RDNS Institute: Library & Learning Resource Centre

Overview of the Library

The Library provides information to all staff of Royal District Nursing Service and to individuals participating in courses through the RDNS Institute.

Other healthcare workers and members of the public interested in accessing the Library can do so by making a prior appointment with the Librarian.

The Library is located on the ground floor of the RDNS Head Office, 31 Alma Road, St Kilda.

The Library has a section on Pulse, the RDNS Intranet site.

The Library is staffed with one full time Librarian and a 0.2 Library Assistant.

Related Policies:

RDNS Staff Manual

- SP-M01 Library Services
- SP-M02 Purchasing Library Items for Support Sites/Departments

Library Facilities

- Group and individual study areas.
- Video viewing facilities.
- Journal / newspaper reading area.
- Photocopier / multi-function printer.
- Computers and printers.
- Access to the Internet, electronic databases and electronic journals.
- Audio visual equipment.
- Web Access via the Pulse (RDNS staff only).

Library Services

Reference, loan and document supply services can be arranged by contacting the Librarian via the phone, fax, email or in person.

Inter-library loans (ILL) can be arranged for material not available in the Library. Request forms are available from the Library or the Library Pulse site. ILL can be obtained for work related and study purposes and have an average two to five day turn-around time.

A Current Awareness Bulletin (contents pages of new journals received) and a list of new books and audio-visuals, is circulated to support sites and departments each month. Email delivery of electronic Table of Contents (TOC) can also be arranged through the Library.

Literature searches and statistical data can be requested by staff.
Library Orientations, including an introduction to databases and Internet searching, can be arranged by contacting the Librarian.

Library Collection

The Library collection is classified and shelved according to the Dewey System. All items are listed in an electronic catalogue that is accessible via the intranet on all RDNS networked computers.

The Collection consists of:

Reference Collection

Contains ready reference material including dictionaries, directories, indexes, drug guides including MIMS, Victorian Government Health Acts and Regulations, Australian Bureau of Statistics and Australian Standards publications. RDNS Policy and Procedure manuals are also located in this collection.

Books

The Library holds approximately 3000 books. Subject strengths include community health nursing, gerontology, communication, continence, health promotion and assessment, wound care, management and palliative care. Other areas relevant to the work of RDNS are also included.

Journals

The Library currently subscribes to 40 journal titles and collects newsletters, annual reports and information sheets from many organisations Australia wide. The Library intranet site provides access to over 4000 full-text journals.

Audio Visual

A collection of approximately 500 DVDs and videos is available for loan.

Newspapers

The Age newspaper, including weekend editions, is purchased daily. Copies are held for one week.

Library Access

Hours of Opening

The Library is open between 8.30 am 5.00 pm, Monday to Friday.

Contact Details

Phone: 9536 5261
Fax: 9537 0271
Email: getinfo@rdns.com.au
DX Courier: DX 21 0880 St Kilda

Borrowing Conditions

To be eligible to borrow from the Library you must register. This can be done in person or via the Library section on the intranet. When registering your RDNS
employee number doubles as your Library number and is required when requesting or borrowing items from the Library.

External participants attending an Institute course can use the Library to access information for the duration of the course and until the assessment component is due. Access will be limited to certain resources and services.

Unless otherwise stated, books and audio-visual materials are available for a three week loan period. Loans may be renewed if not required by another person.

If borrowing in person, the instructions for the electronic borrowing system are located beside the computers in the Library.

Material requested by staff unable to access the Library in person will be sent to Sites via the DX courier.

The borrower is responsible for the safe return of materials to the Library. A replacement charge will be imposed for items lost or damaged.

Reference books and journals are not available for loan.

**The Intranet**

The intranet is available on all RDNS networked PC’s and tablets. The Library section of the intranet provides staff with access to the catalogue, electronic resources and databases, Australian legislation, and an A – Z listing of, and links to, the full-text of over 4000 ejournals.

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