

Memorandum of Understanding

Agreement for the provision of services and for collaborative working between the Libraries at East & North Hertfordshire University NHS Trust, Hertfordshire Partnership University NHS Foundation Trust and West Hertfordshire Hospitals NHS Trust with the University of Hertfordshire. This Memorandum of Understanding should be read in conjunction with the NHS Library Charter for Students on Placements.

1. Aim and scope

- 1.1. The aim of this Memorandum of Understanding is to outline and formalise communication processes and collaborative working arrangements between Library and Computing Services at the University of Hertfordshire (UH) and the NHS libraries specified above.

2. Service support and communication

2.1. Meetings

- 2.1.1. The UH Information Manager will meet NHS Librarians quarterly to discuss curriculum updates, collaborative working opportunities, and managing student expectations. Meetings will be minuted and the minutes placed on StudyNet.

2.2. StudyNet

- 2.2.1. NHS librarians to be provided with a login for StudyNet, to access to relevant modules/programmes and any other relevant pages

2.3. Reading lists

- 2.3.1. Key reading lists to be available on StudyNet

2.4. Learning resources guides

- 2.4.1. Learning Resources guides to be sent to each NHS library at the beginning of each academic year and as required.

3. Collaborative working

3.1. Induction and/or training sessions for students

- 3.1.1. The UH Information Manager will keep NHS librarians informed of changes to online induction and tutorials for students.

3.2. Attendance at relevant University of Hertfordshire meetings

- 3.2.1. NHS library staff and other relevant stakeholders will be invited to attend relevant meetings where appropriate.

4. Collections management

4.1. Curriculum changes and new courses

- 4.1.1. NHS library staff to be kept informed of any major changes to the curriculum or new course validations which may impact on library collections and purchasing.

5. Student issues and information

5.1. Non-return of library items/non-payment of fines/unacceptable behaviour

- 5.1.1 NHS Librarians to notify UH Information Manager in the first instance.

5.2. Information for students before they start placement

- 5.2.1. Key NHS library information for students (including application forms, opening hours and contact details if appropriate) to be placed on StudyNet

6. Monitoring and review arrangements

- 6.1. This Memorandum of Understanding to be reviewed annually.

Appendix 1: Key contacts

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