

## LIBRARY UPDATE 13th July 2020

<p><b>Accessing the Libraries at Southport and at Ormskirk hospital sites:</b></p>	<p>You must have a current library membership to use the libraries at Southport or Ormskirk hospitals. Both libraries can only be accessed by having “24/7 swipe in” activated on your staff badge. If your badge isn’t already activated and you want to use either library, please contact us on <a href="mailto:soh-tr.hanleylibrary@nhs.net">soh-tr.hanleylibrary@nhs.net</a> to get your badge activated and receive the security information and alarm code.</p>
<p><b>Please observe good hygiene, cleanliness and distancing while in the library:</b></p>	<ul style="list-style-type: none"> <li>• Masks <u>must</u> be worn in both libraries.</li> <li>• Cleaning wipes and hand gels are available at both libraries and library users are asked to please clean down their work area <u>before and after use</u>.</li> <li>• <u>No food or drink</u> is permitted in the libraries at any time.</li> </ul>
<p><b>Borrowing books:</b></p>	<p>Unfortunately our self-issue machines are no longer available. When the libraries are unstaffed, please e-mail the barcode from inside the front cover of each book you want to borrow to: <a href="mailto:soh-tr.Hanleylibrary@nhs.net">soh-tr.Hanleylibrary@nhs.net</a> (further information is displayed on the bookshelves at both libraries to assist you). You will receive a confirmation email with details of when the book(s) is due to be returned.</p> <p>You can also <b>Click and Collect</b> - browse/search the library catalogue <a href="http://southportandormskirk.nhslibraries.com/">http://southportandormskirk.nhslibraries.com/</a>, select the book(s) you want, email the book details and which library you want to collect from to: <a href="mailto:soh-tr.Hanleylibrary@nhs.net">soh-tr.Hanleylibrary@nhs.net</a> and we will be in touch to let you know when the items are ready to collect.</p>
<p><b>Returning Books:</b></p>	<p>Please return books via the <b>Book Returns Bin</b> outside the library at Southport or outside the education centre at Ormskirk. Books will be placed in quarantine for 3 days on return before they become available for loan again.</p>
<p><b>IT access:</b></p>	<p>There is very limited IT access available at either library due to social distancing guidance.</p> <ul style="list-style-type: none"> <li>• There are <b>5 PCs</b> available for use at the Hanley Library, <b>Southport</b> Hospital.</li> <li>• There are <b>3 PCs</b> available for use at the Sanderson Library, <b>Ormskirk</b> Hospital.</li> <li>• Please <u>do not leave your belongings</u> on the desks/chairs when you leave the library. Unattended items will be removed and taken to security in the main hospital.</li> </ul>
<p><b>Study desks:</b></p>	<p>There is very limited study space available at either library due to social distancing guidance.</p> <ul style="list-style-type: none"> <li>• There are <b>4 study spaces</b> available for use at the Hanley Library, <b>Southport</b> Hospital.</li> <li>• There are <b>2 study spaces</b> available for use at the Sanderson Library, <b>Ormskirk</b> Hospital.</li> <li>• Please <u>do not leave your belongings</u> on the desks/chairs when you leave the library. Unattended items will be removed and taken to security in the main hospital.</li> </ul>