

Library and Knowledge Services

CLICK AND COLLECT SERVICE

You can reserve books, health promotion resources and leaflets to collect from the Library and Knowledge Services at The Curve Library, Prestwich or The Knowledge Service, Fallowfield. Please note that most of our health promotion resources and leaflets are held at Fallowfield. We are currently operating an appointment system to collect items to limit the number of people in the library at one time, in order to maintain social distancing.

To make a reservation, please contact us at library@gmmh.nhs.uk and include the details of the items you would like to borrow, a few preferred dates and times when you are able to collect them, and whether you would like to collect from The Curve or the Knowledge Service.

You can also make reservations over the phone by calling 0161 358 1772 (The Curve) or 0161 271 0505 ext. 3 (Knowledge Service).

To reserve books:

- If you know which books you would like, please include the title and author when you email or call to reserve.
- If you don't have a specific book in mind, you can send us a topic and we can send you a list of relevant books for you to choose from.
- You can also search for books using the online catalogue for NHS libraries in the North at <https://nwhealthlibraries.on.worldcat.org/discovery> to see what we have available. If the book is listed as being held by the GMMH library, you can contact us to reserve it. If another library holds it we can borrow it for you, but it may take up to a week to arrive and we cannot guarantee that all books on the catalogue will be available. Please note that books borrowed from other libraries can only be collected from The Curve Library at present. **Please note the NW Libraries catalogue is NOT an interactive site, and you will be unable to reserve or request books directly. You will need to contact the GMMH LKS service for ANY items you want to borrow.**

To reserve health promotion resources:

- If you know which resources you would like, please include the title or a description of the resource when you email or call to reserve.
- If you don't have a specific resource in mind, you can send us a topic and tell us the audience you will be using it with, and we can send you a list of relevant resources for you to choose from.

To reserve leaflets:

- Please contact us at library@gmmh.nhs.uk for a list of the leaflets we have available and a leaflet order form.

To collect:

- When you email your reservation request, please include a few preferred dates and times for you to collect the items. We will then confirm your appointment date and time by email.
- We aim to turn around requests in 24 hours or less, but at busy periods this may take longer (e.g. if the book is being borrowed or being sent from another library).
- There is a designated collection point for items in each library.
 - **The Curve** – There is a designated collection point inside the Library. At busy times, this will be moved outside the Library.
 - **The Knowledge Service** – Please press the buzzer for the intercom and a member of library staff will answer and bring your items out to you.
- If you find you are no longer able to attend the appointment at the time arranged, please let us know and we can rearrange it for you. If you miss the appointment and don't contact us, the items you reserved will be returned to the shelves after 2 days.