



Finding, borrowing and renewing books

How do I find what books you have?

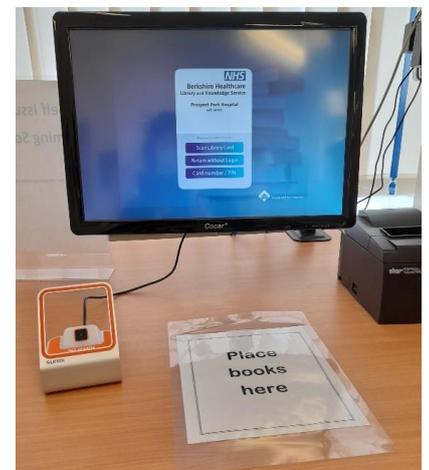
You can check which books we have in stock on our library catalogue www.swims.nhs.uk. Use the search and type in a couple of keywords e.g. occupational therapy. You can use the Search Filters to see what we have in our library– our location is Reading Prospect Park Hospital. Click on an individual title to see if it is in the library and where it is on the shelves. We also have e-books available. If there is a book we don't have on our shelves, let us know and we can request a copy.

How do I borrow a book?

If you are based at Prospect Park swipe into the library with your ID badge.

- Take the books you want to borrow and your SWIMS library card or your SWIMS card barcode number to the self issue machine.
- Scan your library card at the card scanner. You will hear a beep. Or type in your barcode number. (U... the U must be a capital letter.)
- Select borrow on the touch screen. Place your book on the designated area. Check the screen to make sure the book is issued and touch continue. Select yes or no to print a receipt. The receipt will have the return date printed on it.

For other members we can post books to a work address or arrange collection from the library.

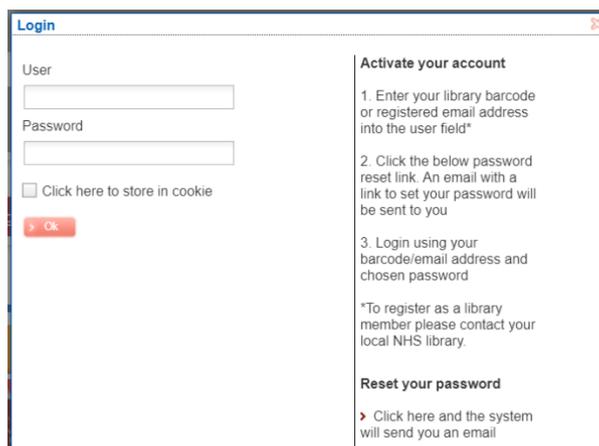


How do I return books?

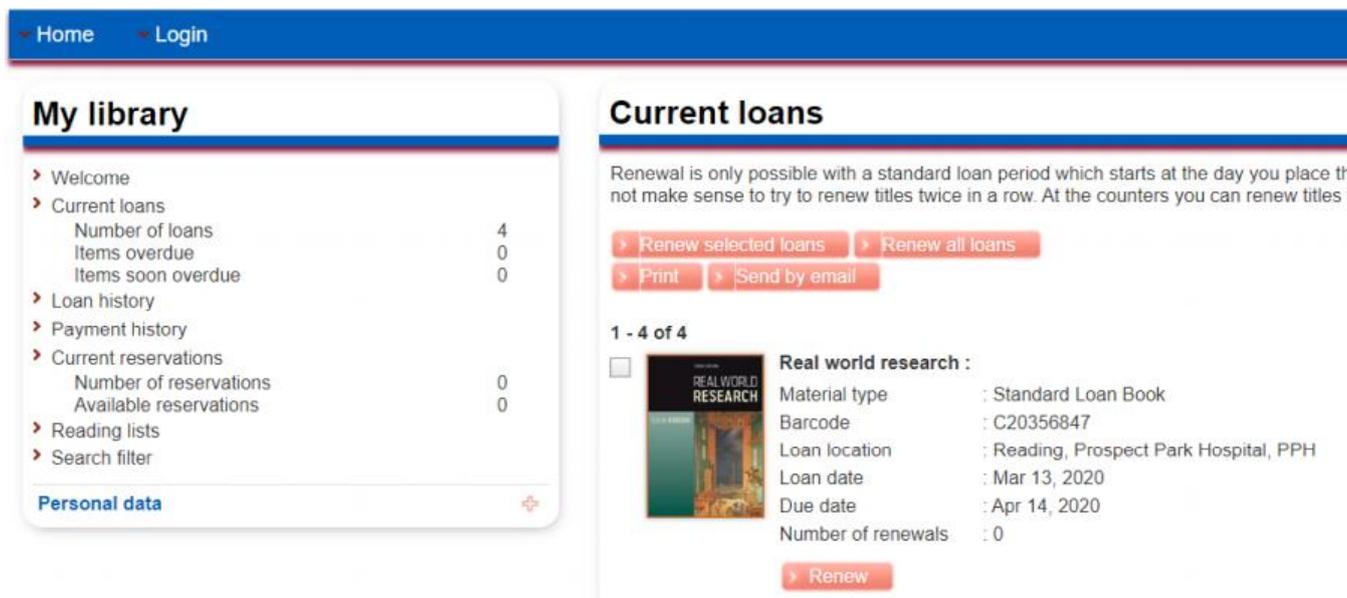
- Please return books to the book return box on or before their return date in the post or contact us to renew them.
- Post the books back to Prospect Park Hospital through the internal post from your workplace. Please use the full library address and put them in a padded envelope or double bag in a sturdy envelope to protect them. Email library.healthcare@berkshire.nhs.uk to let us know to expect them

How can I renew books?

- You can check to see which books you have borrowed on your SWIMS library card on the library catalogue, www.swims.nhs.uk. You can borrow up to 8 books at a time, and can renew up to 3 times if the books are not already overdue or someone has not placed a reservation on the book. See instructions below.
- Go to www.swims.nhs.uk. Click login at the top of the screen. Activate your account. Once it is activated you can login (see below).



- Then select Current Loans, choose which ones and use the Renew selected loans or just Renew all loans.



- Make a note of the new due date. Please check carefully, some books on your SWIMS library card may not renew for a number of reasons.
- Please email library.healthcare@berkshire.nhs.uk to ask for a renewal.



Email: library.healthcare@berkshire.nhs.uk

(Monday to Friday, 8.30am until 4.30pm)