

To Contact the library.....

Phone the library :

Ground floor 094 9043146/43119

First floor 094 9043235

Email cill@gmit.ie

Library Intranet pages:

<http://castlebarweb/services/library>

Summer Term Opening hours

Mon – Thurs: 9.30am – 8.00pm**Fri: 10.00am – 5.00pm****Sat: 10.00am – 1.00pm**

Out of Term / Holiday Opening

**Mon - Fri:
9.30am - 1.00pm
2.00pm - 5.00pm**Library closes on
Bank Holidays and
from 27th July – 29th
July incl.

GLOBAL REACH. LOCAL TOUCH.



Update

And so we are at the end of the college year again! Exams are looming and in a few short weeks there will be a mass exodus leaving the campus and the library extremely quiet.

Before that however the library will see six weeks of hectic (in some cases frantic!!) activity. So what can we do, how can we help??

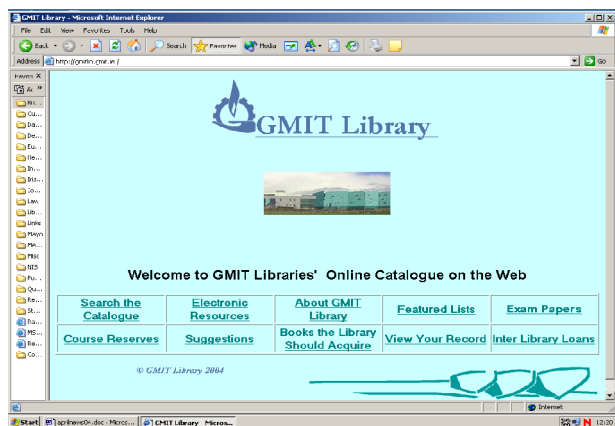
Note the extended opening hours. These hours will be posted up around the library and campus over the next couple of weeks. Please know them and avoid the frustration of arriving at the library door to find it closed.

You will find a few reminders in this newsletter about the library catalogue, desk reserve, videos, electronic databases, study and photocopying facilities.

Remember to avail of library services. Use the catalogue and put requests on Castlebar books or books from other GMIT campuses. Books can be requested again from Galway now that the postal strike is over. Ask library staff if you are unsure about anything.

**Good luck in the exams
from all library staff.**

For books, journals, videos, audiocassettes, electronic database, exam papers... ..try the library catalogue: gmitlib.gmit.ie



Library catalogue

Remember the library catalogue tells you if a title is in stock in Castlebar or another GMIT library, whether it is on loan or available. If it is on loan you will see the date it is due for return and if it is available, the catalogue tells you where it is situated on the shelf. Request cards are beside the catalogue PC. Use them to request/hold books required.

Review your library account online.... You may renew, request and review your loans online through your library record. You may view your record online from any web browser.

1. Obtain PIN number from librarian at Issue Desk
2. Go to <http://gmitlib.gmit.ie/>
3. Click on 'View your record'
4. From the information on your College ID card, type in your full name, ID number, and PIN.
5. Click Submit.

Desk Reserve.

Please ask desk staff for whatever item of Desk Reserve material you need so that use of all desk reserve books can be recorded on the library system.

Desk Reserve books are not allowed out of the library. They are checked out on the system to your account for three hours library use. It is therefore vital that you return the books to the desk returns area when you are finished.

Do not leave them on the study desks. They are on your account and you are responsible for them. These books are in big demand especially at this time of year.



NEW LIBRARY STOCK

Videos (see list of titles on the catalogue under 'Featured Lists) The library currently holds 207 videos on the IT/AV floor. New additions include:



Nursing topics include:

- Men's Health
- Vascular Disease
- Medications and administering medication
- Cardiogenic Shock
- Coronary Heart Disease
- Burn wounds
- Breast Cancer
- Physical assessment of the preschool aged child.

Outdoor Ed & Heritage BBC (David Attenborough)

Trials of life	13 Titles
Life on earth	12 Titles
Living planet	12 Titles

Languages: Amelie, Les Visiteurs, The Horseman on the roof, Amores Perros: Love's a bitch. Campus 2.



Electronic databases (available on the 'Electronic Resources' page of the catalogue)

Usernames and Passwords are available at the student computers upstairs and at library circulation/information desks.

For Business & Humanities:

Business.ie
Emerald
Infotrac
Art Abstracts
Arts & Humanities Cit. Index
Social Sciences Cit.Index
Science Direct

For Engineering

Engineering Village
Barbour Index
Technical Indexes
Concrete Info
Science Direct

You can print or save (to your own network account) any articles or information you find on the databases or Internet sites. Make sure you log on correctly if you want to save to your network account
Instructions for printing are at each workstation and also at the print computer.
If you have any problems ask library staff.

Borrow, Use, and Return on time.

There seems to be some confusion about **Overdue Notices** this year. A few students have asked why we go to the expense of sending out second notices..... Well, if a book is not returned after the first notice the system generates a second, third and so on and fines are charged accordingly.

We need to keep the books circulating especially in the next few weeks so please help the system to work for everyone and return your books on time.



Most of you know the **Exam Papers** are now in the (old) Project Room upstairs. Please feel free to photocopy what you need and return to the table / boxes upstairs. Exam papers that are 'missing' or 'cannot be found' are usually just misplaced.....

Electronic format.....

You will also find some papers on the catalogue:- All Castlebar 2003 papers for Outdoor Ed; Heritage, Business, Tourism, Computing, and Construction.

For books, journals, videos, audiocassettes, electronic databases, exam papers.....try the library catalogue: gmitlib.gmit.ie

Library hours extend to 8pm, Mon – Thurs., Mon, May 10th – Fri, May 28th
The library will open three Saturday mornings during exams. Saturday May 8th, 15th and 22nd.



Photocopying facilities are cramped at the moment and I know it can be difficult and overcrowded at times, not to mention noisy. It is just one of the areas in which we are short of space.....

The photocopier is being used non-stop every day now. A few tips to make sure it doesn't break down when we really need it :

- Don't bend your photocopying cards. They will get stuck in the Card Reader.
- Acetates through manual feed only. Ask staff if in any doubt.
- If the copier malfunctions in any way? Call staff.
- Card cost €3. Try to bring the correct change to the library as we do not hold cash on the premises.
- Conversations at the photocopier can be heard on both floors so please keep it to a minimum.
- Remember you can use the same card for photocopying and printing.

Last Word....



If in doubt, ask. Staff will do their best to point you in the right direction!!

The main desk on the ground floor is always staffed. There are two staff on the first floor so please knock on the office door for assistance. At certain times such as evening opening there may be only one person on duty. This person will be based on the ground floor so if you need assistance at the photocopier, need a video or help with a PC, just pop downstairs.

At this time of year we all make a special effort to maintain a quiet environment in the library. Lets remember to switch off mobile phones, and take all loud conversations to the canteen. (Staff please take note!!)

The ground floor is the main study area but don't forget the project room upstairs. Nursing books are now housed in this area but there is still some room for quiet study. This room is for ALL students so please feel free to use it on a first come basis.

All the best and Enjoy the Summer.....

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