

### Study spaces

Quiet individual study spaces and silent zones are available on both floors

### Group study rooms

Study rooms catering for groups of 2 to 10 are located on the first floor. Some are equipped with multimedia screens. Cables/laptops can be borrowed from the Information Desk.

### Computers

Computers are available on both floors for library users with current GMIT ID cards

### Printing and photocopying

- Black & white and colour printers can be found on both floors near to computers
- Photocopiers and a change machine are on the ground floor just inside the library entrance.
- Printing and photocopying are paid for by using the PCounter Credit System. Top up at the PCounter credit kiosk on the ground floor.

### 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 – Wednesday 09.00 - 22.00

Thursday 09.00 - 21.00

Friday 09.00 - 17.00

#### Weekends (please see website for dates)

Friday 09.00 - 21.00

Saturday 10.00 - 13.00 or 17.00

# GMIT Library

## Distance Learning Guide



GMIT Library

<http://library.gmit.ie>

Library, Galway-Mayo Institute of Technology,  
Dublin Road, Galway

Tel: 091 742785 Email: [library@gmit.ie](mailto:library@gmit.ie)



## Welcome

GMIT Library provides many services to patrons who are studying at a distance from the GMIT campuses. The library website <http://library.gmit.ie> can be used to search the collections of books, ebooks, journals, etc. Online collections, such as ebooks, journal articles and exam papers can be viewed or downloaded 24/7 on the library website.

Reservations and Inter-Library Loans can also be made using the library website.

A postal service can be provided to students who live at considerable distance from GMIT.

## Search the collections

- 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 ebooks, 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 on the library website or contact the library and we can set it for you.

## Postal Service

A postal service can be provided to students who live at a considerable distance from GMIT.

For more information, please contact:

**Deirdre Geoghegan**

091 742793 / 742785 | [library@gmit.ie](mailto:library@gmit.ie)

## Finding your way

### Ground Floor

Books and Journals 001—499 700—999

Computing, Social Sciences, Law, Economics, Tourism, Languages, Geography, Archaeology, History, Fiction

Current journals and newspapers

### Services and Facilities

Information desk, Self-service checkout, Study spaces, Silent study room, Computers and printing, Photocopiers, Print credit kiosk

### First Floor

Books and Journals 500—699

Maths, Science, Engineering, Hotel Management, Cookery, Accounting, Business

### Services and Facilities

Study spaces, Silent study zone, Computers and printing, Group study rooms

## Look out for the Colour-Coded Shelf Signs

- |  |   |
|--|---|
|  Business         |  Engineering |
|  Hotel + catering |  Science     |
|  Humanities       |   |

## Borrowing

Go to the Information Desk or the Self-Service point to borrow and return items.

- Distance learners can borrow 5 items at time.
- The loan period is 4 weeks
- Book loans can be renewed at <http://library.gmit.ie>
- Theses, maps and some heavily used books are kept at the information desk and can be borrowed for 3 hours in-library use (Desk Reserve)
- Journals and reference are library use only.

## 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.

## 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 (Mayo, CCAM 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. The cost for students is €5 to €8 per item. Online ILL requests can be made at <http://library.gmit.ie>