Research Medical Center
Carl R. Ferris Medical Library
Orientation Guide
Reviewed and/or Revised, March 2012

Contact Information
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Research Medical Center
Carl R. Ferris Medical Library
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Carl R. Ferris Medical Library – Home Page & Online Card Catalog
http://69.63.217.2/O90002GStaff/OPAC/index.asp

Location and Hours
- The Medical Library is located on the **A Level** of Research Medical Center, along the north end of the hallway. It is adjacent to the Nuclear Medicine Department, and across the hall from the Multi Specialty Clinic.
- Normal business hours are 8:00 AM to 4:30 PM, Monday through Friday.
- There is a Book Drop available 24/7 in the wall just ***north*** of the Medical Library Entrance.
- The Medical Library closes for the major, legal holidays (New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas).
- The Medical Library may be unstaffed at times due to meetings, vacation or illness. Therefore you are welcome to call ahead to make sure the Medical Librarian is available to assist you during your visit.
- PLEASE - No Food. No Beverages.

Computers – Internet Access / Microsoft Office / Electronic Products
- Internet access is available on site in the Medical Library via a HCA network station or via Guest Access Wi-Fi for your personal mobile devices.
- HCA work stations include Meditech and PACS access, Microsoft Office, and icons to link you to some electronic products that have been licensed for on-site use only (Ex: Up-to-Date; New England Journal of Medicine; Clinical Pharmacology; Lippincott's Nursing Procedures and Skills; et al). The Carl R. Medical Library home page (http://69.63.217.2/O90002GStaff/OPAC/index.asp) contains links to many additional and useful resources.
- These computers have been made available to support Clinical Patient Care and the various Educational Programs affiliated with RMC. There are not enough work stations to support recreational uses and social networking.
- As a courtesy, we request you limit your computer use to 15 minutes when others are waiting.
- All the computers are set to MUTE. If you wish to utilize sound applications, you are responsible for providing your own headset or ear buds.
- Please bring your own flash drive if you need to save the information on which you are working.

Medical Library Services & Resources
- Medical Library Orientation
- Journal Collection
  - Print Titles
  - Old Back Runs
  - Electronic Titles (Ebsco; Ovid; Open Access Resources)
- Citation Verification Resources
- Interlibrary Loan (ILL) / Courier Service
- Electronic Databases (Licensed Products, as well as Open Access Products)
- Assistance with Computer Searches for *Patient Care Issues*
- End User Training
- Consumer Health / Patient Education / Discharge Planning Resources
- *Self-Serve* Photocopier

Document Delivery

- The Medical Library is unable to provide a "pull and copy" service.
- *Photocopying is available on a self-serve basis only,* whether it is a print item ***or*** whether it is an electronic document.
- The person using the equipment is liable for any copyright infringement.
- There is no charge to make copies directly related to your work responsibilities as an employee of Research Medical Center.
- Patrons are expected to pay for ***personal*** copying (homework/education; info for family and friends; personal business and interests; et al) that is done on either the photocopier ***or*** on the computer printers.
- In order to limit unauthorized use and illegal distribution of copyrighted information, the Federal Copyright Law, license agreements, and/or technology, may prohibit the ability to email certain items to a library patron.

Copyright

- Department business (requests, reserves, and photocopies) is subject to any restrictions designated by the Federal Copyright Law, PL 94-553 *and/or* License Agreements.
- Electronic photocopy law changes as quickly as the technology changes.
- For updates on copyright issues, you may wish to view the U. S. Copyright Office (http://www.loc.gov/copyright) website.
- Please become familiar with the HCA Corporate Policies and Procedure regarding Copyright Compliance. http://atlas2.medcity.net/site/ethics/index.jsp?epi-content=GENERIC&mount_point_id=f7f4bea266002a87413118c2bc01a1a0&directory=Copyright_Info%2F&sort_asc=true&tempArgs=form_explorer&sort_property=name&beanID=192303373&viewID=explorer
- Please refer copyright questions and concerns to the Research Medical Center Ethics and Compliance Officer (EOC), Liz Tremain, at 816-276-3306.
- Additional copyright resources can be found in the topic column on the left side of the Carl R. Ferris Medical Library Home Page, http://69.63.217.2/O90002GStaff/OPAC/index.asp

Journals

There are multiple ways you can check for journal availability.

- Come visit the Carl R. Ferris Medical Library.
- Check via the Carl R. Ferris Medical Library Home Page, http://69.63.217.2/O90002GStaff/OPAC/index.asp
- Use the e-Search box in the middle of the home page to check for journal titles in our print collection.
- If you want to check on journals that we might license electronically, check on the left side of the home page, where there are a number of subject tabs. There are two tabs for journals – one for our licensed materials and one for open access content. The **Ebsco** spreadsheets include both their indexed content and their full text content. Titles are in alphabetical order. A little to the right of the center of the spreadsheet is a column indicating whether that title is available as full text content. It will show the start and end dates of the full text availability. There is a separate link to the journal titles we license via **Ovid.**
- When you log into Ebsco, the first page is a menu of available databases. Below the database description is a link to a Title List. This list contains all the titles indexed within that database. If the journal contents are available in full text, there will be a pdf icon below the title name. Just click and go to your desired title.
- If you want to check on journals that we might license electronically, you can also log into Ovid. The first page displays a Copyright Notice. In the box below the Copyright Notice is a link to an A-Z Journal List. If your search results show a match for your title, then click on it. It will "drop down" with details. It will indicate the source of the material – Ovid, Ebsco (with the specific database in which it is embedded), or an open access resource. It will also show the years that are covered.
- On occasion, an article is available full text because it is in the Public Domain, it is an Open Access document, or because the copyright owner has made it available. When using National Library of Medicine's (NLM) PubMed interface (http://www.ncbi.nlm.nih.gov/pubmed/), there *may* be an icon in the upper right hand corner that will allow you to access articles that have been made freely available for one of these just mentioned reasons.
- Contact the Medical Librarian
    - Phone: 816-276-4309
    - Fax: 816-276-3106
    - eMail: kitty.serling@hcamidwest.com
    - eMail Librarian tab on the top of the left hand column of the Library's Home Page.
    - Ask-A-Librarian link at the upper right hand side of your Ebsco page.
    - Ask-A-Librarian link in the upper right hand side of your Ovid page.

Electronic Products

Ovid

- On-Site License
- Remote access availability is determined by the terms of the most current contract.
- Login Page - http://ovidsp.ovid.com
- Home Page - http://www.ovid.com/site/index.jsp?top=1
- Customer Service and Technical Support -http://www.ovid.com/site/contacts/norwood.jsp?top=47&mid=51
- Training and Documentation Home Page for Ovid SP - http://www.ovid.com/site/help/documentation/osp.jsp?top=28&mid=30&bottom=55

Ovid Content includes:

1. **LWW Total Access Collection** – Approximately 400 Full Text Medical & Nursing Journals http://www.ovid.com/site/catalog/Group/873.pdf

2. **LinkSolver** - http://www.linksolver.com/site/index.jsp – This is an awesome resource that will direct you to the electronic journals which Research Medical Center licenses via Ovid and Ebsco. It also includes links to *major* open access sites (Ex: BioMed Central; DOAJ - Directory of Open Access Journals; PubMed Central; PLoS - Public Library of Science; et al). This is a guide to our electronic journals only. Please refer questions regarding print subscriptions to the Medical Librarian or check for them on the Library's Home Page, http://69.63.217.2/O90002GStaff/OPAC/index.asp

Ebsco

- On-Site License
- Remote access availability is determined by the terms of the most current contract.
- Login Page – http://search.ebscohost.com/
- Home Page – http://www.ebscohost.com/
- Customer Service and Technical Support –
  Contact Information is located on the bottom of the Home Page listed above.
- Training and Documentation – Tutorials http://support.ebsco.com/training/tutorials.php
- Searching EbscoHost - http://www.ebscohost.com/thisTopic.php?marketID=2&topicID=312

Ebsco Publishing content includes a Comprehensive Hospital Package with the following databases. Between them they contain approximately 3095 unique full text titles.

1. **CINAHL** – 4 Simultaneous Users
   - Product Description http://www.ebscohost.com/thisTopic.php?marketID=2&topicID=170
   - Title List - http://www.ebscohost.com/titleLists/rn-coverage.pdf
   - Full Text for More Than 600 Journals
   - CINAHL Support Center - http://support.ebscohost.com/cinahl/

   Alternatives if you are blocked by the 4 Simultaneous Users Restriction:
   a. Plan ahead.
   b. Use Medline via the Ebsco interface or the PubMed interface (http://www.ncbi.nlm.nih.gov/pubmed/). Literature Searches can be limited to Nursing Journals.
   c. Use other appropriate databases available to you via Ebsco.
   d. If you are a Kansas resident, you can apply for a Kansas Library Card (http://www.kslc.org/) at your local Public Library. There are several health related databases you can access once you get a pin number. For example, the ProQuest database includes access to approximately 400 full text Nursing and Health Sciences journals.

2. **Medline** with Full Text – Unlimited Simultaneous Users
   - Product Description http://www.ebscohost.com/thisTopic.php?marketID=2&topicID=61
   - Title List - http://www.ebscohost.com/titleLists/ow-fulltext.pdf
   - Full Text for 1,370 Journals Indexed in Medline.

3. **Psychology and Behavioral Sciences Collection** - Unlimited Simultaneous Users
   - Offers Full Text Coverage for Nearly 600 Journals

4. **Religion & Philosophy Collection** - Unlimited Simultaneous Users
   - Offers Coverage for More Than 300 Full Text Journals

5. **Health Business Elite** - Unlimited Simultaneous Users
   - Provides comprehensive journal content detailing all aspects of health care administration and other non-clinical aspects of health care management with full text content from more than 480 journals.

6. **Cochrane Collection Plus** – 1 Simultaneous User
   - Description of this Evidence Based Health Care Product
     http://www.ebscohost.com/thisTopic.php?marketID=2&topicID=820
     a. Cochrane Central Register of Controlled Trials
     b. Cochrane Database of Systematic Reviews (CDSR)
     c. Cochrane Methodology Register
     d. Database of Abstracts of Reviews of Effects (DARE)
     e. Health Technology Assessments (HTA)
     f. NHS Economic Evaluation Database (NHS EED)

Miscellaneous

The following electronic products are available under **Site Licenses.** *Site licenses are unavailable via remote access.*

There are links to most of these products via the *RMC Intranet Page*, http://midwest.medcity.net/index.asp?facid=rmc

- *AORN Perioperative Standards and Recommended Practices* - Link is located on the RMC Intranet Page, right hand column, under 'Quick Links'.
- *Clinical Pharmacology* - Link is located on the RMC Intranet Page, right hand column, under 'Quick Links'.
- *Lippincott's Nursing Procedures and Skills* - Link is located on the RMC Intranet Page, right hand column, under 'Quick Links'. Select 'HCA' as your facility.
- *Manual of Clinical Nutrition Management* – Link is located on the RMC Intranet Page, under the 'Documentation' tab at the top, center of the page. Choose 'Dietary' from the drop down choices. Please note that although there is a link to this *Manual* under 'Hospital Links,' it does not actually open the product. Instead, it is a locator note, which directs you to the 'Documentation' tab.
- *Neo Fax Drug Reference* - is located on the RMC Intranet Page, right hand column, under 'Hospital Links'.
- *New England Journal of Medicine* - is located on the RMC Intranet Page, right hand column, under both 'Quick Links', and also under 'Hospital Links'.
- *Quality Interactions* by Manhattan Cross Cultural Group (MCCG), http://resourcecenter.qualityinteractions.org/
- *Up-to-Date* is a point-of-care product that includes patient care information, drug interactions, health related calculators, and patient information. If your computer or laptop is on the RMC server, an icon for this product will appear on your desktop when you turn on your device, or when you reboot/restart your device.

Interlibrary Loan (ILL)

- Interlibrary Loan requests are limited to materials needed to perform your work responsibilities at Research Medical Center. The Medical Library is unable to request items for personal use or recreational purposes.
- Staff will make a good faith effort to locate materials not owned by the Carl A. Ferris, M.D. Medical Library.
- Book outreach is limited to participating members of the Health Sciences Library Network of Kansas City (HSLNKC). We do not have any arrangements to borrow books from libraries outside of the KC Metro Area.
- There is no guaranteed time frame for book requests, as they may already be checked out to someone else, and our library needs to wait on a reserve list for our turn to borrow that title.
- If an item is only available for use as part of a Reference Collection, the patron will be referred to the library that owns the desired materials.
- 'Fee-for-service' charges apply to any item that is received from a library that charges for their interlibrary loan services. The lending library's fees need to be *prepaid* by the *requesting patron* before the Interlibrary Loan can be processed.
- Interlibrary Loan Requests are generally ordered within twenty-four working hours of the request. Regretfully, we cannot control how quickly the lending library responds to us.
- Photocopies of journal articles are usually received quickly via Library Courier, fax, ***or*** email, if legal.
- While it might be legal for a lending library to send an item to the Medical Library via email, it is not always legal for the librarian to forward the email to the patron. Most licenses restrict electronic transfer to limit unauthorized use and illegal distribution of copyrighted information.