

## Mayo Campus Moore Library Comprehensive Guide

GMIT  
Westport Road  
Castlebar, Co.  
Mayo  
Ground floor: 094 9043146  
First floor: 094 9043235

[moorelibrary@gmit.ie](mailto:moorelibrary@gmit.ie)  
<http://library.gmit.ie/>



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## Opening hours

Library hours may vary according to the academic calendar so 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.

### Standard opening hours

<b>1<sup>st</sup> Term</b>	<b>Monday – Thursday: 9.30am – 7.00pm</b> <b>Friday: 9.30am – 5.00pm</b>
<b>2<sup>nd</sup> Term &amp; 3<sup>rd</sup> Term</b>	<b>Monday – Thursday: 9.30am – 8.00pm</b> <b>Friday: 9.30am – 5.00pm</b>

## 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 Mayo 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/>

## Library staff

Assistant Librarian: Majella King,

094-9043171 (ground floor)

[Majella.king@gmit.ie](mailto:Majella.king@gmit.ie)

Senior Library Assistant: Olive Greaney,

094-9043238 (first floor)

[Olive.greaney@gmit.ie](mailto:Olive.greaney@gmit.ie)

Library Assistants: Anne O'Haire, 094-9043235 (first floor)

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Mary Hamrock, 094-9043119 (ground floor)

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## What can the library do for you?

✓ The library has the *learning resources* you need; books, journals, DVDs, electronic databases, exam papers and numerous Internet resources.

✓ The library provides a range of *services and facilities*: borrowing and reference services, reservations, interlibrary loans, computers and printing, guidance with information retrieval and research, online catalogues, photocopying, televisions, DVD players, a group study room and quiet study spaces.

✓ We also produce various *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 set up your PIN number, how to search using Multisearch. These guides are available on both floors.

The group study room can be booked online through the library website – just choose the *book a room* tab from the home page.

✓ The *library website* at <http://library.gmit.ie/> is the gateway to all library related information, and it is your access point to the library online.



✓ We can help with *Searching Electronic Resources*

Library staff help students both individually and through group workshops.

We usually organize the group tuition with your lecturers, but students should feel free to contact library staff directly also.

✓ Library *induction* tours are held in the first term and are a basic introduction to the library, giving you a general overview of library facilities and services.

*Drop-in sessions* will start the third week of term – timetable to be posted on Facebook and library entrance.

## Collections

The print collection is housed on both floors of the library. The Moore library holds circa 18,000 books and subscriptions to some 60 print journals, a collection of CDs and a substantial 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 including e-book collections, most of which are available remotely.

### General lending

This is the main collection of print 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.

### Special Collections

We hold 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.

### Journals (print)

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 study area.

### Short Loan

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.

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

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

### Desk Reserve

Titles are shelved behind the Library 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 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.

### Reference

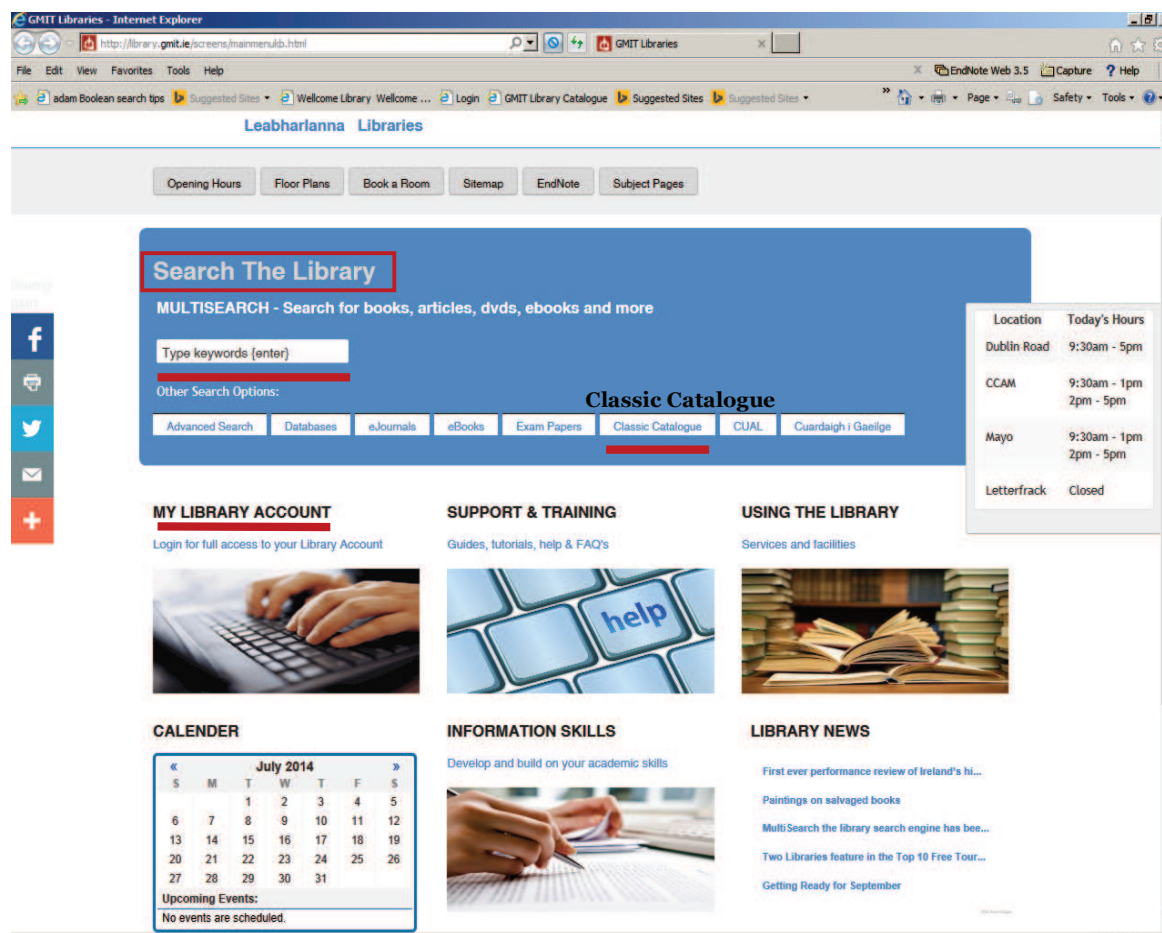
Users may not borrow items from the reference collection. Items can *be used in the library* and / or photocopied in accordance with copyright legislation. These books are marked on the spine with red 'REF' labels. Government and official publications can also be found in this section.

✓ The library has the *Dictionary of Irish Biography available online*.

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

## The Library Website, MutiSearch, Classic Catalogue, Electronic Resources (databases, ejournals and ebooks)

The Library Website allows us to search for locations of print and audiovisual items through MutiSearch and the Classic Catalogue.



Searching for a book using the **Classic Catalogue** link or **MutiSearch**

✓ *Is the title in stock?*

✓ *Which campus library holds the title?*

✓ *Is the book 'available' or 'on loan'?*

✓ *Where is the book shelved. Look for the Class (shelf) number; books are shelved numerically.*

Use **My Library Account**

✓ Know what you have on loan.

✓ Know when titles are due back.

✓ Renew titles if necessary .

✓ Request titles and check when they are available for collection.

✓ To check your reading history.

✓The Library Website is also the gateway to many collections of electronic library resources, most of which are searchable through **MultiSearch**. In this way you can search most of the library's collections through one search box. Find e-books (to read online or download); search online databases to read journal articles, newspaper articles, case studies, conference proceedings, and many other categories of library material. See the *MultiSearch Guide* for more detail.

Some electronic resources are not searchable through MultiSearch so always ask staff to advise.

✓Sometimes you might want to focus on an individual database particularly suited to your research needs. The website links you to an alphabetical listing or a breakdown by subject discipline.

To access databases you need to enter your name, student ID and library PIN. For further information ask library staff or consult the relevant service guide (PIN Guide). User names and passwords are required for some resources. You will find a list of these beside each computer.

The screenshot shows the Leabharlanna Libraries website. At the top, there are navigation buttons for Opening Hours, Floor Plans, Book a Room, Stemap, EndNote, and Subject Pages. The main search area is titled "Search The Library" and features a "MULTISEARCH" search box with the placeholder text "Type keywords (enter)". Below the search box are "Other Search Options" including "Databases", "Advanced Search", "eJournals", "eBooks", "Exam Papers", "Classic Catalogue", "CUAL", and "Cuardaigh i Gaelige". To the right of the search area is a table of "Today's Hours" for different locations.

Location	Today's Hours
Dublin Road	9:30am - 5pm
CCAM	9:30am - 1pm 2pm - 5pm
Mayo	9:30am - 1pm 2pm - 5pm
Letterrack	Closed

Below the search area are three main sections: "MY LIBRARY ACCOUNT" (Login for full access to your Library Account), "SUPPORT & TRAINING" (Guides, tutorials, help & FAQ's), and "USING THE LIBRARY" (Services and facilities). Each section has a corresponding image: hands typing on a keyboard, a "help" key on a keyboard, and stacks of books.

At the bottom left, there is a "CALENDER" for July 2014. The calendar shows the following dates:

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Below the calendar, it says "Upcoming Events: No events are scheduled." To the right of the calendar are "INFORMATION SKILLS" (Develop and build on your academic skills) and "LIBRARY NEWS" (First ever performance review of Ireland's hi..., Paintings on salvaged books, Multi Search the library search engine has bee..., Two Libraries feature in the Top 10 Free Tour..., Getting Ready for September).

## Borrowing, services and facilities...

### Students and Staff

Study seating is available on both floors. Student computer workstations are located on the first floor. The main Library Desk is situated on the ground floor, (Ph. 094 9043146). Students using the Computing and Multimedia facilities should go to the staff office upstairs (Ph. 094 9043235). Please introduce yourself and talk to library staff.

### Student Borrowing

Please present your ID card at the Library Desk. The return date will be stamped on the book and books must be returned on or before this date.

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 1 week.

### 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 1 week.

### **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. 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.

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



## **Requests**

Students and staff may request books already on loan. In this way, books will be held for the 'requester' when returned. This service applies to books from all GMIT campuses. You can do this online or at the Library Desk.

**A FINE OF €10 WILL BE PLACED ON THE ACCOUNT OF PATRONS WHO FAIL TO RETURN BOOKS REQUESTED BY ANOTHER BORROWER.**

**THIS FINE WILL BE PLACED ONLY AFTER THE PATRON HAS BEEN CONTACTED BY LIBRARY STAFF BY PHONE AND/OR EMAIL AND GIVEN 2 DAYS TO RETURN THE ITEM.**

## **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.

## **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 Library 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 online or by completing a form at the main Library 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 and Printing services**

The student photocopiers and printers are on the first floor. Credit must be purchased from the Credit Station using ID number and password. This is how you pay for photocopying and printing.

There is a printing charge of approximately 8c per black/white page and 25c per colour page.

Photocopying must be in accordance with copyright legislation.

### **Computing and Multimedia Facilities**

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

Study desks (on both floors) have power points for lap tops and the two floors are Wifi enabled. Students with specific physical needs can use the motorised desk/computer workstation facility on the first 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.

✓ Problems connecting to Wifi? Guides are available at the Library Desk for connecting with Windows, Apple and Android.

✓ The Group Study room is equipped with an LCD screen and a desktop computer.

## Code of conduct & Health and Safety

- Students and staff should treat each other with courtesy and respect.
- Quiet at all times. Please keep noise to a minimum.
- Mobile phones – **don't make or take calls in the library. Please put on silent.**
- Student ID cards (library cards) must be presented to staff on request.
- **No food or drink on the premises.** (Bottled water is fine).
- 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 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 the event of a fire 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.
- One person at **Computer workstations** at any one time.
- Use of Computer workstations is on a first come basis. Students may leave workstations unattended and logged on for 10 minutes only after which library staff will permit other students to log on and use the workstations. The library is not responsible for loss of unsaved work during this process.
- Library computers are for information retrieval, reference and research purposes. No software other than that installed by Institute staff is to be downloaded. Computer default settings are not to be changed.

Internet and World Wide Web: Access to these systems is provided for academic purposes only. Use of Social Media is for educational purposes only.

**Students must behave responsibly; searching or downloading pornographic, abusive or obscene material is absolutely prohibited. Students who abuse this facility will be subject to disciplinary procedures.**

## Your views. What do you think?

- ✓ Students are always welcome to call in person and speak to library staff about services and facilities.
- ✓ Choose **make a suggestion** on the website home page or e-mail [moorelibrary@gmit.ie](mailto: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 measuring library performance and user satisfaction. Please contribute to these surveys.

### Library floor plan

<b>GROUND LEVEL</b>	<b>FIRST FLOOR</b>
<p>Entrance / Exit. Main Library Desk. Study seating. Inter library loans. Website/catalogue workstation. Desk Reserve.</p> <p>Books: 000-699. Current journals. Newspapers and newsletters.</p>	<p>Disabled entrance/exit. Study seating. Group study/Training room. Photocopiers. Student computers and printers. TVs/DVD/Audio players.</p> <p>Books: 700-999. Bound and boxed journals. Exam papers.</p>

### Library subject and service guides

- Applied Social Studies
- Business
- Construction
- Digital Media
- Heritage
- Information Technology Support
- Nursing
- Outdoor Education
- Getting started in the Library...
- Comprehensive Library Guide
- Downloading Ebooks
- EndNote
- PIN
- Website and MultiSearch
- Referencing your Research

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