Obtaining Full Text

This section details how users can obtain full text journals via The Knowledge Network and via the Scottish Health Libraries Catalogue (SHELCAT) system (or for registered users via the Health Management Library).

SEARCHING FOR FULL TEXT IN THE KNOWLEDGE NETWORK

On The Knowledge Network homepage, there is a widget dedicated to searching articles, books and the like. In order to narrow your search, click through to the Library pages (on the top header tab).

Within the Library area, there are options to search for journals, articles, and books. In addition, there are options to search for NHS libraries within your local area or to search within specialised databases (such as Ovid and Medline).
Using keywords or via the A-Z journal finder, you can search for specific journal titles.

By searching and thereafter clicking on the journal article of interest, an overview of the journal availability will appear.

This will detail options available to you and in the above example, by clicking on the link; you will be taken directly to the journal aggregate provider.

The pop up window also offers the opportunity to export the details to Refworks – an online journal referencing management system – and this facility is discussed in a later guide within this series.

You can also search for specific journal articles and books; as well as specialised databases and specific NHS libraries in your area.
OBTAINING MATERIALS VIA SHELCAT

Should an item not be available within The Knowledge Network system, you will be offered to obtain journal articles or books etc via the Scottish Health Libraries Catalogue (SHELCAT) system.

In these instances, you will need to log in using your registered SHELCAT card via [http://www.shelcat.org](http://www.shelcat.org) and request the book or journal article (either print or electronic copy) via the Document Delivery Service. This is sometimes called an Inter-Library Loan (ILL) service.

NHS Scotland staff can obtain a SHELCAT card by registering with the Health Management Online Library service:


Individual Health Boards usually have their own registration and local document delivery arrangements. In this case, your library will attempt to source full text journal articles or books on your behalf and inform you if they have been successful.
Inter-Library Loan policies are defined by individual library services, and the level of service you are entitled to receive will depend on the library of which you are a member. For example, most libraries will source articles from the British Library: http://www.bl.uk/ (often at a cost).

**OBTAINING FULL TEXT ARTICLES AND BOOKS VIA SELCAT**

Enter your card barcode and password (as detailed in your introductory pack).

Upon logging into SHELCAT, you will be taken to the article (or book) request form.

Fill in the details (or if found via The Knowledge Network, the article or book details may be prefilled) and enter your preferred method of receipt (e.g. hardcopy by post or pdf by email). In addition, you will need to agree to the terms and conditions noted on the page (e.g. copyright) prior to the request going through the system.
Thereafter, you should receive your full text article or book as requested.

FURTHER INFORMATION AND TRAINING

Further information regarding The Knowledge Network and related services noted in this guide can be obtained from knowledge@nes.scot.nhs.uk.

The Health Management Library can be contacted directly via nss.hmlibrary@nhs.net.

Further information regarding training and CPD can be found at end of this series of guides.