



Hôpital général juif
Jewish General Hospital

Health Sciences Library Services & Resources



Fall 2015
JGH.ca/HSL



Mandate

The mandate of the JGH Health Sciences Library (HSL) is to support the clinical, educational, research and outreach missions of the Jewish General Hospital (JGH) community by providing access to life sciences information and resources, and offering information literacy and evidence-based practice instruction and support.

Objectives

Provide informational support for all activities related to clinical care, research, teaching and health technology assessment.

Support quality improvement, evidence-based practice and knowledge translation (implementation of best practices, policy and procedure development).

Support medical, nursing and multidisciplinary continuing education objectives and activities.

Ensure timely access to best evidence.

Promote existing services, and develop new services to meet the changing needs of the community.

Invest in the library team and maintain best practices by pursuing continuing education opportunities.

Assess library services to measure impact on patient care.

Contact us:

Pavilion A, room 200,
514-340-8222 local 5927



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Clientele served

- JGH Clinical staff, including physicians, nurses, allied health, & multidisciplinary
- JGH Fellows, residents & students
- JGH Researchers, including research assistants
- JGH Support staff, including administrative assistants
- JGH Management
- JGH Hospital staff
- CIUSSS members (borrowing from print collection only)

Services offered

Opening Hours & Site Access

Staffed hours:

8:30am-5pm Monday-Thursday
8:30am-4:30pm Friday

Access during unstaffed hours:

The library space is open 7am-1am, 7 days/week.

A JGH or McGill ID is required for access during unstaffed hours.

Call security at local 5000 from 1am-7am in order to:

- Enter the library
- Get the daily computer password
- Unlock conference room doors afterhours

Access includes:

Print collections: On-site access

Computer terminals: 15 terminals

Printers: 1 B&W, 1 colour. Print card required during unstaffed hours. \$\$

Scanners: 2

Conference rooms: 2 rooms equipped with computer, LCD screen and videoconference capabilities.

- **Book rooms** via Lotus Notes- call IT at local 8254 to set up module.
- **Call AV** at local 5808 to set up videoconference equipment.
- **Connect** laptops/iPads

Study tables:

- **INTRANet jacks for JGH laptops:** 2
 - Ethernet cable for PC and Mac required (see *Conference Rooms & Equipment*)
- **INTERNet jacks for personal laptops:** 8
- **Ethernet cables:** required for PC and Mac

Photocopy machine: \$\$

Fax machine: during staffed hours only \$\$

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Collections & Borrowing

See HSL website under **Services** > www.jgh.ca/hslborrow

Search the collections (including the Dr. Henry Kravitz Psychiatry Library collection) via our search bar at the top of all Library website pages.

Print collections (books & journals)

- **The reference print collection** holds over 400 items and contains all major titles in clinical specialties. The collection is updated regularly and provides the most recent editions of texts.
 - **Our quick reference collection** provides medical dictionaries and directories for **in-library use**.
- **The main print collection** holds over 1050 books and is representative of the medical, nursing, and allied health disciplines. The main collection includes nursing section that contains a wide range of books on nursing topics.
- **Our Drazin collection** includes “over 1700 volumes dealing with topics on Judaica and Medical ethics... [including] Jewish history, the history of the Holocaust, the growth of the State of Israel, Canadian and Quebec Jewry, and the Jewish History of Montreal.”

All users must be registered with HSL or Dr. Henry Kravitz Psychiatry Library (except those with a McGill ID).

Library material can be signed out at the loan desk during staffed hours. See website for information about loan periods, fines and online access to library accounts.

JGH Library cards are **NOT valid for borrowing at McGill University Libraries**.

CIUSSS staff (clinical and other) may register and borrow from the print collection.

JGH patients, families and caregivers may read these materials or photocopy **on-site only**.

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Electronic Resources

The most used **JGH** and **McGill eResources** can be accessed via the right hand menu visible on most HSL web pages.

The **JGH** and **McGill catalogues** and **eJournals** lists can be searched using the search bar visible at the top of most HSL web pages.

McGill Resources

Current McGill faculty, fellows, residents, students are authorized to use McGill eResources in all areas of study including:

- databases
- eBooks
- eJournals

Access them from anywhere using EZproxy → use your McGill Webmail address and password

JGH Resources

As of July 2013 JGH users who are not authorized to use McGill eResources can no longer access McGill eResources. Following a needs assessment, the HSL library, in collaboration with the MUHC and McGill, has purchased a selection of biomedical databases, point-of-care tools and journals to meet the needs of the JGH community.

Access on-site does not require a username or password

Access off-site must be requested and set up for individual users by CSIT.

Biomedical databases:

- **Ovid:** Medline, PsycINFO, Embase, Health and Psychosocial instruments, Healthstar, Social Work Abstracts Plus, NASW Clinical Register
- **Ebsco:** Cinahl Complete
- Cochrane Library

Point-of-care tools:

- UpToDate
- Psychiatry Online
- Nursing Reference Center Plus
- DSM-5

For access to full text articles published in journals not on the HSL list, users can take advantage of our Interlibrary Loan service- see previous page.

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Interlibrary Loan (ILL) & Document Delivery

See HSL website under **Services** > www.jgh.ca/en/hslill

The Document Delivery/Interlibrary Loan service is a fee-based service that enables users to obtain books, journal articles, dissertations and other materials that are not available at the JGH Libraries. To order an article, please use the online form by clicking on the icon on HSL website homepage, or by clicking on the “Find it at JGH” button in your database search results.

Who can use this service:

- JGH users may use this service to request books from McGill or other libraries.
- McGill authorized users can use our service, or the McGill ILL free of charge using the Columbo online self-serve system. Access it here: www.mcgill.ca/library/services/otherloans/columbo.

Fair use of articles ordered using this service:

“As per the Canadian Copyright Modernization Act (S.C. 2012, c. 30): The attached digital copy is to be used solely for the purposes of research, private study or education. Any other use may require the authorization of the copyright owner of the work in question. Canadian copyright law permits the printing of a single copy of this digital copy and requires that you cease using the digital copy within five business days from the day on which you first used it. The digital copy must not be stored, forwarded or distributed. It is recommended that you destroy the digital copy five days after its first use. The Jewish General Hospital Health Sciences Library is not responsible for the failure to abide by this policy, and you may be subject to liability for copyright infringement. It is a federal offence to infringe copyright.”

Book purchasing

See HSL website under **Services** > www.jgh.ca/en/hslpurchase

The Health Sciences Library offers the service of purchasing for books to all hospital departments. An online form may be filled in to submit your request.

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Instruction

See HSL website under **Instruction** > www.jgh.ca/en/hslsignup

Also see **Instruction** > www.jgh.ca/en/hslworkshops

The HSL offers tailored instruction on a variety of topics including:

- Finding full text of journal articles
- Searching biomedical databases
- Answering clinical questions
- Managing references using EndNote
- Creating patient materials
- Finding information to share with patients
- Evidence-based practice
- Conducting systematic reviews

Lunch & learn events are scheduled throughout the year, however workshops or in-services can be requested anytime and designed to meet the specific needs of a department or group. One-on-one instruction is also available upon request. Workshops can also be requested for patients → see *PFRC Services & Resources* document for details.

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Literature Search Service

See HSL website under **Services > Literature search service**

Librarians are available to conduct literature searches upon request. Search alerts can be set up for searches upon request.

Fees may apply \$\$\$. Contact the library for details.

Support for Systematic Reviews

See our website under **Services > www.jgh.ca/en/hslsupportsystematic**

Also see **Subject guides > www.jgh.ca/en/hslsystematicrev**

And **Subject guides > www.jgh.ca/en/hslrapidreviews**

If you are conducting a systematic review, you should consider the support of a librarian for the searching part (source: IOM Standards for Systematic Reviews (2011) 3.1.1).

The Health Sciences Library has two librarians who have completed specialized training in systematic reviews. We can offer the services of a librarian for various tasks needed in order to complete a systematic review, including the development of the search strategy(ies), the peer review of the search strategy(ies) by another librarian and searching various databases (see our *Systematic Review Service Agreement* for further information).

A systematic review is very time consuming. Each librarian can work on a limited number of systematic reviews at a time so the service may not be immediately available if we have already reached our maximum capacity.

We do ask you to develop the protocol of your systematic review project prior to meeting with a librarian. Please read our Systematic Review Service Agreement thoroughly and complete the first section before meeting with a librarian.

If you have less than two years to complete your review, consider conducting a rapid review instead.

→ Consult our subject guide to learn more about what a systematic review implies or if you would like to know about helpful resources.

Fees apply \$\$. Instructional support and guidance are free of charge.

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Support for the Creation of Effective Patient Education Materials

See PEN website under **Handbook** > www.jgh.ca/en/penhandbook

See PEN website under **Submit your patient education materials** > www.jgh.ca/en/pensubmit

Working under the umbrella of the HSL, the JGH Patient Education network provides guidance health professionals who wish to create patient education materials.

Please consult the PEN handbook: Creating effective written patient education materials:

www.jgh.ca/en/penhandbook.

In-progress and completed materials should be submitted for inclusion the JGH Patient Education Database: www.jgh.ca/en/pensubmit .

Instruction on how to edit for readability is available, however editing is available for a fee \$\$

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Clinical Medical Librarianship

A librarian is available to provide just-in-time research and health information support to clinical staff, residents and/or students outside of the library setting.

1. The librarian routinely attends M & M rounds, tumour board review, journal club or any other scenario you identify as having educational components or where questions regarding patient care may be addressed.
2. The librarian listens actively and identifies an un-answered clinical question, or a request is made to the librarian by the team to identify the best evidence to answer a clinical question.
3. The librarian conducts a literature search and provides the team with selected best evidence to answer the clinical question.

This service can be especially useful when non-routine cases are being discussed and the evidence may be difficult to find.

This service can be tailor-made to departmental or group needs.

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Conference Rooms & Equipment

See HSL website under **Services** > www.jgh.ca/en/hslreserveresource

Reservations for the conference rooms, laptops, and LCD projectors in the Health Sciences Library (A-200) are available electronically, via Lotus Notes – Calendar. Ask CSIT to install the **Réservations de ressources Library** on your Lotus Notes Workspace. You can also book a room directly from a meeting in your Lotus Notes calendar.

It is strongly recommended that you, or your team coordinator, **use Lotus Notes to book rooms, laptops and projectors**. Should you have any difficulties making a reservation, please contact CSIT at local 8254.

Conference rooms:

- Conference room 1 → book via Lotus Notes
- Conference room 2 → book via Lotus Notes

Equipment:

- 6 laptops → book via Lotus Notes
- 2 LCD projectors → book via Lotus Notes
- 1 Apple Ethernet cable adapter → In exchange for piece of ID
- 1 Apple connector for laptop → In exchange for piece of ID
- 1 Apple connector for iPad → In exchange for piece of ID
- Ethernet cables for connecting your laptop to the Internet
- Headphones → For use in library, in exchange for a piece of ID

There is currently **no public access to wifi** at the JGH. Access to wifi must be requested and set up for each individual user by CSIT.

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