User Guide

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Member Overview of Benefits

Library Services
Through the Circuit Librarian Program you have access to librarians and library services. We are here to help you obtain professional literature as well as provide additional library services for your continuing education and effective patient care:

- **Literature Searches** conducted by professional medical librarians. For your research or clinical practice questions, you can send requests to our staff, who will search the various databases of the UTHSC Libraries and provide you with a citation list.
- **Item retrieval** for books, articles, and journals. When you have identified an item you would like to read, you can request a full-text copy through the Circuit Librarian Program. Our staff will deliver full-text articles, chapters, and even books directly to you.
- **Ask a Librarian.** When you have questions or would like guidance on information resources on topics ranging from health care reform to historical and current events in health issues to research trends, the CLHIN staff is here to assist you.
- **ILLiad online delivery system** is available for you to submit and track your requests in real time and to receive your items through electronic delivery.

Educational Opportunities and Keeping You Informed
The Circuit Librarian Program also provides educational opportunities to help you meet your continuing education needs and helps keep you abreast of the latest health information.

- **For obstetricians and gynecologists:** We offer assistance meeting required professional education requirements. The American Board of Obstetrics and Gynecology (ABOG) requires under its Maintenance of Certification program, fulfillment of a ‘Lifetime Education’ component. This component of the certification entails reading materials from a provided reading list on a quarterly basis. Under the Circuit Librarian program, we will provide and update a link to the list on our website, and can then pull and deliver these articles to you, at your request.
For nurses: We offer three on-site courses on health information resources. Each class is approved for 1.0 CNE contact hours. Nursing contact hours have been approved through the Texas Nurses Association, an accredited approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Also look for our CLHIN eNewsletter, a monthly electronic newsletter that will keep you informed on health information news and resources. Topics include current events in healthcare and contain attachments with resources to assist you and your patients.

We hope you enjoy the services of the Circuit Librarian Program. Our staff is pleased to provide health professionals, education specialists, and all staff with the latest professional literature as well as additional library services for your continuing education and effective patient care. For information about any of the Circuit Librarian Program services, please contact us at:

Circuit Librarian Health Information Network
The University of Texas Health Science Center at San Antonio
7703 Floyd Curl Drive San Antonio, TX 78229
Telephone: 800.421.2432
Facsimile: 210.567.2463
Email To: CLHIN@uthscsa.edu
http://www.library.uthscsa.edu/clhin
Continuing Nursing Education

UTHSC librarians can provide the following CNE classes that are approved for 1.0 CNE contact hours each. Nursing contact hours have been applied for through the Texas Nurses Association, an accredited approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

**CNE Class: Medical Websites for Nurses**

This activity will enhance nurses’ ability to find the best available evidence for their practice and research needs from a variety of web-based resources. Attendees will also learn to search the National Library of Medicine’s MEDLINE database using the PubMed interface, and MedlinePlus, the National Library of Medicine’s website for consumer health information.

**CNE Class: Patient Education Resources from NLM**

This activity will teach nurses how to utilize free online resources from the National Library of Medicine and the National Institutes of Health in order to enhance their patients’ education. This class covers AIDSinfo, Genetics Home Reference, MedlinePlus, and NIHSeniorHealth.

**CNE Class: PubMed Basics**

This activity will enhance nurses research and clinical assessment skills and abilities in using the National Library of Medicine’s PubMed interface to obtain evidence-based nursing information relevant to their practices. The class covers basic searching methods; limiting, saving and printing results; and using features such as related articles and clinical queries.

To schedule CNE classes or to request additional information, contact the Circuit Librarian Program at 800.421.2432.
How to Use CLHIN

Research

- Doing your own research: You may consult librarians for information on databases to use or contact us if you would like to have a librarian visit your organization for a class on searching medical databases such as PubMed/MedlinePlus. Once you find records of articles you’d like to read but are not available on the web, request them through ILLiad and we can send you full-text copies of the articles.
- Professional mediated search: If you would rather have a librarian search databases for you, then you can submit a request to have them research a topic and retrieve article citations for your review. To submit a request, you will use the ILLiad system (see the ILLiad tip sheet).

Item Retrieval

To request a full-text article, book chapter, or book simply submit a request through the ILLiad online delivery system. Here you can track your results in real time and retrieve most material electronically without filling up your inbox with heavy attachments. Please see the instructions on the ILLiad tip sheet on how to submit a request. If you do not have an ILLiad account you can sign up here: http://library.uthscsa.edu/2012/03/clhin-registration-2/

Education/Instruction

If you would like to have a librarian visit your organization to conduct a class on database searching, or to have an on-site CLHIN orientation contact your Circuit Librarian liaison and we will work with them to arrange a date to visit your organization. You can also call us directly and we will contact them to make arrangements.

Easy Access

For easy access to the CLHIN website, save the link to your “Favorites” folder in your browser: Go to: www.library.uthscsa.edu/clhin
Getting Started with ILLiad for CLHIN Users

**ILLiad** is the online document ordering and delivery system used to place requests for articles, books and literature searches via the Circuit Librarian Health Information Network (CLHIN) from the UTHSC Libraries.

Click here on **ILLiad** to begin using the service. Log in with your Library ID and PIN.

You will then be directed to the following page:

- **Choose Your Affiliation:**
  - Current Faculty, Staff, & Students
  - Clinical Faculty & All Other Users

You have been assigned an individual Library ID that will be in your CLHIN Welcome letter. Your PIN is `clhin` (upper or lower case).

Next, click on the link for **Clinical Faculty & All Other Users** and the log in fields will display. **All Other Users** includes all of you who are registered for CLHIN services.

Click on the **Sign in** button.

Fields will be populated with information from your record. Make changes if necessary. Your pick-up location is based on the region of your hospital/clinic and will be selected for you. When you are done, click on the **Update Information** button at the bottom of the screen.

Next, you will be asked to select a payment method. Since this step does not apply to our CLHIN users, please enter `N/A` in the **Payment Method** field and then click on the

[www.library.uthscsa.edu/illiad](http://www.library.uthscsa.edu/illiad)
Now you can:

REQUEST YOUR ITEM
To request a copy of a specific article or book chapter, fill out the Journal Article or Book Chapter request form. To request a list of citations and abstracts or general information on a topic, fill out the Literature Search request form.

TRACK YOUR ITEM
Select Open Requests to monitor the progress of active requests. Select All Requests to review your entire request history.

GET YOUR ITEM
Articles will be purged from your account 21 days after being posted. Articles purged must be requested again.

If you have any questions about how to use ILLiad, please contact us:

Circuit Librarian Health Information Network (CLHIN)
Email: clhin@uthscsa.edu
Phone: (800) 421-2432 | (956) 365-8850
Fax: (210) 567-2463 | (956) 365-8856

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