

Article and Literature Search Request Service

Step 1: Register for your free account

Step 2: Login and submit your requests on BASEDOC

Step 3: Requests are processed during staffed hours (same day when possible)

Step 4: You will receive an email when your article is ready



BASEDOC

BASEDOC

Request articles not available through Athens and submit Literature Searches from anywhere at anytime. Register and access BASEDOC for free.

Requests are processed and supplied on average within 2 working days of receipt; this can vary if we use external sources. Using BASEDOC you can track your requests and receive notifications when they are complete.

Literature Searches are processed on the same working day of receipt and results emailed within
10 working days.

Use BASEDOC to track your requests and receive a notifications when complete.

Before registering on BASEDOC

BASEDOC uses the same username and password as your BASE Library account, so you need to register with the library first. Download a registration form: www.base-library.nhs.uk/?page_id=51 and bring it to the library counter.

Joined the library already? Ensure your account is free of charges, you know your password and library card **number**. **We do not validate BASEDOC accounts or process requests if you have any unpaid fines on your library account.**

BASEDOC registration

For copyright reasons you have to use your UHB email address when registering.

The library will validate your account and email you the same working day of receipt.
To
register go to www.basedoc.co.uk.

By default your login details are:

Username: Your Library Card Number
change this)*

Password: 1111 (You have to

*(To alter your password click on the left tab entitled 'Change your Password')

You need your current library password to login. Contact the library if you do not know it.

Your Account

It is essential you keep your BASEDOC account details updated, failure to do so can lead to delays in us processing your requests and searches and can result with them being sent to the wrong email address.

Placing a Request

- Go to www.basedoc.co.uk and login.
- Complete the request form (**Including article title, volume, issue and page numbers**).
- Include the full journal title (**do not use abbreviations**).
- If you change your library account password this will change your BASEDOC password.

Charges for Document Supply

- Charges apply on the **receipt** of articles only.
- When you submit an article you have to agree to either free copies only or the maximum £8.00 charge.

If you cancel a request after it has been processed you will still have to pay for it.

£8.00 Limit:

- This applies if an article is only available from the British Library.
- We will still try all local sources first, but selecting this option will save you time.

Departmental Accounts:

Please enquire at the library about departmental or personal accounts for payment.

Literature Search Charges

Literature searches are free, but will not be processed until any library charges are cleared.

Copyright

You will automatically be covered for copyright under the Copyright Licensing Agency agreement with the NHS, subject to abiding by the terms and conditions of supply as shown on the website when you make a request.

Your signed library membership form ensures you are covered by NHS copyright.

If you are unsure about copyright please contact the library gelibrary@uhb.nhs.uk

Literature Searches (UHB staff only)

- We search healthcare databases and online resources based on your search criteria.
- We email you your results and where possible links to the full text article.
- To register for an Athens account please go to <https://openathens.nice.org.uk>.
- Searches are free, but will not be processed until any library charges are cleared.
- Searches can take up to 10 working days to complete.

If we do not have a subscription to the articles you need please use BASEDOC to request it.

Quality assurance statement

Requests for journal article photocopies or books (British Library) are processed within 2 working days of receipt.

Searches can take up to 10 working days to complete.

Any request shown to be urgent and patient care related will be processed as soon as possible.

Any requests to external sources not received will be chased after one week.

If we have been notified that the item is unobtainable via BASE or British Library, you will be notified of the reason, and the request cancelled.* All quality assurance targets may be subject to local/regional decisions which could affect the level of service offered by the Trust Library Service. Examples can include staffing shortages, budget freezes. In this event, those targets marked by an * may alter at short notice

Contact the Library

Visit:	QEHB, Level 1, Education Centre.
Staffed hours:	Monday - Friday 09:00-17:00
Swipe card access :	24/7 (including self service kiosk for borrowing and returning items)
Email:	gelibrary@uhb.nhs.uk
Phone:	0121 37(12485) or 0121 37(12486)

FAQ's

Is my BASE Library account password the same as my BASEDOC Account Password?
Yes they are the same.

Is my BASE Library Username the same as my BASEDOC Account Username?
Yes they are the same.

If I change my BASE Library account Password does this affect my BASEDOC account?
Yes, if you change your Library Password you also change your BASEDOC password.

What do I do if I forget my Username and/or Password?
Contact the library and we can reset them for you.

How do I update your Home Library, Trust or Department?
Contact the library and we can do this for you.