GMIT Library

Document Supply

Who can submit a request?

⇒ All current registered users.

⇒ Undergraduates are charged €8.00 for each request or €4.00 an article request.

⇒ Staff, postgraduates, project research students, alumni and external members please contact the library regarding document supply charges.

What can I request?

⇒ Books

⇒ Journal articles

⇒ Newspaper articles

⇒ Magazine articles

⇒ Dissertations or theses

⇒ Conference proceedings

⇒ Technical reports

⇒ Standards

Help!

The contact person for document supply at your campus library is:

Deirdre.Geoghegan@gmit.ie
Dublin Road & CCAM
091-742792

Anne.OHaire@gmit.ie
Mayo
094-9043119

Malachy.Higgins@gmit.ie
Letterfrack
095-41660

library.gmit.ie
Library, Galway-Mayo Institute of Technology,
Dublin Road, Galway
091 742785 | library@gmit.ie

GMIT Library

Document Supply Service

The GMIT Library provides a service, which allows patrons to borrow items that are not held in our libraries, by obtaining them through our Document Supply Service.

- Online requests can be made from: http://library.gmit.ie.

- Remember to Search the library catalogue to check if GMIT has the item in print or online first before requesting it from elsewhere.

- Choose 'Document Supply' from the drop-down Service menu.

- Enter all the relevant information for the item you require.

- Enter your name, I.D. number and GMIT email address.

- Finally, submit your request to the library, if not available in any GMIT campus.

Example: Book Request

Author: Bean, Anita

Title: The complete guide to sports nutrition

Place of Pub./Publisher: London: A. and C. Black

Year: 2009

ISBN: 1408105381

Phone no: 087 1234567

Example: Journal Article Request

Article Author: Abell, S.; Ey, J.L .

Article Title: Radon risks

Journal Title: Clinical Pediatrics

Year: 2008

Volume: 47

Issue/part: 7

Pages: 726 - 727

Cited in: Web of Science

Phone no: 087 1234567

Time to fill request

When the library receives the item, you will be contacted immediately. Requests for items to be filled normally take 7 days, but if not available for loan can take up to 6 weeks or longer. If there are any problems in acquiring your request, you will be notified.

Cost

The cost for students is **€4 to €8** per item (depending on item type) when acquiring through the British Library.

Staff, Postgraduates, Alumni and External members, please enquire at the Issue Desk regarding charges.

N.B. Once an item is requested, your Library Account will be charged.

Loans from other Institute of Technology libraries are free of charge to students and staff of GMIT.

N.B. Always check the Library Catalogue before submitting Inter Library Loan Requests and also search the relevant databases for journal articles.

Requests will not be accepted for items available in the Library (print or online), including items on loan to other users, available for library use only, or freely available online.