

GMIT Library

Quick Guide

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

Holidays

Monday - Friday 09.30 - 17.00



<http://library.gmit.ie>



GMIT Library, Galway-Mayo Institute of Technology, Dublin Road, Galway
Tel: 091 742785 Email: 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 and Journals Computing, Social Sciences, Law, Economics, Tourism, Languages, Geography, Archaeology, History, Fiction <i>Shelf numbers: 001-499 700-999</i> Current journals and newspapers	Services and Facilities Information desk, Study spaces, Silent study room, Computers and printing, Photocopiers, Self-service checkout, Print credit kiosk
First Floor	Books and Journals Maths, Science, Engineering, Hotel Management, Cookery, Accounting, Business <i>Shelf numbers: 500-699</i>	Services and Facilities Study spaces, Silent study zone, Computers and printing, Group study rooms

Borrowing

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

- Students can borrow 5 items at time.
- Book loans can be renewed at <http://library.gmit.ie>
- Books and dvds can be borrowed for one week (3 renewals allowed).
- Theses, maps 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 (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 €4 to €8 per item. Loans from other IT Libraries are free of charge. Online 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, (bright red, so you can't miss it!) is the main point of contact in the library but you can also contact us at 091 742785 or 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>