

Book Order Procedure for GMIT Library using the library WebPac (<http://library.gmit.ie>)

Please ensure that you have your online access set up, you will be required to enter your name, Staff ID number and also your library PIN.

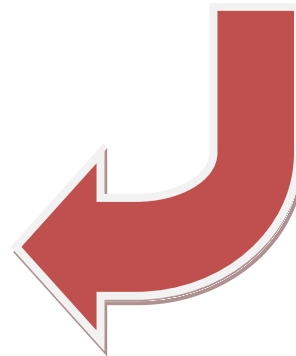
[Contact us \(library@gmit.ie\)](mailto:library@gmit.ie) if you are not sure of your details.

To submit order requests online, go to <http://library.gmit.ie> and click on 'Book orders – staff':



MY LIBRARY ACCOUNT

- View your record
- Renew books
- Place a hold on a book
- View exam papers
- Submit Inter Library Loan request
- Make a Suggestion / Comment
- Book a room - staff
- **Book orders - staff**



Suggest **Comments** **Library Information**

Book Purchase Request

Additional items library should acquire:

Author

Title

Publisher & where & when published

Where you saw this item mentioned.

Other Information

For example, type "Jane Smith" and then press the TAB key
Your Name:

For example, type "G0012345" and press the TAB key
ID Number:

Please enter your PERSONAL IDENTIFICATION NUMBER and then press the RETURN key
Enter your PIN:

Fill in the requested information as shown above.

It is very important that you include the ISBN for the item in the 'other information' field as editions will vary.

Please note the Library will always order the paperback edition when available as it is more cost effective.

If we can't find details of your book on our publishers' or booksellers websites', we will email you for further information and your source of reference. When we have enough details and correct pricing we will email your HoD for approval from the departmental budget. On receipt of approval the order will be placed.

As selector you will be contacted by email once your item is received and processed in the Library and it will be held on reserve for you for three days before going on the library bookshelves. If the item is already requested by a student or staff member it will be made available for them to borrow.

Please contact [Maura Stephens \(Maura.stephens@gmit.ie\)](mailto:Maura.stephens@gmit.ie) (general queries) [Carmel Riordan \(carmel.riordan@gmit.ie\)](mailto:Carmel.Riordan@gmit.ie) (Engineering, Hotel schools) [Colette Harlowe \(Colette.harlowe@gmit.ie\)](mailto:Colette.harlowe@gmit.ie) (Business, Science and Arts & Humanities depts) or Anne O'Haire (anne.ohaire@gmit.ie) (Castlebar) if you have any queries on the library's book ordering policies or procedures.