Richard D. Haines
Medical Library
Resident Orientation
(February 2011)
History

- Formed in the 1920s by Dr. A.C. Scott Sr. to serve S&W staff
- Named after Dr. Richard D. Haines, former president of the hospital and foundation, in 1984
Location

- Third floor of the Medical Education Center
Hours

- Monday – Friday 8am – 5pm
- 24/7 Access with iDisc key
- Librarians only present during business hours, but can be contacted via email, phone, or voicemail
Plenty of study space

- Two study rooms available (reserve at circulation desk)
- Study space at the back of the library
Circulation Policies (print collection)

- Books check out 2 weeks
- Journals/audiovisual materials check out 3 days
- The most current editions of books and journals are available electronically
- Materials can be renewed by phone or form on website, but cannot be renewed more than twice
- Persons who lose a book will be charged the replacement cost of the book plus a $15.00 reprocessing fee
Electronic Access

- Type “library.sw.org” into browser of any PC on the S&W network and you’ll go directly to our homepage.
- Off campus access is through “mirage.sw.org” (Caveat: UptoDate does not work through mirage). Login using your Novell username/password.
Easy Search

- Ability to search multiple databases
- Defaults to “subject” list, but databases can be listed and selected
- Links to full text
Popular search items

- Just a list of popular selections
- More resources on databases page
- Divided into Medicine, Nursing, and Drugs

<table>
<thead>
<tr>
<th>Search Medicine</th>
<th>Search Nursing</th>
<th>Search Drug/Supplements</th>
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<tr>
<td>PubMed</td>
<td>CINAHL</td>
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<td>DynaMed</td>
<td>Mosby's Nursing Consult</td>
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<td>MD Consult</td>
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<td>Daily Med</td>
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<td>Up To Date</td>
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Menu

- Homepage link
- Link to online catalog
- Databases page, alphabetical listing describing an expanded list of databases the library subscribes to
- Electronic journals page, all electronic subscriptions
- Electronic books page, alphabetical and subject guide
- Link to Blog
- Resource guides
Forms (Services)

- **Article request form**
  - If you know what you’re looking for
  - Fill out information and we will get it for you
  - We try for 24 hour turnaround

- **Literature Search Request**
  - If you don’t know what you’re looking for
  - We will do a search for your subject and send you a list of citations
  - Also try for 24 hour turnaround
Other forms

- **Book Renewal Form**
  - If you have books checked out you can fill out this form to renew them
  - You can also renew by phone

- **Interlibrary Loan Request**
  - If you know that our library doesn’t have the book we can begin looking to other libraries to find it
Other forms, cont.

- Registration form
  - We will add you to our circulation system
  - Please register if you’re going to use our services

- Recommend library purchase
  - If you see we’re missing a resource, let us know and we’ll see if it’s feasible for us to buy it
Library’s Blog

- Tips and tricks
- New purchases
- Historical pictures and stories
- Library news
Focus on PubMed

- From the National Library of Medicine
- Trusted resource
- Index to the professional medical literature
- Bookmark our PubMed link
PubMed

- Shows library subscriptions with link on our page. Please bookmark.

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tells PubMed to show library's holdings
PubMed Holdings

- Publisher's site
- Print subscription
- Electronic subscription

Systems.

lymphedema risk following breast cancer surgery. was conducted to examine the specific limitations in needed if patients are to engage in self-care actions to motivational interviewing can help nurses design productive phases of self-care necessary to reduce
PubMed Holdings, cont.

- First graphic is from publisher and they’ll want payment
- Print Collection = library holds print subscription to journal. It’s on shelf in the library or request it
- Full Text Available = electronic subscription, click on graphic to get article immediately
How do I get articles?

- Fill out “article request form” on webpage
  - We will try and fill request in 24 hours
  - If not in our collection or available from A&M’s library, we will get from another library (inter-library loan)
  - You will have to fill out one form per article request
Requesting articles via Pubmed

- Use Loansome Doc article ordering system
  - Can order more than one article at a time with several clicks
  - Sends library correct citation
  - Click here for more detailed instructions
For your mobile devices

- Dynamed – email me (jswindoll@swmail.sw.org) for instructions and serial number

- MDConsult – Go to database, sign up for personal account on S&W network. Go to mobile.mdconsult.com on portable device and login to same account
Library Contact Information

- Main number: 724-2228 (x42228)
- “Contact Us” link at bottom of homepage has email and phone numbers for all staff
Contact Me

- Jeff Swindoll
- 724-2374 (x42374)
- jswindoll@swmail.sw.org

- Available for one-on-one or group teaching. Have projector and laptop, will travel.
- A Scott & White University (swu.sw.org) class is also available on library information and Pubmed
The End

- You have just completed the orientation module for the library.

- Please sign and return to your Program Administrator to show you have completed this module.

- Signature: ____________________