

6. Journals

If you want to search for journal titles click on Journals button and enter start of title.

Click on "GO".

Results will show which libraries hold that title with dates available.

Limiting or filtering your search

You can limit your search in three ways:

- **By date** – put in year e.g. 2003
- **By location** – scroll down list to library/libraries required, select e.g. Basingstoke/North Hampshire Hospital/H18. Hold down shift key to select more than one library.
- **By type of material** – scroll down list and select type required e.g. Video.
- You also have the option to sort the results.

If the item you require is on loan, a reservation can be placed by contacting a member of the library team.

If the item you require is held at another library, this can be requested via inter-library loan. Forms for this are available in the library.

Need help?
Don't hesitate to ask library staff for assistance.

Healthcare Library
The Ark Centre
Basingstoke & North Hampshire
Hospital
Aldermaston Road
Basingstoke
Hants
RG24 9NA

Tel: 01256 313169
Email: library@bnhft.nhs.uk
Website: <http://healthcarelibrary.org.uk>



*Basingstoke & North Hampshire NHS
Foundation Trust*

Guide to the Online Library Catalogue

SWIMS
(South West Information
Management System)



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HOW TO SEARCH SWIMS LIBRARY CATALOGUE

SWIMS Library catalogue lists all material held in all healthcare libraries from Hampshire to Cornwall.

Accessing SWIMS

- **In the library** use the online catalogue situated near the book collection*.

This defaults to titles which can be found at Basingstoke Healthcare Library (code H18). If you wish to widen the search to look at all locations in Hampshire & Cornwall, select "All locations in the South West".

- **At home or your workplace** access via <http://www.swims.nhs.uk> This will automatically search the whole region unless limited by location.

Search options

1. If you know the title of the book you want :

- Click on title/author button
- enter details of title
- you can add author's surname
- you can also use * for a wildcard search to search for a word anywhere in a title, e.g. *governance finds all titles that include the word governance

Click on "GO" or press "Enter".

- You will see a list of titles matching your search.
- Click on the one you want.
- Details of the item will be displayed showing title, edition and date; then author and publication details.

The libraries that hold the work are then listed by code and then by name.

The shelfmark is displayed by the name and code of the library – this is where you will find the item on the shelf in the library.

Under 'status' it will indicate whether the copy is available or on loan and show the date due back.

2. Words anywhere

If you are not sure of the title you can use the "Words Anywhere" search. Type in your keyword or subject, e.g. 'patient confidentiality'. Click on "GO".

Results will show records that contain the exact phrase first and then records that are a close match.

3. Author

You can also search by Author. Type in surname and initials (if known). You can search for corporate authors e.g. organisations, government bodies. Click on "GO".

Results will show authors with same surname and number of titles for each author.

Click on the number to see the titles.

4. Subject headings

You can also search on subject headings.

Type in the term e.g. asthma.

Click on "GO".

A list of headings will be shown with number of titles under this heading listed.

Click on the number to see the titles.

5. Advanced search

There is also advanced search where you can use the drop down lists to search on:

- two or more subject headings, e.g. asthma and child
- classmarks
- ISBNs

