http://www.rbhlibrary.blogspot.com

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	
Photocopying	YES	

Opening Hours

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

East Lancashire Primary Care Trusts' Library

Name of library	East Lancashire PCT Library
Hospital Site	Eagle Street
Parent Organisation/ Institution	NHS East Lancashire
Address	33 Eagle St Accrington Lancashire
Telephone number	01254 356850
Contact name	Ms Liz Walton
Email address	liz.walton@eastlancspct.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	
Photocopying	YES	

Opening Hours

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

Please ring to make an appointment, if you are likely to require assistance during your visit,

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 Lantern Centre Vicarage Lance 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	

Additional Notes

Specialist Collections: Psychiatry, Forensic Psychiatry, Psychology, Eating Disorders, Schizophrenia, Psychiatric Nursing

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 Harrison
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	
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	Jeanine Fielding
Email address	library@lthtr.nhs.uk
Web Address	www.lancashireteachinghospitals.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	
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	j.brine@lancaster.ac.uk l.pickles@lancaster.ac.uk
Web Address	www.libweb.lancs.ac.uk

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	8.45 – 24.00	Full details of opening hours with full service and vacation opening times are available at www.libweb.lancs.ac.uk
Wednesday	9.30 – 24:00	
Thursday - Friday	8:45 – 24:00	
Saturday	10.00 – 18.00	
Sunday	10.00 – 21.00	

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.ncumbria.nhs.uk/library

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

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.ncumbria.nhs.uk/library

Facilities

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

Opening Hours

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

North West Ambulance Service

Name of library	NWAS Library and Information 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: 01204 498400
Web Address	http://nwaslibrary.blogspot.com

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 Burnley Site

Name of library	Burnley
Hospital	Burnley General Hospital
Parent Organisation/ Institution	University of Central Lancashire
Address	The Library University of Central Lancashire Education Centre Burnley General Hospital Casterton Avenue Burnley BB10 2PQ
Telephone number	01282 474699
Contact name	Mike Hargreaves
Email address	lburnley@uclan.ac.uk
Web Address	www.uclan.ac.uk

Facilities

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

Opening Hours

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

University of Central Lancashire Preston Site Library

Name of library	Preston
Parent Organisation/ Institution	University of Central Lancashire
Address	University of Central Lancashire LLRS Preston PR1 2HE
Telephone number	01772 892106
Contact name	Kate Coulling
Email address	slru@uclan.ac.uk
Web Address	www.uclan.ac.uk

Facilities

Borrowing Rights	NO	
Reference Access	YES	Advance notice required Tel No. 01772 892284
Return Resources to Other P2P Libraries	NO	
Databases	NO	
Internet Access	NO	
Word Processing	NO	

Opening Hours

Monday - Friday	9:45 – 5:00	Closed Weekends & Bank Holidays www.uclan.ac.uk
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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 Perkiss
Email address	libcar@cumbria.ac.uk
Web Address	www.cumbria.ac.uk/lis

Facilities

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

Additional Notes

Please see website www.cumbria.ac.uk/lis for full details of opening times and other campus libraries at Ambleside & Penrith. These campuses 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	Graham Shields
Email address	graham.shields@cumbria.ac.uk
Web Address	www.cumbria.ac.uk/liss

Facilities

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

Additional Notes

Please see website www.cumbria.ac.uk/liss for full details of opening times and other campus libraries at Ambleside & Penrith. These campuses do 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	Joanne Shawcross/ Frances Sim
Email address	Library.fgh@mbht.nhs.uk
Web Address	www.mbht.nhs.uk

Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to UoC & 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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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	Mike Newall
Email address	Library.rli@mbht.nhs.uk
Web Address	http://www.mbht.nhs.uk

Facilities

Borrowing Rights	YES	
Reference Access	YES	
Return Resources to Other P2P Libraries	YES	Only to 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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University Hospitals of Morecambe Bay Library & Knowledge Service Kendal Site Library

Name of library	Kendal
Hospital Site	Westmorland 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 Westmorland General Hospital Burton Road Kendal, Cumbria LA9 7RG
Telephone number	01524 516021
Contact name	N/A
Email address	Library.rli@mbht.nhs.uk
Web Address	http://www.mbht.nhs.uk

Additional Notes

Please contact either Barrow or Lancaster regarding resource availability and to make an appointment with a member of staff

Statistics Collection Form

Please fill this form in each time you have an enquiry, which involves you referring people to any of the libraries in the partnership. We need to register enquiries for evaluation purposes. **Please photocopy this page as required**

Date	Referral Library which user is referred to	Visit Library from which visitor was sent	Number of visitors	Comments e.g. nature of enquiry, how found out about the scheme

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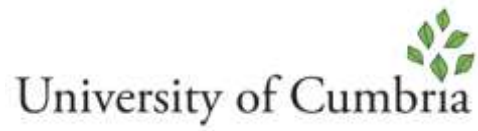
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