

# CCAM Library

## Quick Guide

### Study spaces

Quiet individual study spaces are available on all floors

### Computers

Computers are available for library users with current GMIT ID cards

### Printing and photocopying

- Black & white and colour printers are on the ground floor of the library
- Photocopiers are on the ground floor of the library
- Printing and photocopying are paid for by using the PCounter Credit System.  
Top up at the PCounter credit kiosk outside of the library (upstairs inside the main door of the building)

### Code of Conduct

We aim to create a study friendly environment in the library. As a courtesy to your fellow users, please remember the following...

- Maintain silence in study areas
- Set your mobile phone to silent. Please leave the library to make or receive calls
- No food or drink apart from bottled water

### Opening Hours

#### Term Time

|           |               |
|-----------|---------------|
| Monday    | 09.30 - 21.00 |
| Tuesday   | 09.30 - 18.00 |
| Wednesday | 09.30 - 18.00 |
| Thursday  | 09.30 - 19.30 |
| Friday    | 09.30 - 16.00 |

#### Holidays

|                   |               |               |
|-------------------|---------------|---------------|
| Monday - Thursday | 09.30 - 13.00 | 14.00 - 17.00 |
| Friday            | 09.30 - 13.00 | 14.00 - 16.00 |



<http://library.gmit.ie>



Library, GMIT Centre for the Creative Arts and Media, Monivea Rd, Galway  
Tel: 091 745409 Email: [library@gmit.ie](mailto:library@gmit.ie)

## Welcome

### How do I join the library?

Your GMIT ID card is also your library card. Use it to access the library and borrow books.

### Finding books, journals and more

- Use the library website <http://library.gmit.ie> to search for books, ebooks, journal articles, dvds, theses, exam papers and more.
- When you find the book you want on the website you'll see its shelf number, this will help you find it in the library.

For online items, like e-books, simply click on the link to read it online (you'll need a library PIN to do this *see below*)

### Library PIN

You need to have a library PIN to access e-books, online journal articles, exam papers and your library account. You can set up a PIN yourself from the library website or just come to the library desk and we will set it for you.

### Finding your way

|              |   |   |
|--------------|---|---|
| Ground Floor | Books, Journals + Multimedia<br>Journals, Reference, Desk reserve, Theses, DVDs   | Services and Facilities<br>Information desk, Photocopiers, Computers and Printers |
| First Floor  | Books 001 - 729<br>Digital media, Documentary, Costume, Art history, Architecture | Services and Facilities<br>Study spaces, Computers                                |
| Second Floor | Books 730 – 759<br>Sculpture, Ceramics, Drawing, Textiles, Painting               | Services and Facilities<br>Study spaces   |
| Third Floor  | Books 760 - 999<br>Prints, Photography, Film, Fiction                             | Services and Facilities<br>Study spaces   |
| Fourth Floor | Journal archive   | Study spaces  |

## Borrowing

Go to the Information Desk to borrow and return items.

- Students can borrow 5 items at time.
- Books can be borrowed for one week and renewed at <http://library.gmit.ie>
- Film dvds can be borrowed overnight.
- Art history dvds can be borrowed for one week.
- Theses and some heavily used books are kept at the information desk and can be borrowed for 3 hours (Desk Reserve)
- Journals and reference items can only be used in the library.

### What happens if my books are overdue?

Fines are charged on overdue items.

- 20c per day for books and dvds. 50c per hour for Desk Reserve items.
- Students with overdue items on their accounts will be blocked from accessing exam results online. Final year students will be blocked from graduating.

### Reserving items that are out on loan

Items that are out on loan can be reserved on the library website or by completing a reservation request card at the Information Desk.

### Borrowing items from other GMIT campus libraries

Items that are held in other GMIT libraries (Dublin Road, Mayo and Letterfrack) can be borrowed. Reserve them on the library website or by completing a reservation request card at the Information Desk.

### Inter-Library Loans

Items that are not held in GMIT Libraries can be obtained by using our Inter-Library Loan Service. Loans from other IT Libraries are free of charge. Loans from non-IT libraries cost €4 to €8 per item. ILL requests can be made at <http://library.gmit.ie>

### Where can I get some help?

If you need help please ask any member of the library staff.

The library desk is the main point of contact in the library but you can also contact us at 091 745409 or [library@gmit.ie](mailto:library@gmit.ie) or click on [Ask a Librarian](#) on the library website

More help can be found in the information guides that are available in the library or on the library website at <http://library.gmit.ie/screens/guides.html>