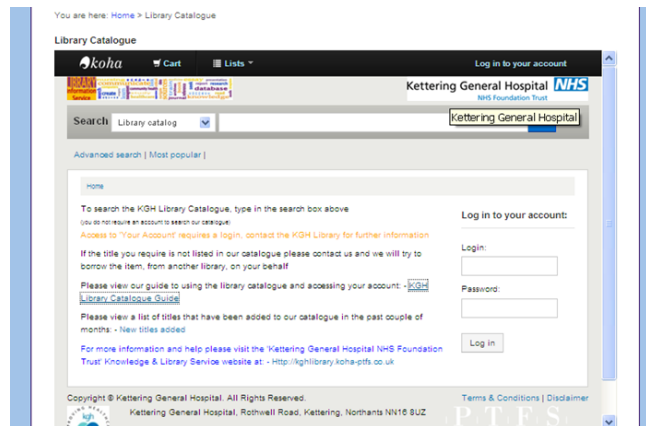


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community health
look
critical
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medicine
book
reference
essay
presentation
database
research
read
inspire

Knowledge & Library Service

Library Catalogue & 'Your Account' Access



Go to:
<http://kghlibrary.koha-ptfs.co.uk/library-catalogue>
from anywhere that has
access to the internet

November 2014

HOW TO SEARCH THE CATALOGUE

You do not need to log in to view our catalogue

Browse the library catalogue to find out:

- What we stock—search by title, author subject or keyword etc.
- Where to find it on the shelves

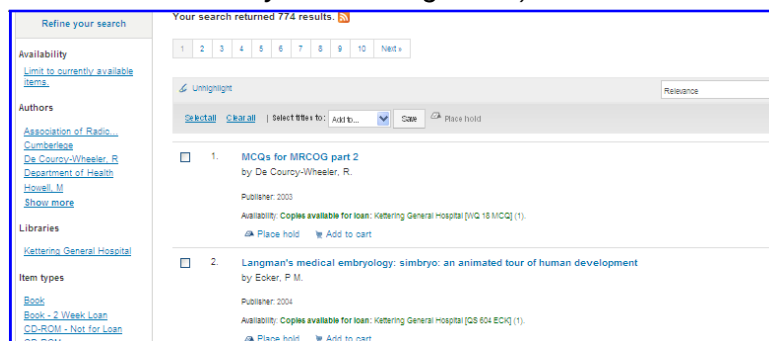
How to browse the catalogue. Enter your search details into the Search box or click on '**Advanced Search**' for more options and limiters. Click Go to commence the search.



Your search results will be displayed on screen.

Click on a title to see further information plus a link to Google preview (*not available for all titles*)

The results will state the '**Availability:**' - '**Copies available for loan**' or '**Checked out**'. Watch for titles that are available electronically - '**Online access**' (*You will need an NHS OpenAthens login to read some of these. Please contact us if you haven't got one*).



How to place a hold. To place a hold on an item please click on '**Place Hold**'. If you are not already logged in you will be prompted to now (*If you do not have a login or can't remember it please contact us*).

Your hold request will be sent to the Library for staff to action, once the item is available to collect you will receive an email.

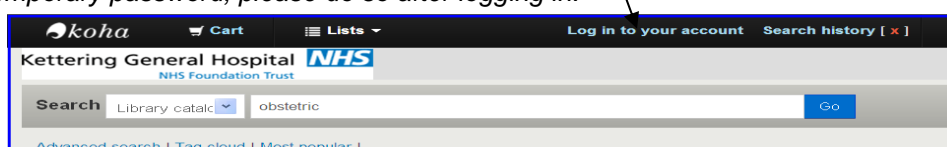
To return to the 'Home' page at any time just click on the KOHA logo:



VIEWING YOUR LIBRARY ACCOUNT

With a 'library login' you can check your account details and renew your loans etc. Library members who have not already been issued with a login please contact us.

How to access and navigate your account online. On the top right-hand side of the screen click on '**Log in to Your Account**' and then enter your login details. The Login is your membership barcode number, followed by your password - *if you have not yet changed your temporary password, please do so after logging in.*



Your account '**your summary**' detailing items on loan will show on screen.

A screenshot of the 'Checked out' section of the library account. It shows a table with one item checked out. The table has columns for Title, Due, Call No., Renew, and Fines. The item is "Digital photos, movies and music gigabook for dummies Chambers, H L" with a due date of 01/04/2014 and call number CA 91 CHA. There is a "Renew" button next to the item and a "Renew selected" button below the table.

Title	Due	Call No.	Renew	Fines
Digital photos, movies and music gigabook for dummies Chambers, H L	01/04/2014	CA 91 CHA	<input type="checkbox"/> Renew (0 of 0 renewals remaining)	No

Renewing items. To renew an item click on '**Renew**' to the right of the item title. If this option is not available it will state 'Not renewable'. *Items may be renewed 6 times unless the item is on hold or you have outstanding fines.*

- your summary
- your fines
- your personal details
- your tags
- change your password
- your search history
- your reading history
- your purchase suggestions
- your messaging
- your lists

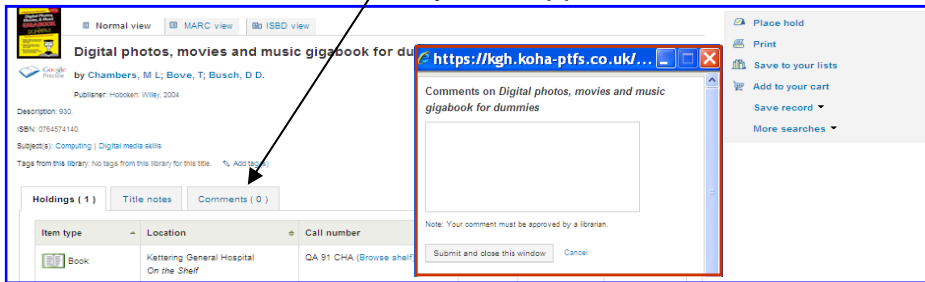
Down the page on the left-hand side are buttons to view: -

- **your fines** (You can pay your fines by card over the phone by calling the KGH Trust Cashiers Office on 01536 492036, please tell them you are paying a library fine and they will then notify us of your payment)
- **your personal details** (you can amend/update information we hold)
- **Change your password** page
- your **borrowing/reading history**
- details of title **suggestions** you have submitted to the Library Manager
- **messaging** options (choose what notifications to receive, and in some cases when you receive them)
- make **lists** of books you wish to read or view public lists.

Returning to 'Your Account' page. Once logged in, return to 'Your Account' at any time by clicking on your name in the top right-hand corner of the catalogue screen.

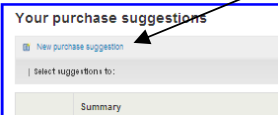
Leaving comments/reviews on library stock: -

You can leave comments/reviews for items in our catalogue. Search for the item, when listed click on the title to be taken to the full details page. Click on the 'Comments' tab, then select 'post or edit your comments on this item', a window will appear for you to type your comments in and submit for library staff approval.



Submitting Library stock suggestions: -

On your 'your summary' page, click on 'your purchase suggestions'. A list of any suggestions you have previously submitted and their response from library staff will be visible. To make a new suggestion click on 'New purchase suggestion', and complete and submit the form that will open. Staff will review your request and enter an acceptance of the request or enter a reason for rejection.

A screenshot of the "Enter a new purchase suggestion" form. The form contains the following fields: Title, Author, Copyright date, Standard number (ISBN, ISSN or other), Publisher, Collection title, and Publication place. The form is titled "Enter a new purchase suggestion" and includes instructions: "Please fill out this form to make a purchase suggestion. You must provide the title, but the more information you enter, the better. Only the title is required, but the more information you enter, the better." The form is titled "Enter a new purchase suggestion" and includes instructions: "Please fill out this form to make a purchase suggestion. You must provide the title, but the more information you enter, the better. Only the title is required, but the more information you enter, the better."

Opening Hours & Contact Information

Knowledge & Library Service

Prince William Education Centre
Kettering General Hospital NHS Foundation Trust
Rothwell Road, Kettering. NN16 8UZ

Phone: **01536 492862** (Voicemail out of hours)

Library Email: library.index@kgh.nhs.uk



Staffed hours: Monday - Friday 09:00—16:45

Library Intranet:

<http://kghintranet/knowledge/Pages/default.aspx>



Library Website:

<http://kghlibrary.koha-ptfs.co.uk/>

Library Catalogue Access:

<http://kghlibrary.koha-ptfs.co.uk/library-catalogue/>

