www.hjni.org

An co-operative document supply scheme
powered by NULJ.uk

HJNI
Health Journals Nerwork Ireland

HJNI user guide

Contents

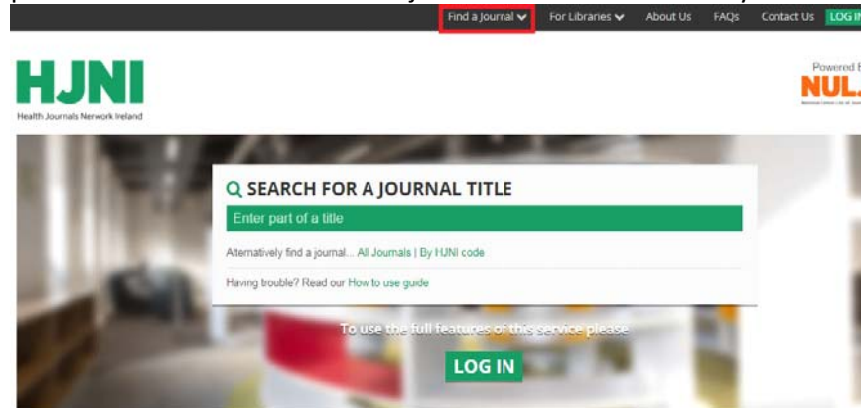### Logging in

Go to the HJNI website: www.hjni.org

Click on **LOG IN** in the top right-hand corner.

Enter the email address and password for your library and click on 'Login'.

Searching

While you can see what journals are covered by the scheme, you need to log in to see the full range of issues available and which libraries hold them.

In the centre of the home screen, you will find the main search box. Simply type a word or phrase into this box to see what journal titles are covered by the scheme. The search box

only searches words in the journal title. It does not search any keywords.

If you use the 'Find a Journal' menu in the black menu bar at the top of the screen, you can choose to browse by journal title, search by keyword (word in journal title) or by HJNI library code (all journals held by each library).

Once you find the journal that you are looking for, click on the journal title to see which libraries hold that title and the years/issues that they hold.

Requesting articles

Once you have identified the library that you want to request the article from, click on 'REQUEST FROM THIS LIBRARY'.

The system is designed to rank the most used libraries towards the bottom of search results so you should choose the first library that holds the issue that you want an article from.

Simply fill in the form that appears with the full details of the article required. Please put in as much information as possible and if there is any doubt of its accuracy, please check it. It is good practice to make life as easy as possible for the supplying library.

Once you have entered the details, click on 'SUBMIT REQUEST'. This will send an email to the supplying library with the details of the article requested.

Supplying articles

When a library requests an article from your library, you will receive an email to your nominated email address. The HJNI system is designed to allow supplying libraries to keep the requestor updated on the progress with their request. If you log into the HJNI system (www.hjni.org/login) and from the 'MANAGE' menu in the black bar at the top of the screen, select 'Requests'. This will produce a list of requests sent to your library.

To change the status of the request just click on the 'Update' icon for the corresponding request. You can change the status of the request and add notes. You can also add in the attachment of the article and then send the article to the requesting library through the HJNI system. Completed requests should have their status changed to 'Sent Out'. Click on 'Update Request' top save any changes made.

Updating library details, including changing password

In the top right-hand corner of the screen, click on [Manage ▾] .

To change your library/organisation details, click on 'Library Details' in the menu that appears. After the changes have been made, just click on 'Update' at the bottom of the form.
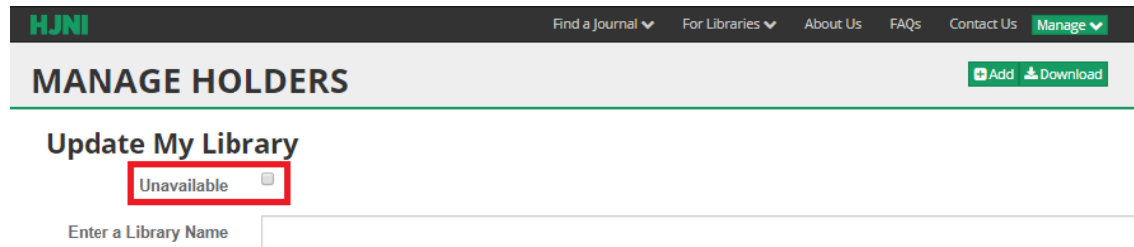
However if you want to change your account login details, click on 'My details' where you will find the name and email address of the HJNI account holder.

Finally, to change your password, just click on 'Change Password' from that drop down menu. Enter your old password and then your new password twice.

Making your library unavailable

The unavailable feature should only be used if your library is closed or unstaffed so articles cannot be provided to others. To make your library unavailable, in the top right-hand corner of the screen, click on [Manage ▾] . Then select 'Library Details' in the menu that appears.

Just tick the box at the top of the screen as highlighted below, and then click on the 'Update' button at the bottom of the screen. Don't forget to untick the box as soon as your library is available to supply again. Please do not request articles when your library is classed as unavailable.

Updating journal holdings

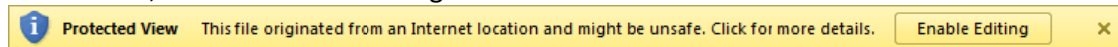In the top right-hand corner of the screen, click on [Manage ▼].

From the menu that then appears, click on Holdings.

You can add holdings individually by clicking on the [+ Add] option, however if you have a lot to add it is much quicker to upload the holdings. You can get a spreadsheet template that can be used in this process from this link:
www.uhl-library.nhs.uk/documents/HoldingsUploadTemplate.xls
(If you have no holdings in the system, then clicking on 'Download' will enable you to get a blank spreadsheet. If you have holdings in already then this will download a spreadsheet populated with your existing holdings).

When you open the spreadsheet, check to see if there is a yellow bar showing like the one below. If so, click on 'Enable Editing'.
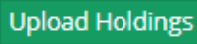
[Protected View   This file originated from an Internet location and might be unsafe. Click for more details.   Enable Editing   ×]

Enter the details of your holdings into spreadsheet without deleting any of the columns, or changing the column headings.

> **We recommend that the first letter of each word is capitalised and '&' should be written as 'And'. This helps to prevent multiple entries in the system for the same journal. Please check the format of the titles you are entering, and follow the same format, to ensure consistency.**
> **If a journal title is not already in the HJNI system, you will need to ask an administrator to add it in for you.**

Once your holdings spreadsheet is complete, simply click on the [⬆ Upload] option.

Choose the files that you have prepared and say whether you want to delete your existing holdings or not. If you are uploading for the first time this doesn't apply. It only matter if you are uploading and you already have holdings listed in HJNI.

Click on [Upload Holdings] to complete the process. Confirmation of success will be given for every title you upload. Titles with a green background have been uploaded successfully and those with a red background, underneath have been unsuccessful. Note any titles where entry has failed for further investigation. They either are new titles or have not been formatted precisely.

Contacting the HJNI team

HJNI is run by the Irish Nurses and Midwives Organisation (INMO). The HJNI.org is run in conjunction with UHL Libraries & Information Services, the library service of University Hospitals of Leicester NHS Trust. To contact the HJNI team, you can use the 'Contact Us' link on the top menu bar of the site.