

# ELMS Library Catalogue Step-by-step User Guide

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## INTRODUCTION:

The ELMS library catalogue allows you to search for items held in our print or e-book collection, place a hold request and also renew your items. In your 'My Account' area you can see the status of your account, change your PIN and more. This is the link to the ELMS catalogue: [https://eoen.ent.sirsiidynix.net.uk/client/en\\_GB/PW](https://eoen.ent.sirsiidynix.net.uk/client/en_GB/PW)

You can also request articles and books which are not part of our holdings, recommend a book purchase and create lists.

You will need your User ID and PIN to access the ELMS library catalogue. You will have received this in an email with the subject 'Library Services - user ID and PIN'. However, if you cannot find this email, please contact the library team and we will be happy to help.

## HOW TO LOG IN:

Our catalogue is located here: [https://eoen.ent.sirsiidynix.net.uk/client/en\\_GB/PW](https://eoen.ent.sirsiidynix.net.uk/client/en_GB/PW)

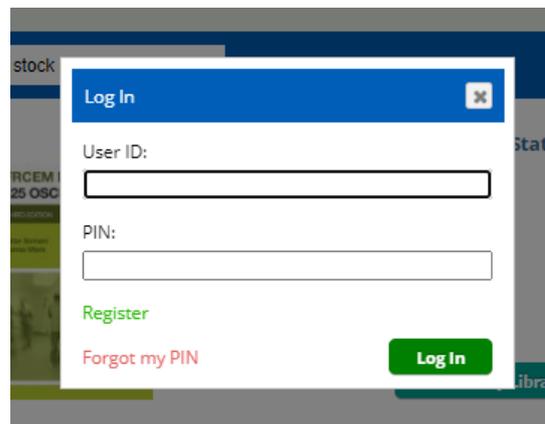
You will see the ELMS home screen. Click 'Log In'.

The screenshot shows the ELMS library catalogue home screen. At the top, there is a navigation bar with a map of the East of England and the text 'ELMS Catalogue NHS Libraries in the East of England'. To the right of the map is a navigation menu with links for 'Log In', 'My Account', 'My Lists', 'Send a Request', and a help icon. Below the navigation bar is a search bar with a dropdown menu set to 'Everything' and 'All Fields'. A 'SEARCH' button and an 'Advanced Search' link are also present. The main content area is divided into several sections. On the left, there are links for 'BMJ Best Practice', 'NICE Evidence search', 'NICE Journals and databases', and 'OpenAthens'. In the center, there is a 'New stock at ELMS Libraries' section featuring a book titled 'MRCP SCE in Respiratory Medicine: 300 SBAs' by Laura-Jane Smith, published in 2019, with ISBN 9781909836754. A 'Find In My Library' button is located below the book details. Below this, there is a row of book covers including 'OCD in Children and Adolescents', 'MRCP Part 1: 10 Clinical Topics', and 'MRCP SCE in Respiratory Medicine: 300 SBAs'. On the right side, there is a 'Royal Papworth Library Services' section with links for 'ELMS Privacy Policy', 'ELMS Libraries', and 'Renew your Books'. Below this, there is a photo of a building and a link for 'Other Libraries' Catalogues'. An arrow points from the text above to the 'Log In' link in the navigation bar.

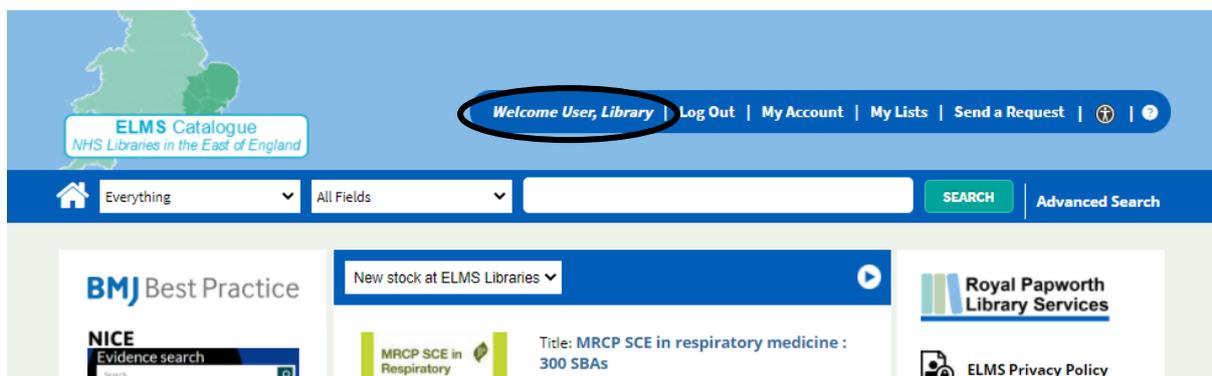
A box will open. Enter your User ID and PIN, then click the 'Log In' button.

If you don't have a library account, please don't register using this form. Please [click here to register](#) on our website.

(If you do not know your User ID, please check your email account for an email with the subject 'Library Services - user ID and PIN'.)

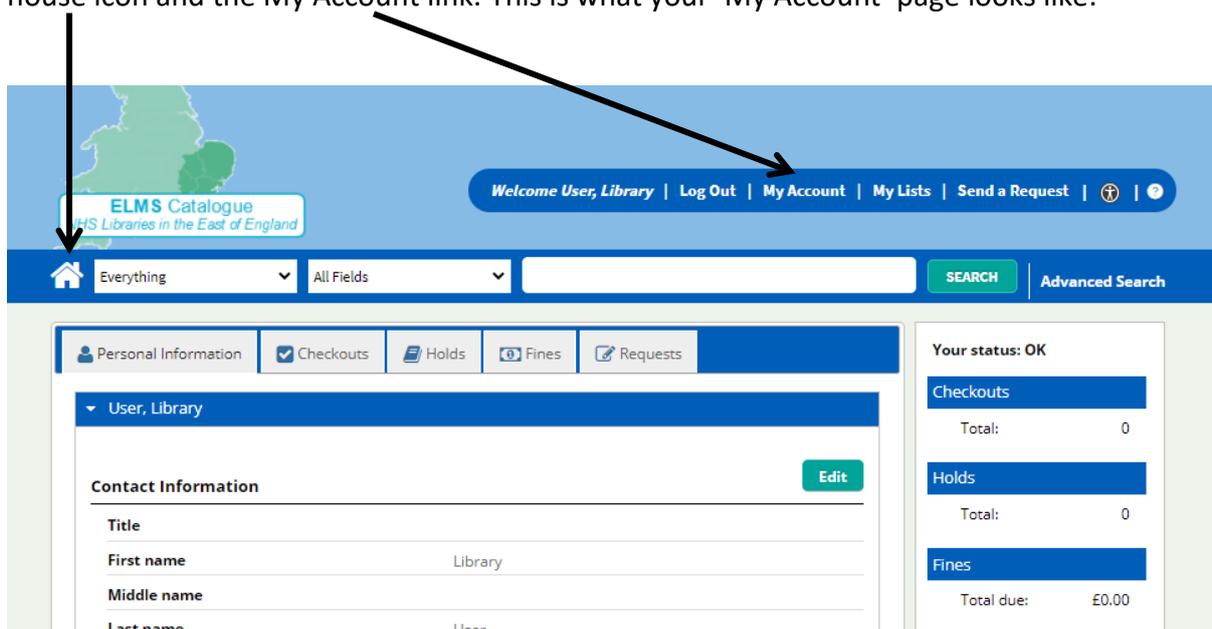


You will now see that you are logged in with your account name (circled below).



## YOUR 'MY ACCOUNT' AREA

You can switch between the catalogue home page and your account page by clicking the house icon and the My Account link. This is what your 'My Account' page looks like:



In your 'My Account' area, there's a handy status box on the right-hand side showing a summary of your account. Use the tabs to view the details of your account (circled below).

The screenshot shows the 'My Account' page in the ELMS Catalogue. At the top, there is a navigation bar with links for 'Welcome User, Library', 'Log Out', 'My Account', 'My Lists', and 'Send a Request'. Below this is a search bar with 'Everything' selected and 'All Fields' as the search criteria. The main content area is divided into several sections. On the left, there are navigation tabs for 'Personal Information', 'Checkouts', 'Holds', 'Fines', and 'Requests'. The 'Checkouts' tab is currently selected and displays a table of items checked out. The table has columns for 'Title / Author', 'Times Renewed', and 'Date Due'. Two items are listed: 'Effective teamwork: practical lessons from organizational research' by West, Michael A., and 'ECG diagnosis in clinical practice' by Vecht, R. J. A summary box on the right side of the page, titled 'Your status: Refer to Library Staff', provides a quick overview of the user's account status, including the number of checkouts, overdue items, holds, and fines.

**Personal Information:** here you can add or change your name, address, email address and phone numbers. You can also change your PIN.

**Checkouts:** all the items you have on loan will be listed here. You can see the return date for each item and any books that are overdue. You can renew books by choosing the book you wish to renew and clicking the 'Renew' button. If you can't renew a book, it's usually because someone has placed a hold on it or because your account has expired. Please email us at [papworth.library@nhs.net](mailto:papworth.library@nhs.net) if that happens.

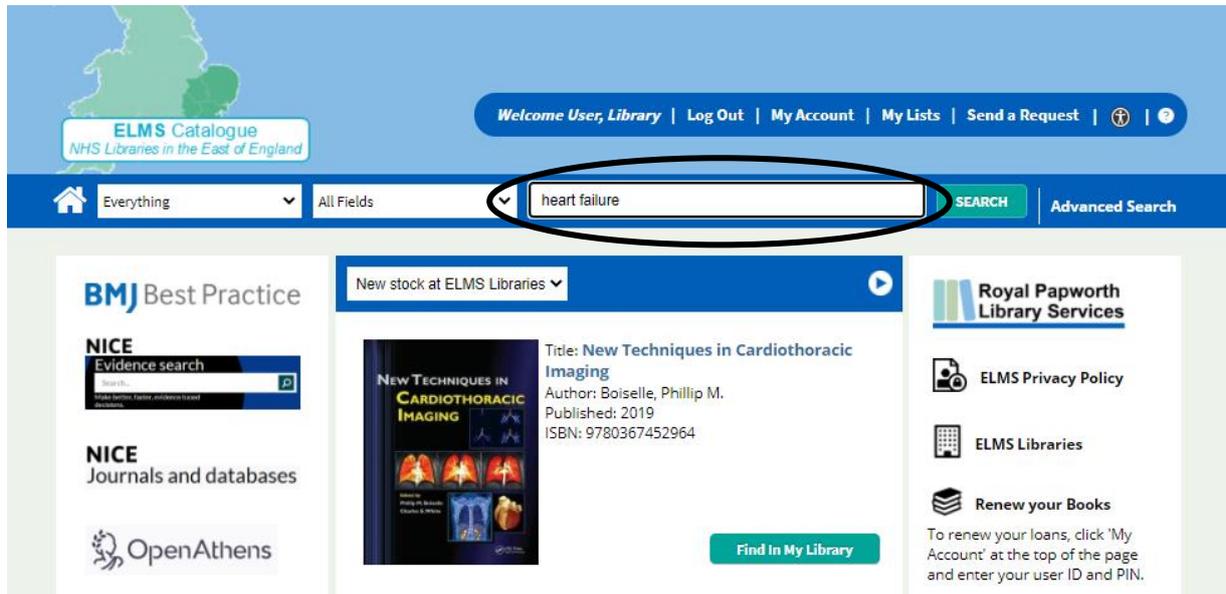
**Holds:** you can see all the holds you have placed, as well as cancel or edit any holds.

**Fines:** We don't charge for late books but if you have borrowed books from other libraries, they may charge you if you are late. Please ensure your account is up-to-date to avoid fines.

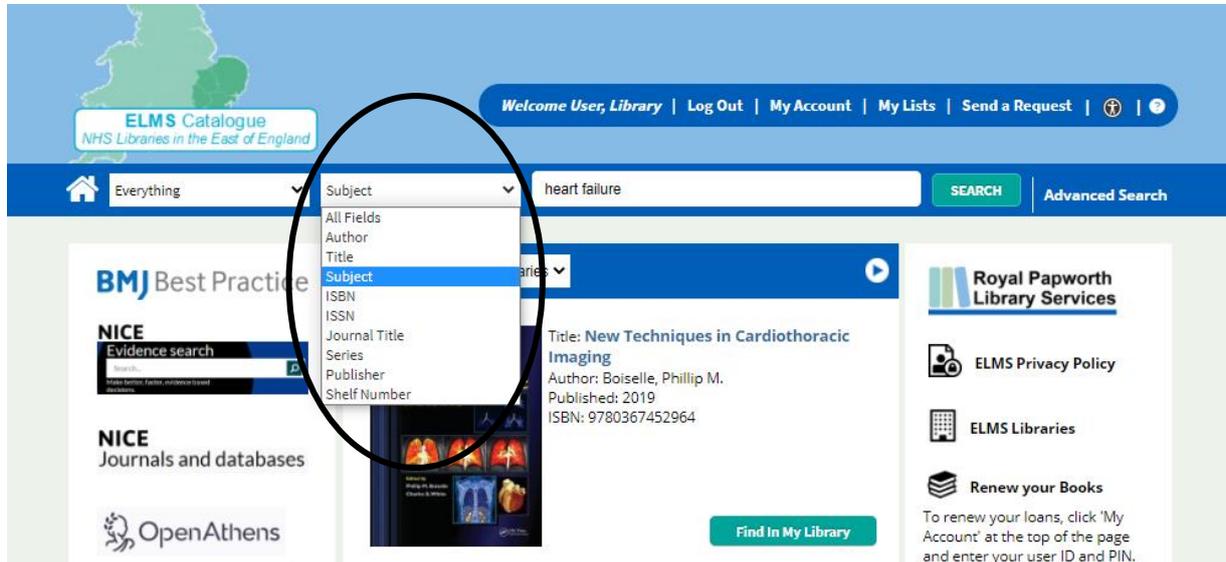
**Requests:** you can place a request for a book we don't have in our catalogue and we will try to get an inter-library loan, or you can recommend a book purchase. Here you can also request a journal article.

## HOW TO SEARCH FOR A BOOK

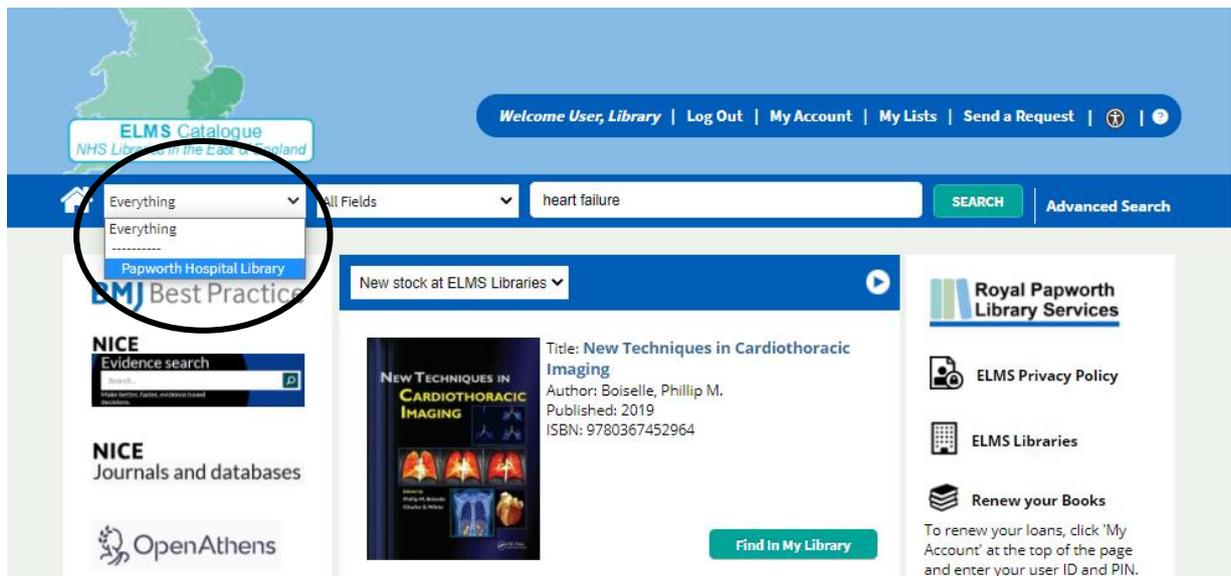
Enter your search term(s) in the search box (circled below).



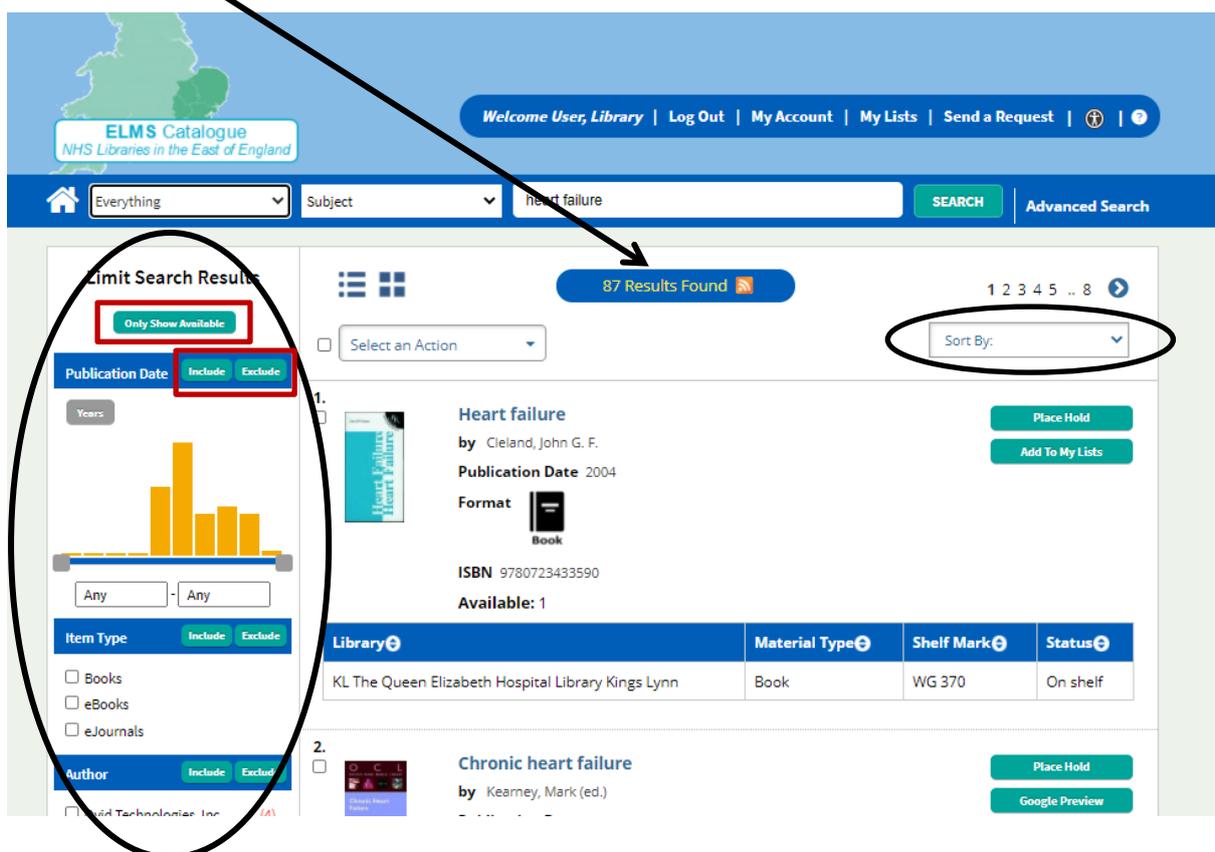
From the drop down box, choose whether you want to search by title, author, ISBN, subject, or any other option available.



If you wish to view results from Royal Papworth holdings only, you can change the library to Papworth Hospital Library. Choosing 'Everything' will bring up all the books available in our East of England network.



Now click the Search button and the result will appear. We searched for the term 'heart failure', selected the Subject field and Everything in the drop down boxes. This search has given us 87 results.



To narrow down your search you can use the Limit Search Result options on the left-hand side of your hit list (circled above). You can limit your results by date range, type(s), author(s) and subject(s). The option to sort is also available at the top-right side. Notice that you may choose to show only available items, and can include or exclude specific results (in the red rectangles above).

## UNDERSTANDING A SEARCH ENTRY

Each search result has the following information: library, material type, shelf mark and status. Let's look at this example:

13.   **Heart failure in clinical practice**  
**Publication Date** 2010  
**Format**  **Book**  
**ISBN** 9781849961523 9781849961530  
**Available:** 2

[Place Hold](#)  
[Google Preview](#)  
[Add To My Lists](#)

Library	Material Type	Shelf Mark	Status
NN Norfolk and Norwich University Hospitals Library	Book	WG 370	On shelf
PW Papworth Hospital Library	Book	WG 370 HEN	Office(H)

**Library:** this will show which libraries have the book. In this case there are 2 copies of this book available in our East of England network, one at Royal Papworth and another at NN University Hospitals. When you place a hold the system will assign the Royal Papworth copy if it is available. If our copy isn't available, the system will assign a copy from another library.

**Material type:** this will show whether the copy is a print book, an e-book or a journal. We limited our search to print books so the above result is only showing print books (Book).

**Shelf Mark:** this information is for library staff only.

**Status:** this will show where the item is located in each library and whether it's available. 'On shelf' means the item is available. If on loan, the return date will appear here. At Royal Papworth the status of available books can be 'Basement' and 'Office(H)' for books that are located on site, and 'Storage area' for items located in outside storage. Storage items need to be retrieved so it can take up to two weeks for you to receive the notice advising it's ready for collection.

## HOW TO PLACE A HOLD ON A PRINT BOOK

After following the how to search instructions, you can see the list of results. To view print books only, limit your search by ticking 'Books' in Item Types on the left-hand side. You can choose to see only available items, and can include or exclude specific results.

Our example search was narrowed to show only print books and this returned 75 results.

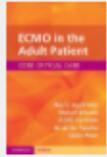
The screenshot shows a library search interface. On the left, there are search filters under 'Limit Search Results'. A button labeled 'Only Show Available' is circled in black. Below it, the search is narrowed by 'Item Type: Books'. There are also filters for 'Publication Date' and 'Author'. A histogram shows the distribution of results by year. On the right, a blue banner indicates '75 Results Found'. A pagination bar shows '1 2 3 4 5 .. 7', with the number '7' circled in black. Below the banner, there is a 'Sort By' dropdown menu. The main results area shows two book entries. The first entry is 'Heart failure' by Cleland, John G. F., published in 2004. It has a 'Format' of 'Book' and an ISBN of 9780723433590. Below the entry is a table with columns: Library, Material Type, Shelf Mark, and Status. The table shows one entry: 'KL The Queen Elizabeth Hospital Library Kings Lynn', 'Book', 'WG 370', and 'On shelf'. To the right of the book entry are two buttons: 'Place Hold' and 'Add To My Lists', both circled in black. The second entry is 'Heart failure : current clinical understanding' by Sutton, George C.

Scroll down and move across the pages to browse the results. If there are too many results you can choose to narrow further by subject or author. If you need a book urgently, you can choose 'Only Show Available' (circled above).

Next to each result there's a 'Place Hold' button so you can place a hold here, or you have the option of adding to a list that you can browse later. You must be logged into your account to create a list and to place holds (circled above).

Click on the title or image of the book to view its item record if you want more information about the content of the book.

Here's another example. The Royal Papworth copy of the book below is on loan; the due date appears in the status column (circled red below). The Colchester copy is on the shelf available and can be borrowed. If you place a hold on this title you will receive the copy from Colchester. It will be posted to Royal Papworth. You will receive an email when the book is ready to be collected. It can take up to 2 weeks.

1.  **ECMO in the adult patient**  
 by Vuylsteke, Alain, author.  
 Publication Date 2017  
 Format  Book  
 ISBN 9781139088251  
 Available: 1

[Place Hold](#)  
[Add To My Lists](#)

Library	Material Type	Shelf Mark	Status
CGH Colchester Healthcare Library	Book	WG 100 VUY	On shelf
PW Papworth Hospital Library	Book	WG 168 VUY	Due 02/10/20

You can still place a hold on a title if all the copies are on loan, but it can take a few weeks depending on the due date and whether the book is actually returned on the due date. You should also check if the book you want is available as an e-book.

## HOW TO ACCESS E-BOOKS

To view e-books only, from the dropdown box choose 'Papworth Hospital Library'. Limit your search by ticking the box next to 'e-Books' in Item Types on the left-hand side, then click include.

ELMS Catalogue  
 NHS Libraries in the East of England

Log In | My Account | My Lists | Send a Request

Papworth Hospital Library | Subject | heart failure | SEARCH | Advanced Search

Limit Search Results  
 Only Show Available  
 Publication Date Include Exclude  
 Years  
 Any - Any  
 Item Type Include Exclude  
 Books  
 eBooks  
 eJournals

27 Results Found

1.  **Heart failure : current clinical understanding**  
 by Sutton, George C.  
 Publication Date 2008  
 Format  Book  
 ISBN 9781901346978  
 Available: 1

[Place Hold](#)  
[Add To My Lists](#)

Library	Material Type	Shelf Mark	Status
PW Papworth Hospital Library	Book	WG 370 SUT	Storage area

This search returned 5 results.

We have four different suppliers for e-books: ClinicalKey, Kortext, EBSCO and Cambridge Core. The book record will have a link for you to access it on the supplier's website.

To access e-books, you will need an OpenAthens account. If you do not yet have an OpenAthens account, register here: <https://openathens.nice.org.uk/>

#### FOR CLINICALKEY E-BOOKS:

The two results shown below are available on ClinicalKey. Click on the link to be redirected to their website. Login with your OpenAthens account. Check our [ClinicalKey guide](#) for information on how to use ClinicalKey .

**Limit Search Results**  
Only Show Available

Narrowed by:  
+ Item Type: eBooks

Publication Date **Include** **Exclude**  
Years

Any - Any

**Author** **Include** **Exclude**

- Auricchio, Angelo, edi... (1)
- Felker, G. Michael, edi... (1)
- Garcia, Mario J. (1)
- Hayes, David L., editor. (1)
- Kirklin, James K., edit... (1)

More  
View All

**Subject** **Include** **Exclude**

- Electronic books. (5)
- HEALTH & FITNESS -- ... (2)
- Heart failure -- Treat... (2)

5 Results Found

Select an Action

Sort By:

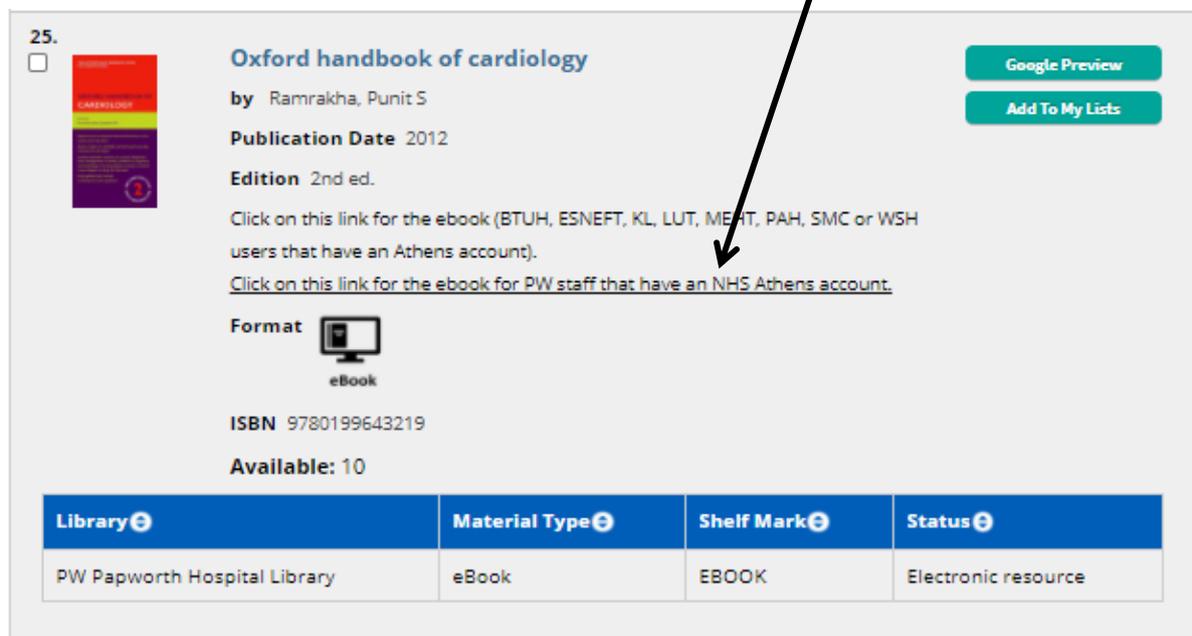
1. **Diastology : clinical approach to diastolic heart failure** **Add To My Lists**  
by Klein, Allan L.  
Publication Date 2008  
Edition 1st ed.  
Click to access this eBook from ClinicalKey  
Format eBook  
ISBN 9781437711004 9781416037545  
Available: 1

Library	Material Type	Shelf Mark	Status
Online	eBook	XX(172891.1)	Electronic resource

2. **Heart failure : a companion to Braunwald's heart disease** **Add To My Lists**  
by Felker, G. Michael, editor.  
Publication Date 2020  
Edition Fourth edition.  
Click to access this eBook from ClinicalKey  
Format eBook  
ISBN 9780323609883 9780323609890 9780323609876  
Available: 1

## FOR EBSCO E-BOOKS:

The screen below shows an e-book available on EBSCO. Click the link for PW staff to access. You will then be redirected to the EBSCO website where you need to click the link for 'OpenAthens login' to sign in. Check our [EBSCO guide](#) for more information.



25.  **Oxford handbook of cardiology** Google Preview Add To My Lists  
by Ramrakha, Punit S  
Publication Date 2012  
Edition 2nd ed.  
Click on this link for the ebook (BTUH, ESNEFT, KL, LUT, MEHT, PAH, SMC or WSH users that have an Athens account).  
Click on this link for the ebook for PW staff that have an NHS Athens account.  
Format  eBook  
ISBN 9780199643219  
Available: 10

Library	Material Type	Shelf Mark	Status
PW Papworth Hospital Library	eBook	EBOOK	Electronic resource

## FOR KORTTEXT E-BOOKS:

Kortext is a new supplier of e-books. At the moment their titles are not listed in the ELMS catalogue, so to search for e-books on Kortext, please visit <https://app.kortext.com/login>. To browse the Kortext collection, type or select 'NHS in England' from 'Sign in to browse your institution library'. To access e-books you need to create an account.

### Kortext

#### Sign in to my account



Sign in to browse your institution library

→

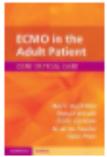
NHS In England

Or sign in to Kortext to start reading

Check our [Kortext guide](#) for detailed information on how to access e-books on Kortext.

## FOR CAMBRIDGE CORE E-BOOKS

The screen below shows an e-book available on Cambridge Core. Click the link for PW staff to access. You will then be redirected to the Cambridge Core website. Click on 'Institutional Login' and then 'OpenAthens login page' to sign in. Check out [Cambridge Core guide](#) for more information.

2.   **ECMO in the adult patient**  
by Vuylsteke, Alain, author.  
Publication Date 2017  
Click on link if you are Papworth staff and access with an NHS Athens account  
Format  eBook  
ISBN 9781139088251  
Available: 1

Library	Material Type	Shelf Mark	Note	Status
PW Papworth Hospital Library	eBook	WG 100 VUY	.PUBLIC. Papworth staff please use link above to access ebook.	On shelf

## HOW TO RENEW A BOOK

You will receive an email reminder when your books are due to be returned. To renew your books, log into your account as explained in the '[How to log in](#)' section of this guide. Choose the Checkout tab to see the books you have and when they are due.

ELMS Catalogue  
NHS Libraries in the East of England

Welcome User, Library | Log Out | My Account | My Lists | Send a Request

Everything All Fields SEARCH Advanced Search

Personal Information **Checkouts** Holds Fines Requests

Library Checkouts

Your status: Refer to Library Staff

Checkouts

Any overdue books will have a red exclamation mark next to them. Tick the box next to the book you want to renew and then click the 'Renew' button (circled below).

Personal Information | **Checkouts** | Holds | Fines | Requests

**Library Checkouts**

Total Items Checked Out: 2  
**1 Items Overdue: 1**

Select All **Renew**

	Title / Author	Times Renewed	Date Due
<input checked="" type="checkbox"/>	Effective teamwork : practical lessons from organizational research West, Michael A., 1951- Shelf Mark: HF 5549 WES	0	07/09/20
<input type="checkbox"/>	ECG diagnosis in clinical practice Vecht, R. J. Shelf Mark: WG 140 VEC	0	08/10/20

Select All **Renew**

▶ Checkout History

**Your status: Refer to Library Staff**

**Checkouts**  
 Total: 2  
**1 Overdue: 1**

**Holds**  
 Total: 1

**Fines**  
 Total due: £0.00

You can also renew all your books at once by ticking 'Select all' and then clicking the 'Renew' button.

## MAKING REQUESTS

You can make different types of request directly from your account. To send us a request, click 'Send a Request' in the main menu bar (circled below). In the case you are not logged in already, a login box will pop up – for instructions please see the ['How to log in'](#) section of this guide.

ELMS Catalogue  
 NHS Libraries in the East of England

Welcome User, Library | Log Out | My Account | My Lists | **Send a Request** | ?

Everything | All Fields | SEARCH | Advanced Search

Personal Information | **Checkouts** | Holds | Fines | **Requests**

**Requests**

**Edit** **Cancel**

**Recommend to Order**  
 Title: Self-Assessment in Respiratory Medicine  
 Date: 23/09/2020

**Your status: Refer to Library Staff**

**Checkouts**  
 Total: 2  
**1 Overdue: 1**

**Holds**  
 Total: 1

All the requests you have made will be logged in your account (circled above). To view, click the 'Requests' tab. You can edit or cancel your requests.

Below we explain each type of request.

## HOW TO REQUEST A PRINT BOOK WHICH IS NOT AVAILABLE IN THE ELMS LIBRARY CATALOGUE:

If the print book you need is not part of our East of England holdings, we can try to get it for you from other library networks. To request a book, from the drop down box choose 'Request a book'. Now complete the online form as fully as possible. Then click the 'Submit' button. One of the library staff will process your request and contact you with an update.

The screenshot shows the 'Make a Request' form in the ELMS Catalogue. The 'Request Type' dropdown menu is open, and the 'Request a book' option is selected. The form includes the following fields:

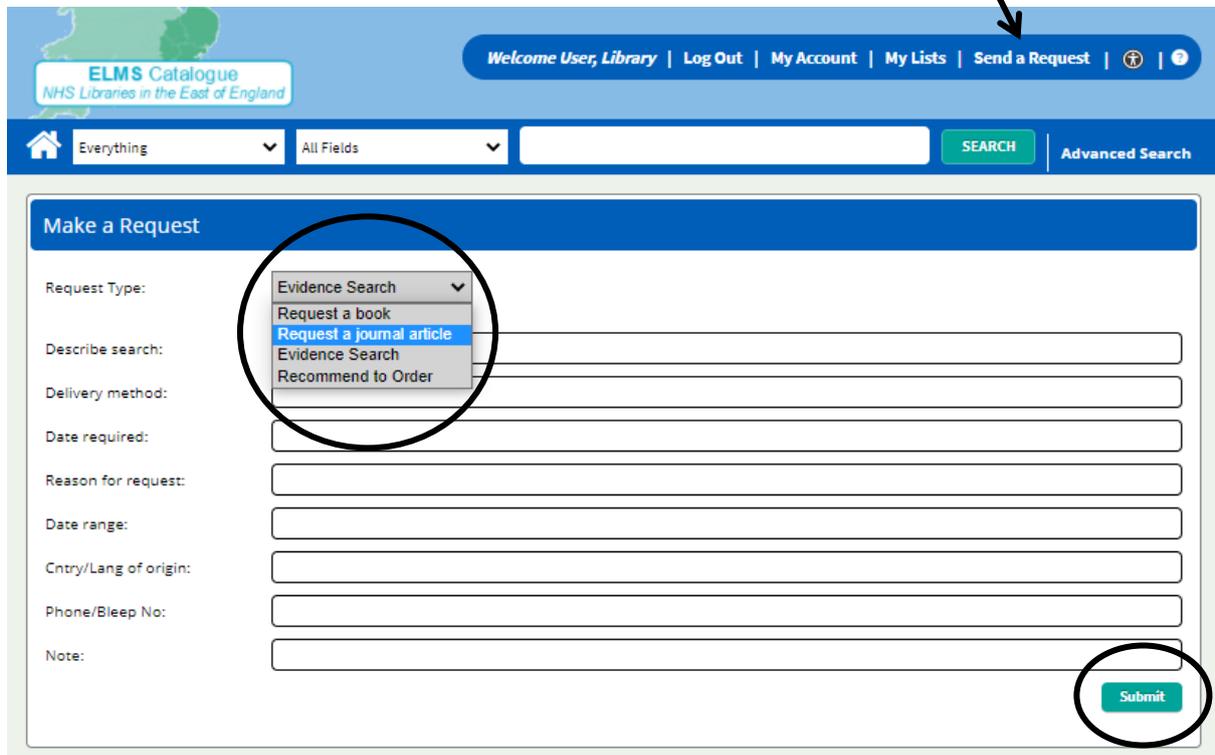
- Request Type: **Request a book** (selected)
- Title:
- Author:
- Publisher:
- Publication Year:
- Volume/Part:
- Edition:
- ISBN:
- SHELFMARK:

A 'Submit' button is located at the bottom right of the form.

## HOW TO REQUEST A JOURNAL ARTICLE

If you have been unable to access a journal article with your OpenAthens account, you can request an interlibrary loan copy by following the steps below.

After following the steps on how to login, select the option 'Send a Request' in the main menu bar. From the drop down box, choose 'Request a journal article'.



The screenshot shows the ELMS Catalogue interface. At the top, there is a navigation bar with links for 'Welcome User, Library', 'Log Out', 'My Account', 'My Lists', and 'Send a Request'. Below this is a search bar with a 'SEARCH' button and an 'Advanced Search' link. The main content area is titled 'Make a Request' and contains several input fields: 'Request Type', 'Describe search:', 'Delivery method:', 'Date required:', 'Reason for request:', 'Date range:', 'Cntry/Lang of origin:', 'Phone/Bleep No:', and 'Note:'. The 'Request Type' dropdown menu is open, showing options: 'Evidence Search', 'Request a book', 'Request a journal article' (highlighted), 'Evidence Search', and 'Recommend to Order'. The 'Submit' button is circled in the bottom right corner.

Now complete the online form as fully as possible. Then click the 'Submit' button. One of the library staff will process your request and contact you with an update.

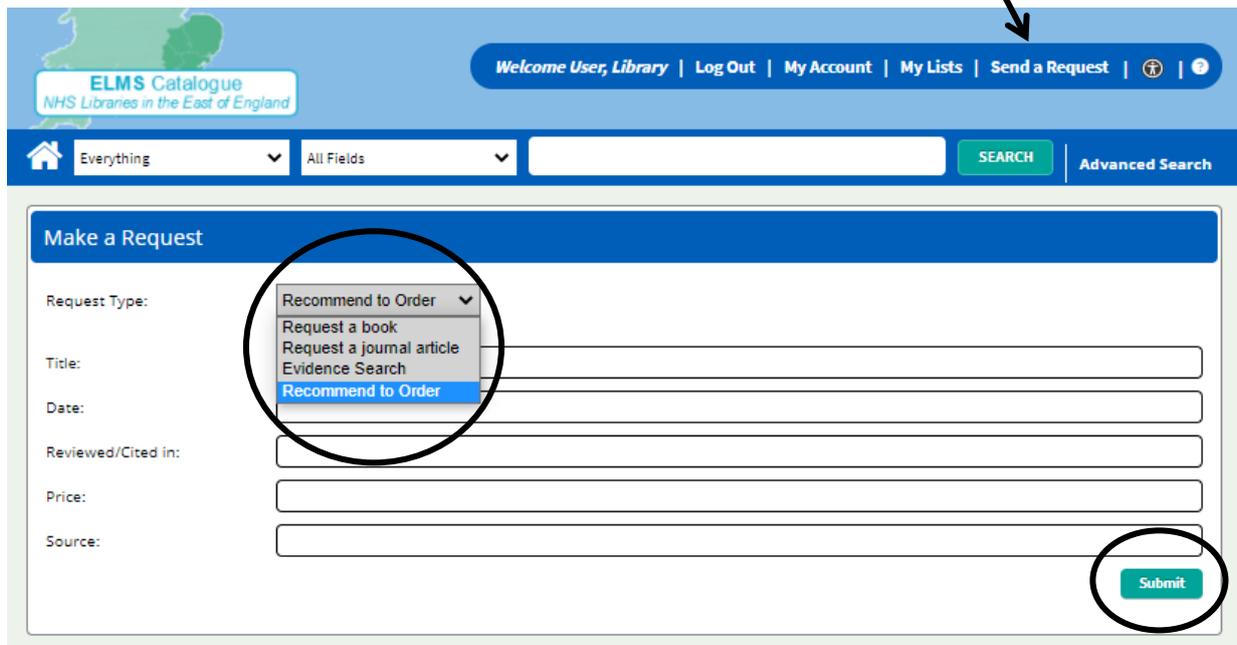
## HOW TO REQUEST A LITERATURE SEARCH

If you need us to carry out a literature search, please request it by filling in the form on our website. Click here to go to our [Literature Search request form](#). Please **don't** fill in the 'Evidence Search' form found under 'Send a request'.

## HOW TO RECOMMEND A BOOK

We're always looking for new titles to broaden the scope of our collection. If you have a book to recommend, you can fill in the 'Recommend to order' form from your account.

After following the steps on how to login, select the option 'Send a Request' in the main menu bar. From the drop down box, choose 'Recommend to order'.



The screenshot shows the 'Make a Request' form in the ELMS Catalogue. The form includes fields for 'Request Type', 'Title', 'Date', 'Reviewed/Cited in:', 'Price:', and 'Source:'. The 'Request Type' dropdown menu is open, showing options: 'Recommend to Order', 'Request a book', 'Request a journal article', 'Evidence Search', and 'Recommend to Order'. The 'Submit' button is circled in red. An arrow points from the text above to the 'Send a Request' link in the main menu bar.

We will consider all suggestions and will let you know the outcome. As much as possible, we will try to purchase e-books.