

The Moore Library

Knowledge is free at the library!



We look forward to meeting you in person and online at library.gmit.ie

Moore Library
GMIT
Westport Road
Castlebar Co. Mayo

Ground floor: 094 9043146
First floor: 094 9043235
E-mail: moorelibrary@gmit.ie

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Opening Hours

Please check with the library at the beginning of term for current opening hours. Opening hours will be posted in the library and on the library website, at campus reception, in the students' union area, and on many campus notice boards. Students may also receive a mobile phone text reminder from the library at the beginning of the second and third term highlighting opening hours.

Information in this guide is correct at time of printing.

Welcome to the library

Welcome to the library for this new academic year. This guide is a brief introduction to the facilities and services offered by Castlebar campus Moore library.

We would like to see everyone getting the most from library services and resources this year. It is important that you get to know the layout of the library, and learn to find the resources you need. Start by reading this booklet.

For further information, please ask library staff, or refer to the library website at <http://library.gmit.ie/>.

The library is situated on the ground and first floor of the building and special collections are housed on the second floor of the library block.

The main entrance/exit is on the ground floor. The entrance for disabled users is on the first floor. To use the library online go to <http://library.gmit.ie/>

Do you know?

The library is called after the writer and landowner George Augustus Moore (1852-1933), of Moore Hall, County Mayo.

His first novel, a Modern Lover (1883) was banned as immoral by the British 'circulating libraries'.

Library Staff

Assistant Librarian: Majella King,
094-9043171 (ground floor)
Majella.king@gmit.ie

Senior Library Assistant: Olive Greaney,
094-9043238 (first floor)
Olive.greaney@gmit.ie

Library Assistants: Anne O'Haire, 094-9043119 (ground floor)
Anne.ohaire@gmit.ie
Mary Hamrock, 094-9043235 (first floor)
Mary.hamrock@gmit.ie
Maura Jennings, 094-9043146 (ground floor)
Maura.Jennings@gmit.ie

What can the library do for you?

- The library is here to provide the **learning resources** you need. The library provides books, journals, DVDs, electronic databases and numerous Internet resources.
- The library also provides a range of **services and facilities** to help you gain most benefit from these resources: borrowing and reference services, reservations, interlibrary loans, computers and printing, guidance with information retrieval and research, online catalogues, photocopying, televisions, DVD players, and study facilities.

The library website is a gateway to all library related information, <http://library.gmit.ie/> and it is your access point to the library online. We also produce various print subject and service guides. Subject guides focus on your particular course of study. Service guides give you step-by-step information on various procedures such as how to *request a book*, how to get a *PIN number*, how to use the *catalogue*. These leaflets and pamphlets are available on both floors.

Library induction tours are held in the first term and act as an introduction to the library, giving you a general overview of library facilities and services. All students are strongly encouraged to attend these tours.

Training in the use of information resources is available to all library users. Library staff help students both on an individual basis and through group workshops. The library organizes student group tuition with your lecturers, but students should feel free to contact library staff directly also.

Do you know?

The Moore library holds the personal book collection and private papers of theologian and academic Rev. Professor Enda McDonagh.

They are currently housed on the second floor of the library block and access is by appointment only.

Collections

The print collection is housed on both floors of the library. The Moore library holds circa 16,000 books and subscriptions to some 66 print journals, a substantial video and audiocassette collection, a collection of CDs and a large number of DVDs.

Castlebar students also have access to the collections of all other GMIT libraries totaling approximately 100,000 print items.

There are approximately 31,000 full text journals available in electronic format and circa 50 electronic databases many of which are available remotely.

Student computers and audiovisual resources are located on the first floor.

General lending collection

This is the main collection of books in the library. General lending books may be borrowed for a week at a time and may be renewed if not requested by another student. The fine on overdue books is 20c per working day overdue.

Short Loan collection

These books may be borrowed for 24 hours only. Short Loan books may not be renewed. The fine on overdue books is 20c per hour overdue within Castlebar Campus library opening hours.

Desk Reserve Collection

Desk Reserve books are shelved behind the Circulation desk and must be requested at the desk. They are for use in the library only and can be borrowed for three hours after which you must return them to the desk. Lecturers' material left in Desk Reserve must also be requested at the desk, used in the library, and returned to the desk.

Student Theses are also classed as desk reserve and they are shelved on open access beside the current journals.

The fine on overdue books is 50c per hour overdue.

Reference collection

Users may not borrow items from the reference collection. Items can be used in the library and / or photocopied in accordance with copyright legislation. These books are marked on the spine with red 'REF' labels. Government and official publications can also be found in this section.

Journals Collection

Journals are published at different intervals over a yearly period including weeklies, monthlies, bimonthlies etc. Journals may not be borrowed but can be photocopied in accordance with copyright legislation.

Current journal issues are located on the ground floor; bound and unbound back issues are housed on the first floor at the back of the seated area.

Library services and facilities

Students and Staff

Study seating is available on both floors. Student computers and audiovisual workstations are located on the first floor. The main library circulation desk is situated on the ground floor, (Ph. 094 9043146). Students using the Computing and Multimedia facilities should go to the information desk upstairs, (Ph. 094 9043235).

These desks are your first port of call. Please introduce yourself and talk to library staff.

Borrowing

You must present your ID card at the circulation desk. The return date will be stamped on the book and books must be returned on or before this date.

Student Borrowing

A student may borrow 4 items at any one time. Books from the general collection may be borrowed for 1 week. Journals are for library use only. DVDs may be borrowed for two nights.

Postgraduate Borrowing

Postgraduates may borrow 5 books at any one time. Books from the general collection may be borrowed for 1 month. Journals are for library use only. DVDs may be borrowed for two nights.

Staff Borrowing

Staff may borrow 10 books at any one time. Books from the general collection may be borrowed for 1 month. Staff may also borrow audiovisual material for a three-day period.

STUDENTS, POSTGRADUATES AND STAFF MAY BORROW SHORT LOAN BOOKS FOR 24 HOURS ONLY

External Users

External users are welcome to use library books, journals and other print items on the premises. Users are also welcome to use photocopying facilities. Access to the campus library may be prohibited at certain times including college exam periods.

Overdue Loans

We encourage students to make optimum use of library resources. It is very important that all borrowed items are returned on or before their due date or time, to allow all students equitable access to library stock. It is Institute policy to charge fines on overdue items. Fines must be paid immediately on return of overdue items. Failure to do so may mean a suspension of borrowing rights until the fines are paid. Students are responsible for all books borrowed on their accounts.

Collection	Loan Period	Fines €
General	1 week	20c per day per book
Short Loan	24 hours	20c per hour or part thereof.
Desk Reserve	3 hours, for use in the library only	50c per hour or part thereof.
Audio Visual	2 days	50c per day overdue

Reservations

Students and staff may reserve books already on loan. In this way, books will be *held* for the user when returned. This service applies to books from all GMIT campuses. You can do this online or by filling out a reservation slip which you will find at the catalogue workstation on the ground floor.

Renewals

Books can be renewed if not required by another borrower, i.e. the loan period can be extended. Books should be renewed before the due date as the library does not renew overdue books. Continuous renewal of the same book is not allowed. If another student has reserved a book, it cannot be renewed. Renewals may be done in person, by phone or online via the library catalogue.

Book Returns Bin

Books can be returned through the letterbox on the ground floor library corridor. This is particularly useful when the library is closed. All books are checked back on the system each morning. DVDs must not be returned through the book returns bin, please return to the circulation desk during library opening hours.

Inter Library Loans service

Resources and materials not in stock in GMIT libraries can be borrowed from other libraries through the inter-library loans service. Users can apply for an interlibrary loan through the online catalogue, or by filling out a form at the main circulation desk.

Please provide as much bibliographic detail as possible.

Students are allowed 9 items each year free of charge after which a charge per item may be incurred.

Access to other libraries

The library may provide referral letters to students to enable them to visit other libraries for research purposes. You must apply directly to the librarian for these letters.

Photocopying services

The photocopiers for student use are situated upstairs on the first floor. Photocopying cards can be purchased from the dispenser at a cost of €3.50 each, 42 copies per card, black and white only.

Photocopying must be in accordance with copyright legislation.

The same cards can also be used for printing from the student computers.

The Library Catalogue and Summon

All library resources are catalogued on the library management system and all borrowed items are recorded on this system. Castlebar is online to the other GMIT campuses, giving students access to the Institute's complete stock of resources.

Our catalogue is web-based and can be searched on all campus computers or any computer with an Internet browser. Access the catalogue through <http://library.gmit.ie/>.



The Library catalogue is a listing of all of the items held in the library.

The catalogue tells you:

- 1) If an item is in stock in Castlebar, Cluain Mhuire, Galway or Letterfrack.
- 2) Whether it is on the shelf or on loan.
- 3) Where it is located on the shelves.

When you retrieve titles of interest please take note of the following details:

Location: is the item in Castlebar, Galway, Letterfrack or Cluain Mhuire?

Status: is the book 'available' or 'on loan'?

Class (shelf) number: books are classed according to subject, using the Dewey Decimal Classification system.

This assigns a number to each book and books are shelved in numerical order.

The catalogue also gives you access to past exam papers, and your library account where you can check for yourself the book titles you have borrowed, when they are due back, and renew them if necessary.

See the *Library Website and Catalogue Guide* and the *Classification Guide* for more detail.

Summon

Summon allows you to search most of the library's holdings with just one search. You can find out the library's book holdings in a particular subject and access the actual content of e-books. It is a search engine which will search most of the library online databases retrieving electronic journal articles, newspaper articles and many other categories of library material all together.

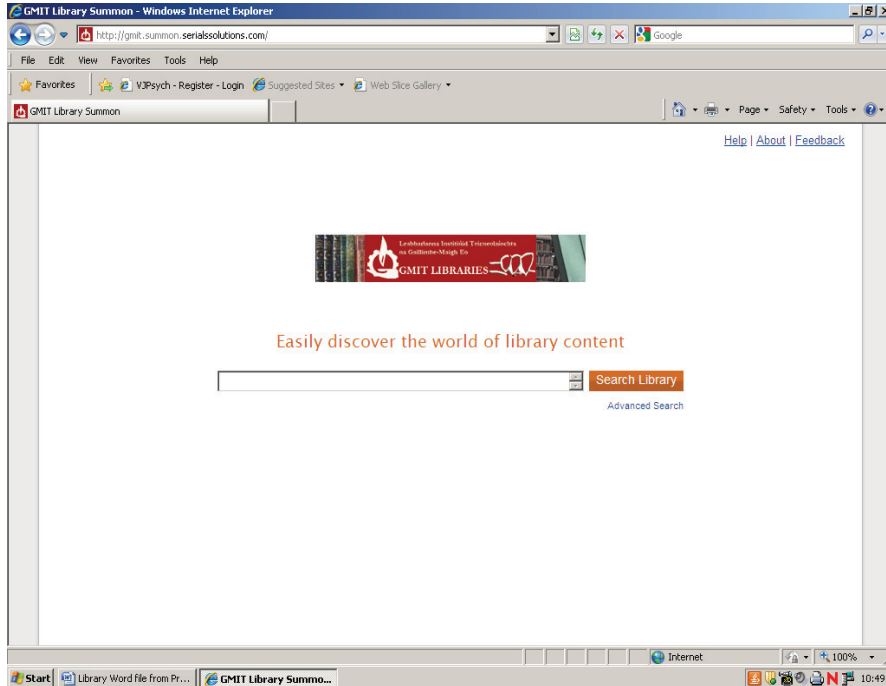
Do you know?

In 1876 an American librarian, Melvil Dewey, devised the Dewey Decimal Classification. It is used in 200,000 libraries worldwide.

He divided the world of knowledge into ten main classes as follows:

- 000 Generalities
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Natural Sciences & Mathematics
- 600 Technology (Applied Sciences)
- 700 The Arts
- 800 Literature & Rhetoric
- 900 Geography & History

One Search Box, One Search!



See the *Summon Guide* for more detail.

Electronic and Multimedia Facilities

Computer workstations, printers, scanners and audio-visual resources are housed on the first floor. Video and DVD players, CD and audiocassette players are available to students who wish to use the library's collections on site. Microsoft Office, Read and Write software and Mind Manager are available on all library computers.

There are electrical power points available on both floors to facilitate lap top use and WiFi is available throughout the library. Students with specific physical needs can use the motorised desk/computer workstation facility on the ground floor. Students log on to the library computers using individual student ID numbers and passwords. Downloaded research can be saved to personal network accounts or external drives.

Printing Services

There is a printing charge of approximately 8c per black/white page and 25c per colour page. The same cards can be used for photocopying.

Electronic Resources

Many library resources can be used online from home or anywhere you have an Internet browser. GMIT subscribe to a collection of electronic databases available to you at <http://library.gmit.ie/>. You can choose the **Summon** search facility which will search most of our electronic databases together in one search. You may however want to focus on a particular database that suits your subject area or that you are familiar with, by choosing *Databases & E-Journals*. Some electronic resources will not be searchable through the **Summon** search so always ask library staff to advise.



User names and passwords are required for some databases.
You will find a list of these beside each computer.

Databases are listed both alphabetically and by subject discipline. See also the E-books link and the Internet Resources listing which include good resources recommended by academic and library staff. Most databases can be used on campus and/or remotely using the same log on procedure. You need to enter your name, student ID and library PIN number. For further information ask library staff or consult the relevant service guide (PIN Guide).

Listed below is a sample selection of the databases you will be searching either individually or together through **Summon**. For convenience we have divided them loosely by subject; in practice many of them are multidisciplinary and therefore useful to all students.

Arts & Humanities

Academic OneFile

This is a premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. It offers extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects.

Academic Search Premier

Designed specifically for academic institutions, this is a multi-disciplinary database containing full text for more than 4,600 journals, including nearly 3,900 peer-reviewed titles. This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and many more.

Cambridge Journals Online

For online access to over 300 of the world's leading journals spanning the humanities, social sciences and sciences. Cambridge journals span over 32 subject areas, ranging from Agriculture, Archaeology and Anthropology, Nutrition, to Psychology and Cognitive Science, Religion and Social Studies.

General Onefile

Access to periodical and news content as well as indexing from a variety of general and specialized journals – from the New York Times and Christian Science Monitor to refereed academic journals.

Taylor & Francis Online

Journals, eBooks, abstract databases and reference works published by Taylor & Francis, Routledge, Psychology Press and Informa Healthcare.

The Irish Times Online.

Read your daily paper online and search The Irish Times online archive of articles dating back to 1859.

JSTOR The Ireland Collection.

Access to journals and other resources across the arts, humanities, and sciences in disciplines such as music, art, history, literature, archaeology, mathematics, and biology. Materials span from the 1780s to the present, providing a rich focus on Ireland

Business

British Standards Online is a bibliographic, citation and full-text database of more than 45,000 standards. It is rich in business-critical content covering a broad range of disciplines for all industry sectors.

Business.ie.

A database of 150,000 live businesses, full contact details, products and services listed, executive contacts listed, trade & brand names listed, company description where available. **A password for this resource is available in the library.**

Business Source Premier

Gives full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. *Business Source Premier* contains full text from the world's top management and marketing journals including *Harvard Business Review*, *California Management Review*, and many more.

Emerald.

Access to over 85,000 full text management articles of the highest calibre. Economics & accounting, general management, health & environment, HR management, library & information management, marketing, operations, production & logistics management, property, quality management, training & education.

FactFinder

More than 125 Irish business magazines, newspapers, e-journals and web-based news services going back as far as 1991.

Engineering

Engineering Village

A bibliographic database of engineering research available today, containing over ten million references and abstracts taken from over 5,600 scholarly journals, trade magazines, conference proceedings and technical reports.

GreenFILE offers well-researched information covering all aspects of human impact to the environment.

Info4Education

Full text of current regulations, standards, guidance documents, technical advice and a vast array of related news and briefings for Construction and Civil Engineering subject areas.

Science

CINAHL

Provides indexing for 2,960 journals from the fields of nursing and allied health. Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, *CINAHL* covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

Health Source Nursing Academic

This database provides more than 550 scholarly full text journals focusing on many medical disciplines with coverage of nursing and allied health being particularly strong. It also features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

Science Direct

An excellent full-text resource allowing access to over 2,000 internationally renowned technical and medical peer-reviewed journals. Also covers earth sciences, environment, energy, marine and social sciences.

Do you know?

GMIT libraries now subscribes to two E-Book databases and two E-Encyclopedias

Ebrary online books

Supplies electronic books in a wide variety of subject areas including history, law, nursing, social sciences and technology.

Safari Technology books online

Provides a range of titles in the Computing/ IT area.

Encyclopedia Britannica Online

The online academic edition provides access to the world-renowned content of the encyclopedia.

Dictionary of Irish Biography online.

A significant online reference, it includes the lives of Irish men and women who made a significant contribution in Ireland throughout history to the present time.

Security / Codes of Conduct/ Health and Safety

- Please keep noise to a minimum. Quiet at all times.
- Use of mobile phones is prohibited in the library. Mobile phones must be turned off before entering the library. Failure to comply with this code may lead to disciplinary action.
- Student ID cards (library cards) must be presented to staff on request.
- Food or drink may not be consumed on the premises.
- Loss or damage to library property must be reported to library staff immediately
- A library security system is in operation so please ensure all library items you are carrying have been properly borrowed.
- Students may bring bags in to the library but must ensure that their bags do not present a hazard to fellow library users. All property is left unattended at owners' risk. Bags are not to be left in the library corridor under any circumstances.

**The fire exit on the ground floor is located near the main book collection. In an emergency situation persons on the first floor of the library may exit down the internal stairs if safe to do so. If not, there are two exit doors off the first floor itself.
There will be one Fire drill each term. In the event of a fire please follow staff instructions.**

Computer and Multimedia Workstations

- Only one person may sit at Audiovisual and Computer workstations at any one time.
- Use of Computer workstations is on a first come basis.
- Library computers are for information retrieval, reference and research purposes.
- Default settings are not to be changed. This includes screensavers and all control panel settings. No software other than that installed by library staff is to be loaded onto computers.
- Report immediately to library staff the presence of pornographic or other abusive material on computer workstations. Searching pornographic or abusive sites is absolutely prohibited. Such behaviour will be reported to the Head of Campus and the Disciplinary Committee.

Your views. What do you think?

- Students are always welcome to call in person and speak to library staff about services and facilities.
- Choose the Suggestions option on the catalogue home page and send in your ideas or e-mail moorelibrary@gmit.ie
- Put your contributions into the Comment Box on the ground floor library corridor (opposite the front door).
The library will respond via the adjacent notice board.
- From time to time the library conducts User Surveys. This is one way of assessing user satisfaction and measuring library performance. Please contribute to these surveys.
- The Library Committee
The library committee meets three times a year, once per term.
The Students' Union President is invited to each meeting to voice student opinions, suggestions, and concerns regarding the library service.

Library Floor Plan

GROUND LEVEL	FIRST FLOOR
Entrance / Exit Main circulation/information desk Catalogue Study seating Motorised computer workstation Inter library loans Books: 000-699 Journals: current journals shelved alphabetically by subject and title. Newspapers and newsletters	Disabled entrance/exit. Information desk Bound and boxed journals. Study seating Photocopiers Student computers and printers TVs/DVD/Audio players. Books: 700-999 Exam papers Annual business reports College prospectuses

Library Subject and Service Guides are available on both floors.

Subject Guides	Service Guides
Applied Social Studies Business Construction Heritage Information Technology Support Languages Nursing Outdoor Education	Book Request Classification Guide Library Website and Catalogue Guide Online Databases Online Journals Part-time/Evening Students Guide PIN Guide Postgraduate Guide Referencing Research Summon Guide

Knowledge is free at the library. Just bring your own container.

Unknown

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