



London Health Libraries

LIBRARY CHARTER FOR PLACEMENT STUDENTS

1. Library services are provided to all placement students, for the duration of their placement, by libraries that are funded to serve NHS staff. This includes students on placement in primary care and the independent and voluntary sectors.
 2. All library services in the North West London sector are managed by professional librarians and offer a high standard of service.
 3. Libraries are open for a minimum of 9am – 5pm Monday to Friday, but students may access their placement organisation's library outside of these hours according to local policy.
 4. Students will normally be offered core library services at the same level of service as NHS staff. Core services available include:
 - Loan and reference facilities
 - Access to photocopying and printing (for which a small fee is normally payable)
 - Access to library computers, in line with the policy of the parent organisation
 - Access to clinical databases & other electronic resources
 - Access to study facilities in libraries
- Please note:** for some smaller libraries, it may not be possible to provide loan facilities to placement students
5. The following services are not normally available to placement students:
 - Library staff will try to help students who run into difficulties whilst performing their own literature searches, but full scale training is not available. Any student needing in depth help should refer to the Subject Librarian or other appropriate staff member at their education provider's library.
 - In depth enquiry, mediated literature searching and current awareness services are not normally available to placement students.
 - Students will be asked to direct any inter-library loan requests to their education provider's library service.
 6. Libraries will provide information about their services for distribution to students at the outset of their placement.
 7. Library services can provide short library induction sessions to placement students, if booked in advance and organised by their supervisor.
 8. Clinical Placement Facilitators will maintain contact with library staff, to ensure that students' needs are adequately met by library services at the placement sites. Where possible, the Clinical Placement Facilitators will provide library managers with a list of students in each cohort.

Local contact information for libraries serving the NHS in London can be found at:
<http://www.lhcatalogue.nhs.uk/libraries.aspx>