LIBRARY GUIDE

Last updated: September, 2016
The UHAS Library

The UHAS Library holds a growing collection of print and electronic resources in medicine and allied health disciplines. The library also maintains computing spaces for the exploitation of its electronic resources as well as an up-to-date OPAC for navigating our print and digital media collections. Our collections comprise over 5000 print monographs and several periodicals which are predominantly electronic.

Vision

Providing intellectual leadership and support services for excellence in healthcare education and research.

Mission Statements

Partnering with faculty to advance teaching, learning and research by providing global access to library and information resources and ensuring their effective exploitation and use.

Staff Strength

<table>
<thead>
<tr>
<th>S/N</th>
<th>STATUS</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professionals</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Paraprofessionals</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>Administrative</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Clerk</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>21</td>
</tr>
</tbody>
</table>

Sections of the Library

- Library Administration
- Readers’ Services/Circulation
- Acquisitions
- Cataloguing
- Periodicals
- Reprographic Services

Services and Products of the Library

- Lending
- Reprography
- Referencing
- Library Orientation
- Information Literacy Skills
- Information Services
- Library Guide
- Library Bulletins

Library Opening Hours

 Semester Period – Monday – Friday (8:30 am – 9:00 pm)
 Vacation Period – Monday – Friday (8:30 am – 4:30 pm)
General Regulations:
1. Food, drinks and smoking are not allowed in the library.
2. Mutilation, defacing and writing in books are prohibited.
3. Open discussions and audible sounds from electronic gadgets are strictly prohibited.
4. Bags must be handed over to the officer at the entrance.
5. Seats are not allowed to be reserved.
6. Watching of pornographic materials in the library is criminal and attracts a spot fine of GHC10.00.
7. Once in the library, put all mobile phones on silence and receive all calls outside the library.

Organization of knowledge
Books are arranged on the shelves according to their respective subjects as defined by the National Library of Medicine (NLM) Classification Scheme (for medicine and allied health subjects) and supplemented by the Library of Congress (LC) Classification Scheme (for non-medical subjects). Below is an outline of the NLM Classification Scheme:

- QS: Human Anatomy
- QT: Physiology
- QU: Biochemistry
- QV: Pharmacology
- QW: Microbiology and Immunology
- QX: Parasitology
- QY: Clinical Pathology
- QZ: Pathology
- W: Health Professions
- WA: Public Health
- WB: Practice of Medicine
- WC: Communicable Diseases
- WD: Disorders of Systemic, Metabolic or Environmental Origin, etc.
- WE: Musculoskeletal System
- WF: Respiratory System
- WG: Cardiovascular System
- WH: Hemic and Lymphatic Systems
- WI: Digestive System
- WJ: Urogenital System
- WK: Endocrine System
- WL: Nervous System
- WM: Psychiatry
- WN: Radiology, Diagnostic Imaging
- WO: Surgery
- WP: Gynecology
- WQ: Obstetrics
- WR: Dermatology
- WS: Pediatrics
- WT: Geriatrics, Chronic Disease
- WU: Dentistry, Oral Surgery
- WV: Otolaryngology
- WW: Ophthalmology
- WX: Hospitals and Other Health Facilities
- WY: Nursing
- WZ: History of Medicine
UHAS Online Public Access Catalogue (OPAC)
This is an electronic record of the Library’s collection to guide users search, locate and retrieve materials from the library. UHAS Library’s collections have been integrated into the University of Ghana Online Catalogue (UGCat). UGCat is the interface for both books and theses collections of the University of Ghana Library System (UGLS). The UGLS integrates the Balme Library and its satellite libraries.

A search in the UGCat:
1. Shows the location of the work.
2. Shows the call mark of the work to enable you pick the work from the shelf.
3. Tells you about the status of the work (i.e. whether the work is on the shelf or on loan and the date it is due).
4. Indicates the number of copies of a work the library is holding.
5. Specifies the bibliographic details of the work.

Users can perform both basic and advanced searches in the UGCat.

Basic search
The UGCat allows users to use keyword, title, author and subject to search for materials.

Requirements for accessing the UGCat
- A computer with Internet access.
- Web browser (eg. Firefox, Internet Explorer etc).
- URL: http://library.ug.edu.gh

Performing a basic search using the TITLE in UGCat

1. Select TITLE from the drop down menu labelled 1.
2. Enter the TITLE of the material in the search box labelled 2 e.g. Causes of malaria in Africa.
3. Select UHAS MAIN LIBRARY from the drop down menu labelled 3.
4. Click on **search** for the system to retrieve results that relate to your query.
5. Once you find the list of results, click on the one that meets your query.

---

**A picture showing the bibliographic record of a work**

![Bibliographic Record]

- **Label 4** indicates the **location** of the material in the library.
- **Label 5** indicates the **call mark** of the material. Call mark is the code that is fixed at the spine of the material. Eg. **WY100.B29**. You are required to write down this number and use it to retrieve the material from the shelves.
- **Label 6** indicates the **status** of the material (i.e. whether the material is on the shelf or on loan and the date it is due).

To use the other access points like **keyword**, **author** and **subject**, follow the steps above. In step 1, select the appropriate access point and type the requisite search term in the box labelled **2**.
Performing an advanced search in UGCat

UGCat allows users to combine more than one access points to search for a work. This type of search is done in the advanced search mode.

That is, a user can combine the title, author and subject of a material with the aid of **Boolean Operators** like **AND**, **OR** and **NOT** in a search.

1. To use the advanced search, select advanced search link from the basic search interface.
2. Select the various access points you want use.
3. Enter the appropriate search query in the corresponding search box.
4. Select the applicable library, eg. **UHAS MAIN LIBRARY**.
5. Select submit for the system to retrieve the results.

A picture showing the interface of the advanced search mode

![Advanced Search Interface](image)

A searcher looking for a work written by **Potter, Patricia** and **Perry, Anne Griffin** with the title “Basic nursing: essentials for practice” selects the access points: **AUTHOR, AUTHOR, TITLE** and **SUBJECT** as in the above figure.
Creating My Library Account.
All staff and students of UHAS are entitled to a space in the UHAS Library, where they can comfortably do their searches and save it for future use.

Step 1.
Obtain a BARCODE from the library. Contact the Reader Service Librarian on 0208192619/0245328502 or send a private message to the library through its Facebook page at UHASLIBRARY. Your barcode will be sent to you privately.
Note: You have to obtain your BARCODE from the library, but you create your own PIN.

**Saving your searches**

If you have a favorite author or subject for which you often search when using the catalogue, you can save the search with the click of a button. This will save you from having to key in the same query each time. It also allows you to place reserves on new materials more quickly. Follow the steps below to save your search.

1. Log in to your Library Account.
2. Click on the "**New Search**" button.
3. Search for your favorite author, subject, title, etc. or create an advanced keyword search including limits to material type, language, publication year, etc.
4. When your results are displayed, click the button marked "**Save as preferred search**".
5. The next time that you log in to your Library Account, you can click the "**Preferred Searches**" button to see a list of your saved searches.
6. Click on the search link associated with any of the preferred search terms in the list to quickly execute your search.

You can be alerted of new materials added to the library collection which match your searches. Just check the "**Mark for Email**" box and be sure that your patron record information includes your current email address.
Renewals
Library cardholders may renew their own materials online. All materials may be renewed except for materials with reserves and materials on which you owe fines.

How to:
1. Log in to your Library Account.
2. If not the default view click the "Items currently checked out" link to view the materials you have checked out.
3. Select the materials you want to renew by checking the boxes in the RENEW column and then click the Renew Selected button. If you want to renew everything, click the Renew ALL button.
4. If you cannot renew items, a message will appear on the screen. If you are successful, a new due date will appear in the "STATUS" column. Always check the STATUS column for information on the success or failure of your renewal.

Databases on Subscription

HINARI
URL: http://who.int/hinari

1. Enter URL and click Login to HINARI from the homepage.
5. Resources listed alphabetically on the selected subject of Oncology. Click link to open journal database with full-text access.

University of Ghana Journal databases

URL: [www.ug.edu.gh](http://www.ug.edu.gh)

1. Enter URL

2. Point to LIBRARY tab on the navigation bar and click Balme Library or click on LIBRARY tab directly to open the Balme Library website.
3. On the Balme Library homepage, paint to E-Resources ➔ Journal Databases ➔ Off Campus ➔ Login following the submenus as depicted in the picture on your left.

4. Supply credentials to sign in.

User name: uhaslib (case sensitive)
Password: please ask a librarian

5. Choose from a partially alphabetical list of over 100 journal databases and browse contents most of which full-text is free to you.
6. Example searching ScienceDirect:
Enter search term and press Enter on your keyboard or click on the search icon at the far right of your search box to submit query to the database.

7. Scroll through results and click PDF link to view full text as PDF and download to save a local copy.

Refine results by selecting the relevant parameters from the left pane after which you click on the Apply Filters command underneath.
Free Online Databases

PubMed (Open access interface to MEDLINE)

URL: www.pubmed.gov

1. Enter URI

2. Enter search term and press Enter or click Search to conduct a basic keyword search.
   Autocomplete feature suggests terms from the Medical Subject Headings (MeSH) as you type.
   Click appropriate term to open results.

3. Click any title to view its Abstract.
   Use the limiters in the Filters facet (left pane) e.g. Text availability, Species, etc. to sift results.
   E.g. click free full text to reduce results to those that offer full text for free.
Abstract

Cervical cancer is the most common reproductive health cancer in Malawi. In most cases, women report to health facilities when the disease is in an advanced stage. In this study, we investigated some perspectives about barriers for women to access cervical cancer screening and early treatment services in Malawi.

METHODS: We conducted in-depth interviews with 13 district coordinators and 40 service providers of cervical cancer screening and early treatment services in 13 districts in Malawi. The study was conducted in 2012. The district coordinators helped the research team identify the health facilities which were providing cervical cancer screening and early treatment services.

RESULTS: Almost all informants reported that cervical cancer was a major public health problem in their districts and that prevention efforts for this disease were being implemented. They were aware of the test and treatment and mostly use visual inspection with acetic acid (VIA). They, however, said that the delivery of cervical cancer screening and early treatment services was complicated because of factors such as social stigma of staff, lack of equipment and supplies, the lack of supportive supervision, and the use of male service providers. Informants added that the lack of awareness about the disease among community members, long distances to health facilities, the lack of involvement of husbands, and prevailing misconceptions about the disease (e.g., that it is caused by the exposure to the VIA process) affected the uptake of these services.

CONCLUSION: While progress has been made in the provision of cervical cancer screening and early treatment services in Malawi, a number of factors affect service delivery and uptake. There is a need to continue creating awareness among community members including husbands and addressing identified barriers such as shortage of staff and supplies in order to improve uptake of services.

KEYWORDS: HPV, Malawi, cervical cancer screening, early treatment programs

5 Click to select preferred viewing format from the top of the right pane.

Choose PDF if you wish to save a local copy. In PDF view Click the Download command button to save your copy.
WHO IRIS
URL: http://who.int

1 Enter URL
2 Click on Publications tab on the navigation bar.
3 Click on iris link to access the digital archives of the WHO
We hope the guide was helpful to you? Your suggestions for improvement are welcome.

Thank you.