Using @libraryservices.nhs.uk mailing lists

About the @libraryservices.nhs.uk mailing lists

The www.libraryservices.nhs.uk site has a mailing list facility (open source) that uses the @libraryservices.nhs.uk domain name.

There are three types of lists:

- by invitation only such as the CCDG mailing list which is only for group members or the Costing list which is for approved users of the NHS Costing Framework.
- restricted to a specific group of LKS staff e.g. Kent, Surrey and Sussex Health Libraries.
- “public lists” i.e. HealthILL - Inter-library Loans request list for health libraries and Content - Content Purchasing for NHS England.

If you would like a mailing list setting up please contact linda.ferguson@nhs.net

Signing up to a mailing list or changing your details for a list you belong to

1. Go to http://lists.libraryservices.nhs.uk/cgi-bin/mailman/listinfo which lists all the current mailing lists that exist for the @libraryservices.nhs.uk domain name.

Each list indicates whether it is a “members only” list or not.
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2. Click on the list name to:
   - find more information about the list,
   - subscribe to the list,
   - as a subscriber
     - view the archives
     - see who else subscribes to the list
     - change your preferences
       - unsubscribe
       - set delivery of emails on or off (useful when going on annual leave)
       - get a password reminder
       - change your name
       - change your email address
       - change your password
       - view all your other @libraryservices.nhs.uk subscriptions

3. For example choosing Commissioning will show this screen:
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4. Further down the screen is the section for “Commissioning Subscribers”

5. If you enter your email address here and select the “Unsubscribe or edit options” button this is what you will see:

Changing your email address

You can change your email address and/or password on all the @libraryservices.nhs.uk mailing lists in one go by selecting the “Change globally” option.

N.B. If you change your email address a confirmation email will be sent to your old email address. The change must be confirmed before your email address is updated. The confirmation request expires after 3 days.

Don’t forget to select the “Submit changes” button at the bottom of the page once you have made all your changes.
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Unsubscribing versus “mail delivery disabled”

Only unsubscribe from the list if you really want to leave the list. If you are going on annual leave and do not want to receive emails then we recommend that you set “mail delivery” to disabled. You can access one mailing list to set this for all your subscriptions.

Don’t forget to select the “Submit changes” button at the bottom of the page once you have made all your changes.

Help

If you require further help please contact linda.ferguson@nhs.net

Linda Ferguson

NW Health Care Libraries Unit

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