

GMIT@
Castlebar

Library Newsletter

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Summer



May 2006

Library Opening Hours

April 24th - May 26th.

Mon - Thurs: 9.30am-8.00pm
Fri: 10.100am-5.00pm
Sat: 10.00am 1.00pm

Summer Opening

The library is open during the summer:

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

The library closes on all Bank holidays.

**The library will also close from
2nd August – 4th August inc. reopening on
Tuesday 8th August.**

Hello All

We are now in Exam mode and we wish students the very best of luck. The library as you know is exceptionally busy at this time and we have had a full house for the last two weeks.

Please be aware of your own personal health and safety and the health and safety of others. Watch your bag, ensure it is not a trip hazard - don't leave it in walkways.

Please put seating back in place when you are finished studying and put your rubbish in the many bins provided.

Bin unwanted photocopying in the recycling bins provided and please dump used plastic photocopying cards in the ordinary rubbish bins.

The suggestion box is still at the front desk area. So it is your last chance this year to suggest improvements. Please do....

Enjoy your summer holidays and see below for a typical library summer.....

Summer is the time when the library 'refreshes' itself after the academic year. When students leave, the emphasis changes from direct service to users to reviewing our service overall and preparing for the next academic year.

- It is when we process the annual book orders and get them out to booksellers.
 - We review and update our promotional literature.
 - Almost every summer I can remember at Castlebar campus, staff have rearranged book and journal shelving, adding new shelving, removing old, and moving books around to facilitate space.
 - There is always work to be done on the student computers upstairs. This year we are upgrading the print payment software and changing the remaining old computers for new.
 - Different collections are examined and changes made. This summer the reference collection needs a long overdue 'pruning'.
- Staff have already started work on our main Tourism collection in an effort to improve shelvability and accessibility.
- Intriguing what? You'll see the fruits of our work in September!

To renew your books online or to access electronic exam papers through the library catalogue you will need a **pin** number. This is a very simple procedure. Ask library staff or check the step-by-step guide available at the main desk.

Book Returns

Please return books on time. Library staff are required to charge fines on overdue books. Reminders are sent out as a courtesy. Whether or not you receive a reminder the fine is incurred.

Please return your books on time to ensure that all students get the material they need for exams.



**After exams.....
RETURN YOUR BOOKS TO
THE LIBRARY BEFORE YOU
LEAVE FOR THE SUMMER.**

Exam Papers

Previous papers are in great demand at this time of year. As you know the hard copy papers tend to get mixed up from frequent use. Please look through the boxes and you will find the papers you need.

Library staff did a little rearranging to ease access:

2003– 2005 papers are in the boxes shelved by the photocopiers.

2000 –2002 papers are in the staff office upstairs. Ask staff and they will get them for you.

1995 – 1999 are in the library store. Again, ask staff for access to these papers.

You will find a limited selection of papers available electronically on the library catalogue at <http://gmitlib.gmit.ie/screens/exampapers.html>



Photocopying

Photocopiers are practically ‘under siege’. Any problems with the copiers please tell staff immediately so that we can keep them working well for you during the next few weeks.

-A photocopying card costs 3Euro. Each card allows you to make 42 copies and can be used for photocopying and printing.

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 cards, as they will get stuck in the card readers.

Quiet Study

Let's try to keep noise to a minimum for the next few weeks.

-Loud conversations in the library corridor can be heard on the library ground floor.

-Turn off mobile phones before coming through the library doors.

- Don't have loud conversations at the photocopiers.

-Be aware that noise travels between floors.

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