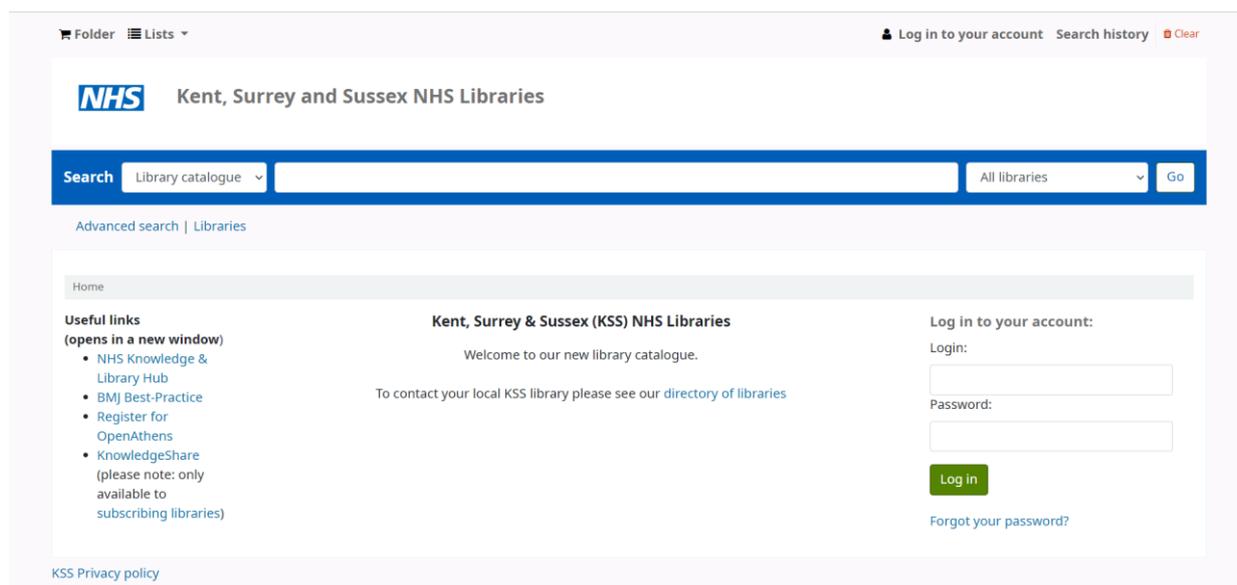


KSS Library Catalogue: How-to-guide

The Kent, Surrey and Sussex (KSS) Library Catalogue searches across both Maidstone and Tunbridge Wells NHS Trust (MTW) Libraries and the wider KSS region. It searches for books, e-books and journals. MTW staff can access e-books that are available for them, but not from other regions. However, print books and journal articles can be requested from other regional libraries.

Click here to access the catalogue [KSS Knowledge & Library Services catalogue \(koha-ptfs.co.uk\)](https://koha-ptfs.co.uk)



The screenshot shows the homepage of the KSS Library Catalogue. At the top, there is a navigation bar with 'Folder' and 'Lists' on the left, and 'Log in to your account', 'Search history', and 'Clear' on the right. Below this is the NHS logo and the text 'Kent, Surrey and Sussex NHS Libraries'. A search bar is present with a dropdown menu set to 'Library catalogue', a search input field, a dropdown for 'All libraries', and a 'Go' button. Below the search bar, there are links for 'Advanced search' and 'Libraries'. The main content area is titled 'Home' and 'Kent, Surrey & Sussex (KSS) NHS Libraries'. It includes a welcome message, a link to the 'directory of libraries', and a login section with 'Login:' and 'Password:' fields, a 'Log in' button, and a 'Forgot your password?' link. On the left, there is a 'Useful links' section with several links, including 'NHS Knowledge & Library Hub', 'BMJ Best-Practice', 'Register for OpenAthens', and 'KnowledgeShare'. At the bottom left, there is a link for 'KSS Privacy policy'.

To Log in

If you are a new library user you will need to create a password using the time-limited link included in the *Welcome to the Library* email you received after registration. Your username is your MTW Library Membership Number e.g. MTW87012

Log in to your account using the boxes shown here

Log in to your account:

Login:

Password:

Log in

[Forgot your password?](#)



Account Area

Once logged in, you will find your user summary and following useful tabs:

Your summary

Hello, Miss Hayley Beresford

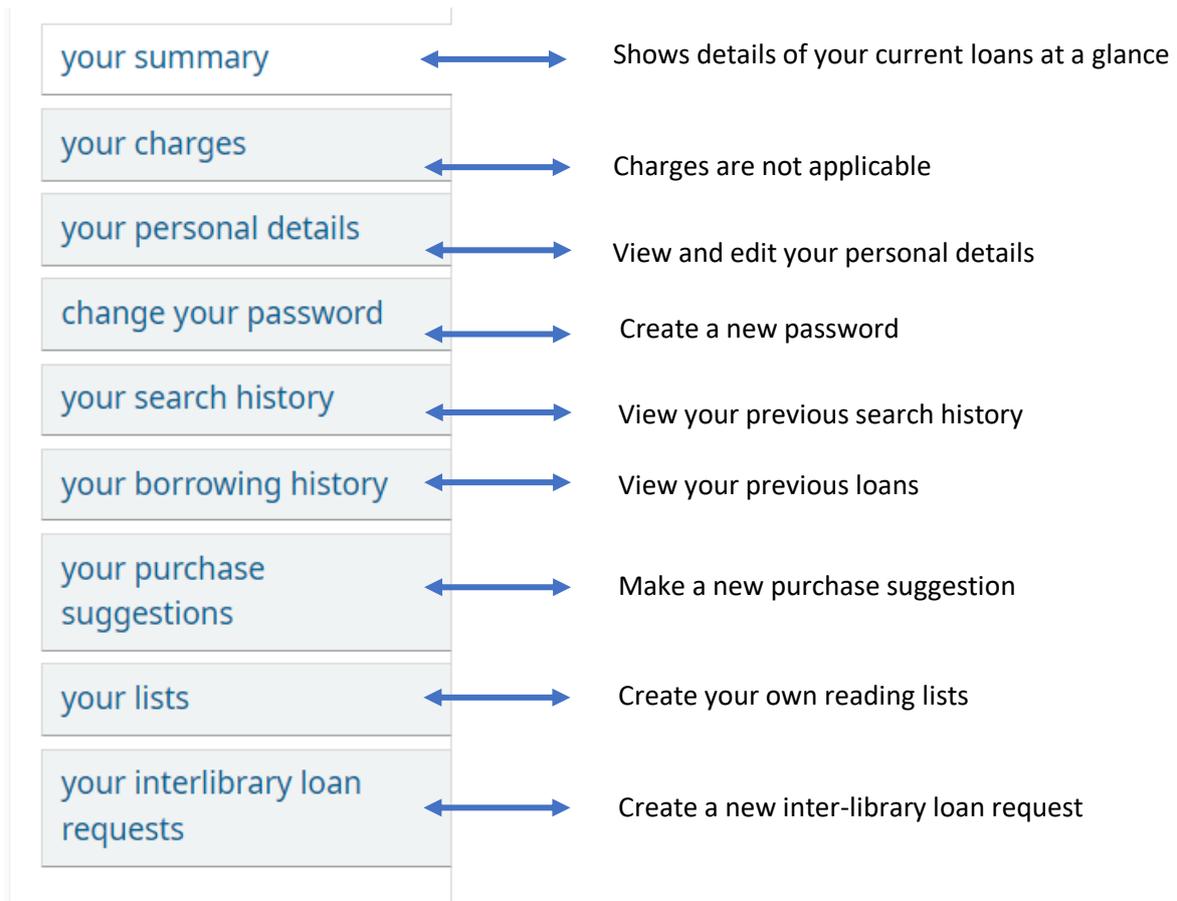
[Click here if you're not Miss Hayley Beresford](#)

Issued (1)

Search [Clear filter](#) [Copy](#) [Print](#) [CSV](#) [iCal](#)

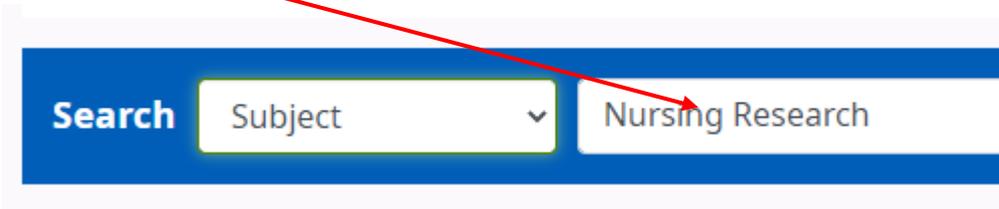
1 Item(s) issued

Title	Author	Due	Class number	Renew	Fines
The humans/	Haig M	31/08/2022	SPECIAL COLLECTION	Not renewable	No

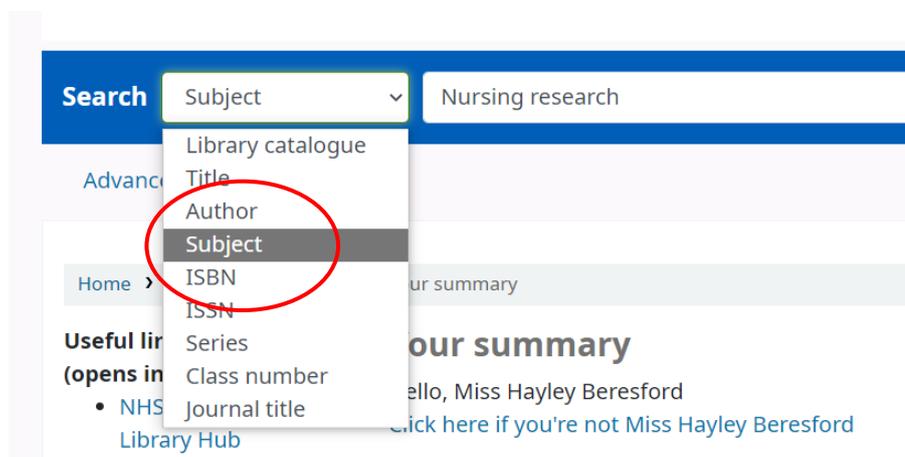


How to search for a book

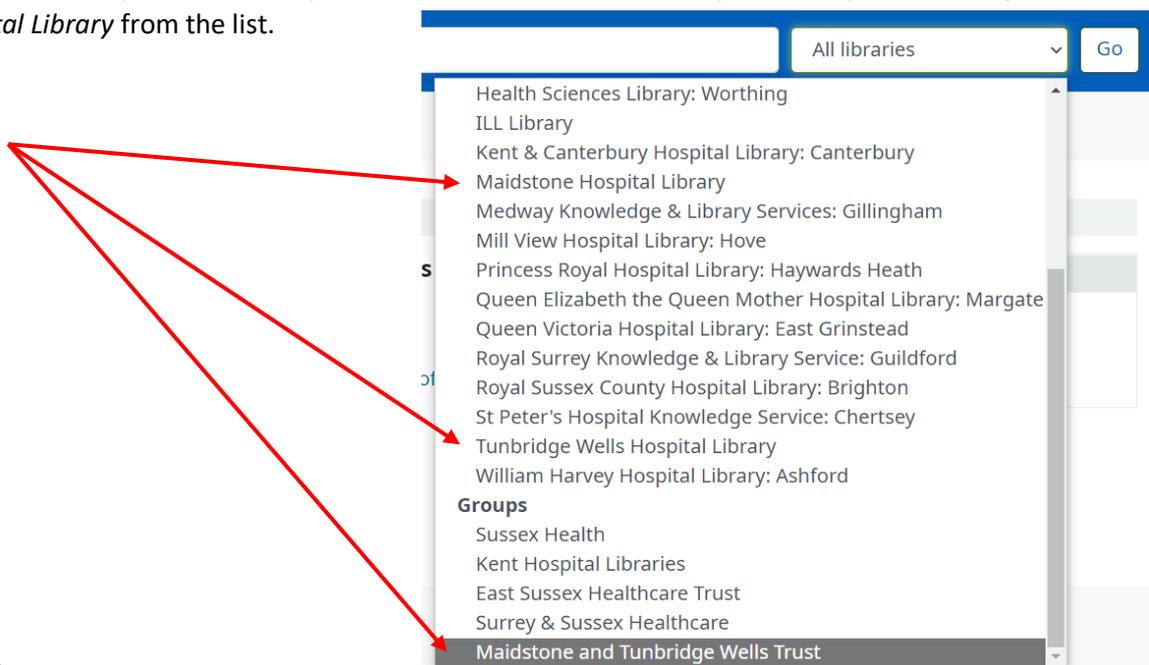
Enter your search term(s) in the quick search box



Change the drop-down menu to *title*, *author* or *keyword* (subject)

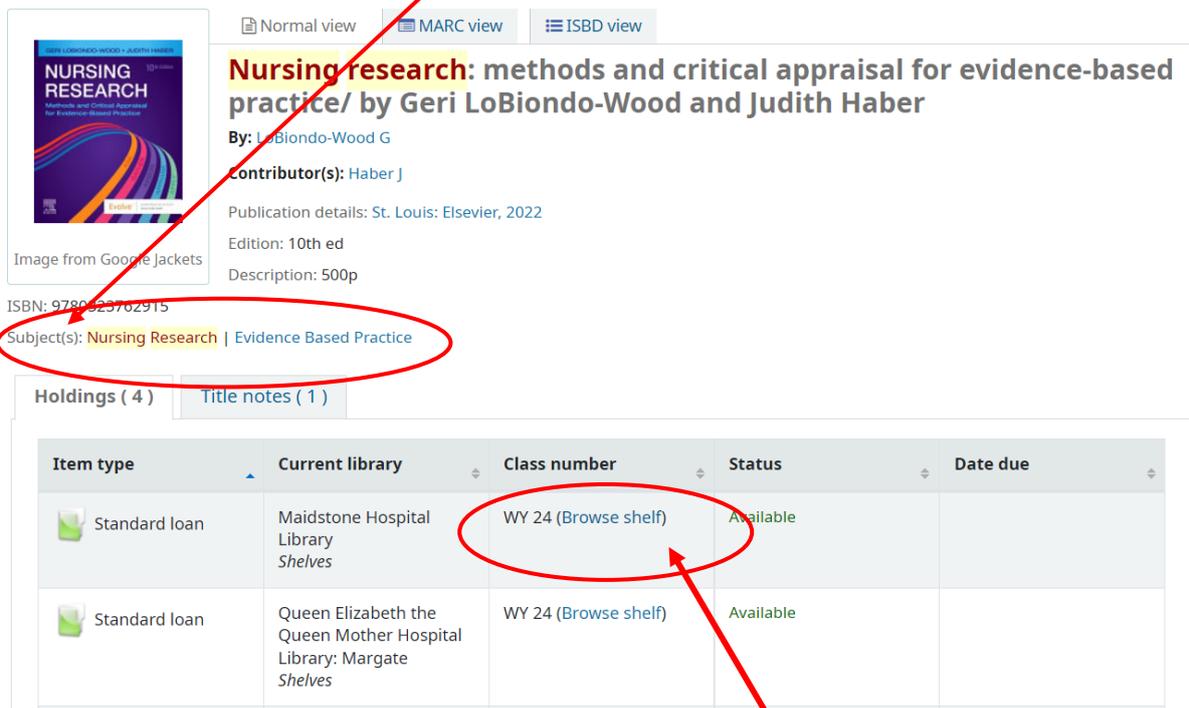


If you want to search for resources held by MTW as a Trust, click on the *All libraries* dropdown menu, scroll down to *Groups* and select *Maidstone and Tunbridge Wells Trust*. If you want to search for resources at particular library site, select either *Maidstone Hospital Library* OR *Tunbridge Wells Hospital Library* from the list.



Searching by *subject(s)* or *browse shelf*

You can also find other relevant books by clicking on the *Subject(s)* headings. This will find all books in the catalogue that share the same subject, in this case 'Nursing Research' or the related topic 'Evidence Based Practice'.



Normal view | MARC view | ISBD view

Nursing research: methods and critical appraisal for evidence-based practice/ by Geri LoBiondo-Wood and Judith Haber

By: LoBiondo-Wood G
Contributor(s): Haber J

Publication details: St. Louis: Elsevier, 2022
Edition: 10th ed
Description: 500p

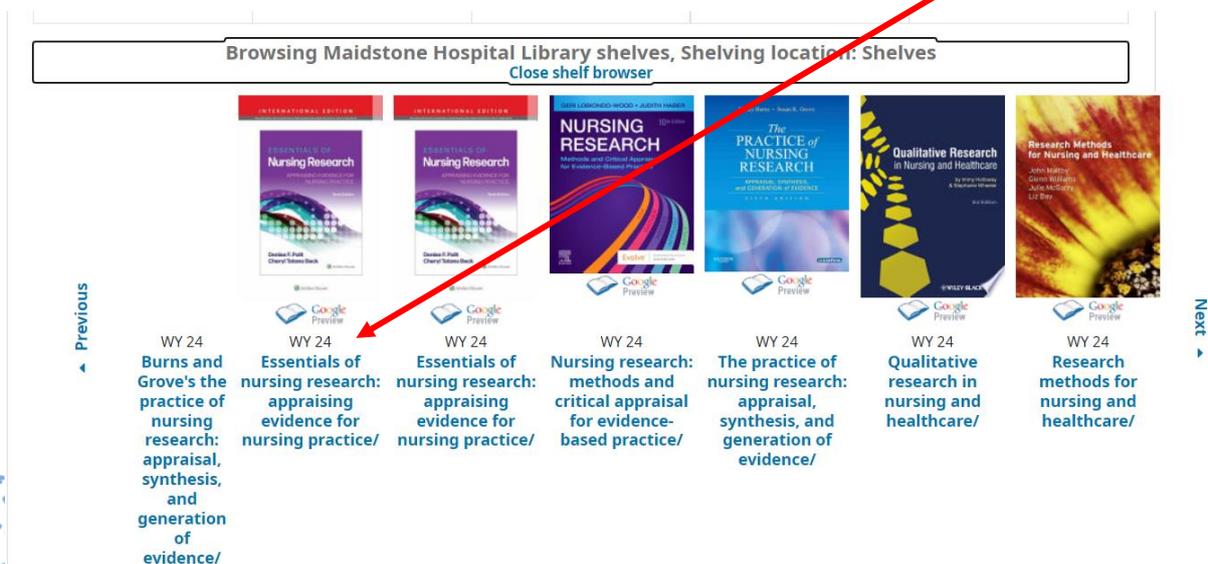
ISBN: 9780323762915

Subject(s): **Nursing Research** | Evidence Based Practice

Holdings (4) | Title notes (1)

Item type	Current library	Class number	Status	Date due
Standard loan	Maidstone Hospital Library Shelves	WY 24 (Browse shelf)	Available	
Standard loan	Queen Elizabeth the Queen Mother Hospital Library: Margate Shelves	WY 24 (Browse shelf)	Available	

Similarly, you can also find other relevant books by clicking on *Browse shelf*. This will find all books that share the same class mark. In this case, all books that share the class mark 'WY 24'.



Browsing Maidstone Hospital Library shelves, Shelving location: Shelves

Close shelf browser

Previous | Next

WY 24 Burns and Grove's the practice of nursing research: appraisal, synthesis, and generation of evidence/	WY 24 Essentials of nursing research: appraising evidence for nursing practice/	WY 24 Essentials of nursing research: appraising evidence for nursing practice/	WY 24 Nursing research: methods and critical appraisal for evidence-based practice/	WY 24 The practice of nursing research: appraisal, synthesis, and generation of evidence/	WY 24 Qualitative research in nursing and healthcare/	WY 24 Research methods for nursing and healthcare/
--	--	--	--	--	--	---

Understanding a search entry:

Each search result has the following information: **item type**, **library location**, **class number**, **status** and **Date due**. Let's look at this example:



Image from Google Jackets

Normal view
MARC view
ISBD view

Nursing research: methods and critical appraisal for evidence-based practice/ by Geri LoBiondo-Wood and Judith Haber

By: LoBiondo-Wood G

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Subject(s): [Nursing Research](#) | [Evidence Based Practice](#)

Holdings (4)
Title notes (1)

Item type	Current library	Class number	Status	Date due
Standard loan	Maidstone Hospital Library Shelves	WY 24 (Browse shelf)	Available	
Standard loan	Queen Elizabeth the Queen Mother Hospital Library: Margate Shelves	WY 24 (Browse shelf)	Available	

Item type: this will show the loan type. In this case the item is available on a Standard 28-day loan.

Current library: this is where the item is held. In this case there are two libraries that hold the book in the region, one at Maidstone Hospital Library and the other at Queen Elizabeth the Queen Mother Hospital Library: Margate.

Class number: This is where the item is located on the shelf.

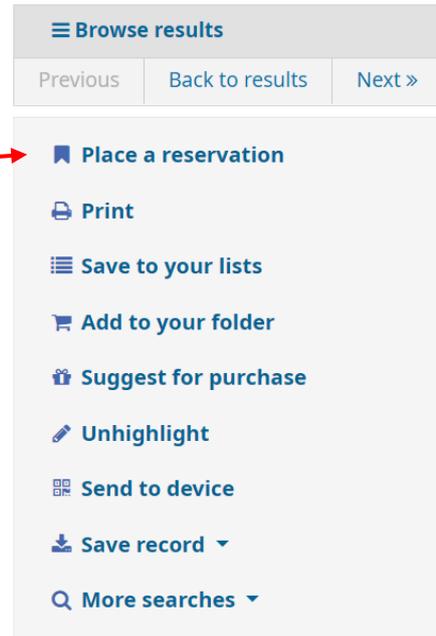
Status: This will show the status of the book, i.e. *Available* or *Issued*.

Date due: If the book has been *issued* to another user, the due will show when it is due to be returned.

Placing a reservation

You can place a reservation on an item you find in the catalogue:

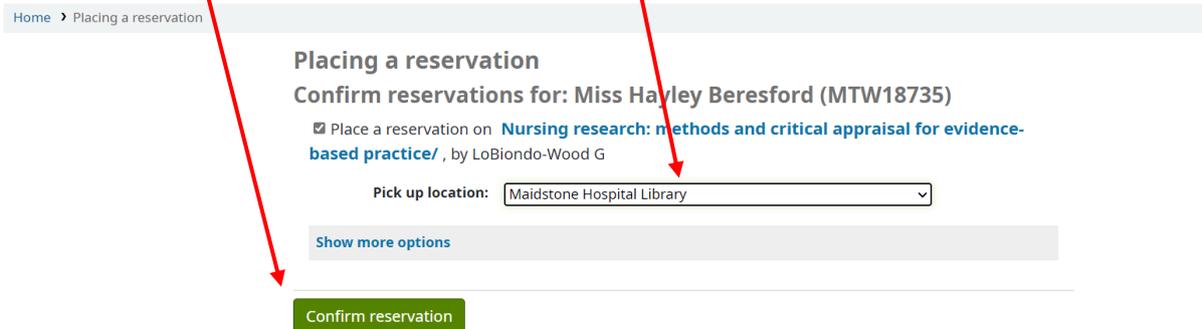
- Search for a book (see above)
- Click on *Place a reservation*
- Log in to your account (if you're not already)
- The *Pick up location* will default to your home library (e.g. Maidstone Hospital Library), but you can change this by selection another location from the drop-down menu (e.g. Tunbridge Wells Hospital Library).
- Click on *Confirm Reservation*



☰ Browse results

Previous | Back to results | Next »

- 📖 Place a reservation
- 🖨 Print
- 📖 Save to your lists
- 🛒 Add to your folder
- 📦 Suggest for purchase
- ✎ Unhighlight
- 📱 Send to device
- 📄 Save record ▾
- 🔍 More searches ▾



Home > Placing a reservation

Placing a reservation

Confirm reservations for: Miss Hayley Beresford (MTW18735)

Place a reservation on [Nursing research: methods and critical appraisal for evidence-based practice/](#), by LoBiondo-Wood G

Pick up location:

[Show more options](#)

[Confirm reservation](#)

Renewing books

Books will automatically renew twice for a period of 28 days each time. After this, you will be prompted to contact the library to return the book(s) or request further renewals. Email: mtw-tr.library@nhs.net, phone: 01622 224647 / 01892 635884 or visit us in person.

Create an Inter-library loan request:

You can request items (e.g. books and articles) that are NOT on the catalogue.

Log in to your account (if you haven't already), and click on the tab *Your interlibrary loan requests* (see page 2), and then click *Create New Request*.

Interlibrary loan requests

[+ Create a new request](#)

Request ID	Author	Title	Requested from	Request type	Status	Request placed	Last updated
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No data available in table

Choose the *Type* of material from the drop-down menu and fill out the citation details in the form

Type:

Book details

Title:

Author:

Editor:

Publisher:

Place of publication:

Year:

Part / Edition:

Volume:

ISBN:

DOI:

Choose your destination library (either Maidstone Hospital Library or Tunbridge Wells Hospital Library) and then click *Create*

[+ Add new field](#)

Patron options

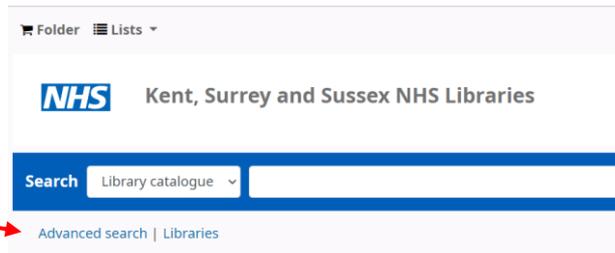
Destination library:

[Create](#) [Cancel](#)

The Library team will then process your request, and you will receive an email when the item you have requested is ready for collection.

How to search and access e-books and e-journals

You can search for e-books and e-journals via the Advanced Search interface by clicking on *Advanced Search* (top left of screen)



Enter your search term in the search box (you can use the drop-down menu to search across keywords, title or author), check the *Ebook* box (or *Ejournal* if that's what you are looking for), choose Maidstone Hospital Library or Tunbridge Wells Library from the drop-down menu, and then click the green *Search* button.

Search for:

Keyword

and Keyword

and Keyword

Item type Shelving location Collection

Limit to any of the following:

<input type="checkbox"/> CD	<input type="checkbox"/> DESK (temp delete afterwards)	<input type="checkbox"/> DVD	<input checked="" type="checkbox"/> EBook
<input type="checkbox"/> EJournal	<input type="checkbox"/> Equipment	<input type="checkbox"/> Extended loan	<input type="checkbox"/> Games
<input type="checkbox"/> Journal	<input type="checkbox"/> Leaflet	<input type="checkbox"/> Long loan	<input type="checkbox"/> Medium loan
<input type="checkbox"/> Model	<input type="checkbox"/> No ILL book	<input type="checkbox"/> Online games	<input type="checkbox"/> Poster
<input type="checkbox"/> Reference	<input type="checkbox"/> Short loan	<input type="checkbox"/> Standard loan	<input type="checkbox"/> Study cards

Location and availability: OR

Sort by:

Publication date range: For example: 1999-2001. You could also use

After selecting the e-book of your choice, click on the *Online resources* option underneath *Subject(s)*.

In this case the e-book can be accessed via Kortext using an OpenAthens account.

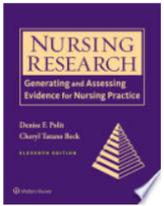


Image from Google Jackets

Normal view | MARC view | ISBD view

Nursing research: generating and assessing evidence for nursing practice / by Denise F Polit, Cheryl Tatano Beck

By: Polit D F

Contributor(s): Beck C T

Publication details: Philadelphi: Wolters Klumer, 2021

Edition: 11th ed

Description: 1570p

ISBN: 9781975110659

Subject(s): [Nursing Research](#) | [Evidence Based Practice](#)

Online resources: [Kortext](#)