



Library Opening Hours for Exams

Week ending Fri May 2nd:

Mon - Wed: 9.30am-7.00pm

Thurs & Fri: 9.30am-5.00pm

Week ending Sat May 10th & May 17th

Mon - Wed: 9.30am-7.00pm

Thurs & Fri: 9.30am-5.00pm

Sat: 9.30am 1.00pm

Week ending Fri May 23rd:

Mon - Thurs: 9.30am-7.00pm

Fri : 9.30am-5.00pm

Summer Opening

Mon - Fri: 9.30am - 1.00pm
2.00pm - 5.00pm

Update

Welcome back after the Easter break. Let's hope everyone took some advantage of the good weather as all minds are now turning towards revision, study and exams.

The library should offer students the necessary information resources and a pleasant study environment throughout the year and at exam time.

We can all help to make the library function well at this time of year. Basically everyone has the same needs:

- Get the necessary books...
- Photocopy those exam papers
- Find the journal with **THE** article
- Get some quiet study done in limited time....
- Meet with other students to compare notes...
- Discuss potential questions and answers....

How can we make sure that students get the most from the library at this important time? It really depends on how we use the library and its facilities. Library staff will help in any way we can and wish all of you the very best of luck in the forthcoming exams. Now read on.....

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Books

There is great demand on our book stock at this time of year. One of the best ways to ensure that students get the books they need when they need them is if everyone returns their books on time.

- Most books are checked out for one week. If you keep your books for an extra week then chances are your fellow students do likewise and you are depriving others of the resources they need. Remember *what goes around comes around* and some day you will need a particular title which will be 'OVERDUE'.

Borrow, use, and return on time.

- **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.
- **Short Loan** books are checked out for 24 hours only. If you borrow at 10.00am one day you must return before or at 10.00am the following day. Do not hold short loan books longer than this period. They are in big demand.
- Lecturers too should ensure that all books are returned to the library for the period of exam study to ensure maximum access for students.

Note

Many **new books** have reached the shelves recently, mostly in the Heritage/Outdoor/Business subject areas. To see these titles go to '*featured lists*' on the library catalogue (gmitlib.gmit.ie).

Exam Papers

Previous papers are in great demand at this time of year. Exam papers are housed near the photocopier on the ground floor of the library. They are held in boxes with the year and exam period clearly marked. Naturally due to increased usage the papers get mixed up and misplaced. Please be aware of this and try to return the set of papers you are using to its correct home. This ultimately saves student time.

Photocopying

Just a few tips about photocopier use:

-Cards cost 3Euro each and you get 42 copies. You can use these cards for photocopying downstairs and printing upstairs. The library does not hold change so please try to have sufficient change with you. This is particularly important at off peak times such as evening opening when the canteen/bank/shop are closed.

-Don't bend the photocopying/printer cards as they will get stuck in the card readers.

-Noise travels, particularly in a small library. Do not have loud conversations at the copier.

-If the photocopier breaks down in any way please call library staff.

Journals

Journals can not be taken from the library. Current issues are displayed on the journal shelves with the previous 2003 issues underneath. Don't forget to check the catalogue for journal holdings.

Electronic journals are available to students on the IT/AV floor. Please feel free to ask for help in using these and other electronic databases.

Quiet Study

The main study area is on the ground floor. At this time of year noise seems to irritate all of us even more than usual. A few things we can do to help *destress* the library:

-'Quiet please' when you enter the library corridor.

-The study area downstairs is for quiet study only.

-Any loud conversations on the IT/AV floor can be heard downstairs.

-Make sure that all library items are checked out correctly before you exit.

-Book in to the **Library Project Room** if you need to get together as a group.

-Mobile phones must be turned off.

-Bags are not allowed in the library.

-Equally all staff including library and academic must be aware of the need for quiet within the library area.

"Library
Here is where people,
One frequently finds,
Lower their voices
And raise their minds"
Richard Armour

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