

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.



Welcome back after Easter, hope you all had a nice break. We have six weeks in total to the exams and the next few weeks will probably be pretty busy in the library.

Many thanks to all of you who took part in our survey last term. We are currently busy collating the results.

At this time of year we usually concentrate on how we can best help students get the most from the library at this important time? You all need to find the necessary books, copy past exam papers, copy notes and articles, use a library computer, print from databases, get some quiet study done... And so on...

We can all help to make the library WORK as the weeks go by and exam pressure builds up.

Reminders

Please note the extended opening hours for the next eight weeks. We have two extra part time staff starting on the 4th April for this busy period.

A few additions users may not be aware of:

There is a second photocopier upstairs since. It is in the small room upstairs. (Cards cost €3. Try to bring the correct change to the library as we do not hold cash on the premises).

There is a second dedicated Online Catalogue computer upstairs also.

We put an extra computer upstairs last term which means there is a total of 12 linked to the printer, the other two being the catalogue and the scanner computer.

Mobile Phones

We have had complaints from students that mobile phone use has increased again in the library and that library staff are not strict enough in preventing this? So in response to this we would like to draw attention to the library's mobile phone policy. It is posted on each floor. **USE OF PHONES IS STRICTLY PROHIBITED.** The noise and disruption is particularly annoying at exam time.

Noise

The library can be noisy due to staff working, wooden floor, conversations? Can we all remember to tone it down once we walk through the library doors?

Library Catalogue

Please use library services. 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.

If you come to the library desk and ask for a particular title, the first thing any librarian will say to you is "Have you checked the catalogue?" It is the first port of call. We direct you to the catalogue and show you how to use it if needbe. To get the most from the library you need to be able to search the catalogue. Ultimately we have succeed as a library if you can over time become confident using library resources, the catalogue being **THE** resource. Please ask any member of staff at any time if you need help...

Borrow, Use, and Return on time.

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. To this end GMIT libraries have made some changes to their fines policy.

-Postage charge of 48c will no longer be charged to students.

-The fine per hour on short loan books has been increased from 10c per hour to 20c per hour, effective from the 11th of April. Short loan books are for 24 hour loan only. They must be returned within that 24 hour period or fines are charged per hour. These books are not renewable.

-The €5 cap per item is to be increased to €6, effective from September 2005.

Electronic Services

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.

Exam Papers

Some exam papers are available electronically on the catalogue. To access them you can choose 'search the catalogue' and 'exam papers'. You will be asked for your name, id and pin no. each time you choose a new paper. Students who want to access a number of papers and **avoid** having to authenticate yourselves each time should go directly to View Your record, Search the catalogue and then select exam papers.

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.

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