



MEDICAL LIBRARY INFORMATION

LOCATION:	On the Lower Level of the Main Hospital Building (near the auditorium)
HOURS:	Staffed: Monday – Friday, 8:00 a.m. to 5:30p.m. For after hours access use your ID badge and the card reader near the door.
PHONES:	Voice: 313-343-3733 Fax: 313-343-7598
EMAIL:	SJHMedicalLibrary@stjohn.org
STAFF:	Ellen O'Donnell, AMLS, Director Karen Rivera and Aimee Haley, Library Technical Assistants

SERVICES:

CIRCULATION

- Books and audiovisuals can be checked out for 2 weeks, journals for 1 week.

AFTER HOURS CHECKOUT

- To check out items after regular hours use the “**After Hours Manual Checkout Book**”, at the front desk.

LITERATURE SEARCHES

- Literature searches are provided for any staff member. Requests can be made in person, or by phone, fax, e-mail, or on the library's website. A library staff member will run the literature search and return a printout listing the pertinent journal citations with abstracts.
- Training sessions for literature searching are available by appointment (call 313.343.3734).

INTERLIBRARY LOANS

- Books or copies of articles that the library does not own may be requested, but please be selective. Borrowed items may cost the library as much as \$15.00 -\$20.00 each. **Normal turnaround time for an interlibrary loan is 3-10 days.**
- **RUSH REQUESTS:** A limited number of articles may be requested on a rush basis (48 hours or less).

PHOTOCOPYING

- A photocopy machine is available for self serve copying of library materials.
- The library staff will make single copies of a limited number of articles for employees and staff. There is a minimum turnaround time of one business day for this service.

LIBRARY WEBSITE

- The library website is on the SJH intranet. Click on the “**Hospitals and Facilities**” pull down menu, and then click on “**St. John Hospital & MC**.” The **Medical Library** link is in the column on the left. The website includes library information, request forms for article photocopies and literature searches and links to databases and electronic books and journals.

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COMPUTERS AND INTERNET ACCESS

- There are several SJH network workstations available for public use in the library. Among other programs, the network provides access to Microsoft Word, Excel, PowerPoint and the Internet.
- Internet access requires a separate ID and password, if you do not have a hospital internet ID, the library staff can log you on with a generic ID.

ELECTRONIC RESOURCES

- **OID Medline, Evidence Based Medicine Reviews** (including the Cochrane database) and many full text journals and books are available on all hospital network workstations for those who wish to do their own searches. To access these databases click on the "**Internet Explorer**" icon to get to the SJH Intranet page, then click on the "**Medline**" link. Contact the library for information on accessing these databases from your home or office.
- **MDConsult** (medical textbooks, Medline, some full text journals) is available on the hospital network and from your home or office. Contact the library for information on how to sign up for this service.
- **StatRef** (electronic medical textbooks) is available on the hospital network. Use the link on the library website.
- **Natural Medicines Comprehensive Database** contains evidence based information on herbal medications. Use the link on the library website.
- **PubMed** (Medline direct from the National Library of Medicine) Use the link on the library website to get access to full text articles and specific St. John journal holdings information. **Note:** PubMed's Lonesome Doc article ordering and delivery service is available. Contact the library for details.
- **UpToDate** This resource is available in the library on the multimedia computer in the Audiovisual Room. You must use the ID and password posted on this computer to access UpToDate. It is specifically designed to answer clinical questions that arise in daily practice. Physician editors and authors review and update the content on a continuous basis and a new, peer-reviewed version is issued every four months. It covers both primary care and internal medicine specialties.

ELECTRONIC ACCESS TO BOOKS, JOURNALS and DATABASES

- Many book and journal titles are available in electronic format. They can be accessed either from the database page or the electronic journal pages on the library website. Contact the library for complete details on accessing electronic resources from the hospital network or from your home or office.

COLLECTION DETAILS:

BOOKS AND AUDIOVISUALS

- All books and audiovisuals are listed in the computerized **Book and Audiovisual Catalog**.
- Search for books or audiovisuals by author, title, subject or keyword.
- Books are shelved in the book stacks by their call numbers. A subject breakdown of the call numbers is posted near the catalog, and on the end of all the book stacks.
- Audiovisual programs are shelved in the **Audiovisual Room** by call number or tape number.
- Videotape players, slide viewers, and multimedia computers are available in the **Audiovisual Room**.
- There are a limited number of videotapes in the collection that carry category 1 CME credit. Please see the library staff for more information.
- Books on management, supervision and process improvement are shelved in the **Management Resource Center**, near the front entrance to the library.

JOURNALS

- Journals are listed by title and subject in the blue notebooks at the **Information Desk** and in the **Current Journal and Index Room**.
- Journals are shelved alphabetically, by title, in three locations: the **Current Journal Room** (current year only), the **Bound Journal stacks** (1980 up to the current year) and the **Microfiche Files**.
- There are two microfiche reader/printers available for making copies from fiche in the **Photocopy Room**.