

# General Guide Moore Library



You can use the library to work hard on your assignments and it can also be a quiet, calm place to relax.

The library is a centre of student activity. It's a place where students gather; a comfortable, communal space.

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## Opening hours

Library hours may vary according to the academic calendar so please check with the library at the beginning of term for current opening hours. Opening hours will be posted in the library, on the library website and facebook page, at campus reception, in the students' union area, and on many campus notice boards.

<b>Term</b>	<b>Monday – Thursday: 9.30am – 7.00pm</b> <b>Friday: 9.30am – 5.00pm</b>
<b>Out of term</b>	<b>Monday– Friday:</b> <b>9.30am – 5.00pm</b>

# Welcome to the library

The library will be a major part of your college experience. The library supports your learning. You can study and read, use library computers or plug in your own device and use library wireless. You can use the library to work hard on your assignments and it can also be a quiet, calm place to relax. The library is a centre of student activity; it's a place where students gather; a comfortable, communal space.

The library is on the ground and first floor of the building and special collections are housed on the second floor of the library block. The main entrance/exit is on the ground floor. The entrance for disabled users is on the first floor. To use the library online go to

<http://library.gmit.ie/>

## Library staff

Assistant Librarian: Majella King, 094-9043171

[Majella.king@gmit.ie](mailto:Majella.king@gmit.ie)

Senior Library Assistant: Olive Greaney, 094-9043238

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Patricia Corduff, 094-9043146

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## The library has:

The library has the *learning resources* you need including books, journals, DVDs, electronic databases and past exam papers.

The library provides a range of *services and facilities* including borrowing, requests, interlibrary loans, computers and printing, guidance with information retrieval and research, online catalogues, photocopying, a group study room and quiet study spaces.

*The library website* at <http://library.gmit.ie/> is the gateway to all library related information, and it is your access point to the library online.

Print and online *subject guides* list books, websites and journals for your specific course. *Service guides* help you with certain tasks like creating bibliographies for assignments and using online resources.

*Induction* tours are held in the first two weeks and you will learn how the library works.

Library staff help students with *electronic resources*, both individually and in group workshops throughout the year. Group sessions are usually organized through lecturers, but students should also feel free to contact library staff directly.

Training sessions (*Introduction to Electronic Resources*) are offered to first years and *refresher* and more *advanced* sessions to all subsequent years.

Book a session by asking at the library desk on the ground floor or through [moorelibrary@gmit.ie](mailto:moorelibrary@gmit.ie) or [majella.king@gmit.ie](mailto:majella.king@gmit.ie) or phone 0949043171.

### *The Group Study Room*

Students can book this room for project work and to practice presentations. The room is equipped with a desktop computer with LCD screen, and a whiteboard (please ask for markers at the library desk).

Pre-book on the library website, see page 10.

*The Academic Writing Centre (AWC)* is also housed in the library Group Study room. There are eight half hour one-to-one sessions per week. The Centre offers focused academic writing tuition to students at all levels, in all years, see page 10.

# Collections

Print collections are housed on both floors of the library. The Moore library holds circa 22,000 books and subscriptions to some 50 print journals, and a collection of DVDs. Mayo students also have access to the collections of all other GMIT libraries totaling approximately 100,000 print items. There are approximately 31,000 full text journals available in electronic format and circa 50 electronic databases including e-book collections, most of which are available remotely.

## General lending

This is the main collection of print books in the library. General loan books may be borrowed for a week at a time and may be renewed if not requested by another student.

The fine on overdue books is 20c per working day overdue.

**Journals** are published at different intervals throughout the year. Journals must be used in the library but can be photocopied in accordance with copyright legislation. Current journal issues are located on the ground floor; bound back issues are housed on the first floor

## Desk Reserve

Books are shelved behind the Library Desk and must be requested at the desk. They are for use in the library only and can be borrowed for three hours after which you must return them to the desk.

Lecturers' material left in Desk Reserve must also be used in the library, and returned to the desk.

Student theses are for use in the library only and they are shelved on open access beside the current journals.

## Reference

Items from the reference collection can be used in the library only and / or photocopied in accordance with copyright legislation. These books are marked on the spine with red 'REF' labels. Government and official publications can also be found in this section.

✓ The library has the *Dictionary of Irish Biography* available online.

A significant reference work, it includes the lives of Irish men and women who made a significant contribution in Ireland throughout history to the present time.

## Special Collections

The library holds the personal book collection and private papers of theologian and academic *Rev. Professor Enda McDonagh*. They are currently housed on the second floor of the library block and access is by appointment only.

# The Library Website -

Search for books; manage your library account online; find electronic journal articles and ebooks.

## *My Library Account*

✓ Know what you have on loan.

✓ Know when titles are due back.

✓ Renew titles if necessary .

✓ Request titles and check when they are available for collection.

✓ Check your reading history.

Search for a book using the **Classic Catalogue** link or **SEARCH+FIND**

✓ *Is the title in stock?*

✓ *Which campus library holds the title?*

✓ *Is the book 'available' or 'on loan'?*

✓ *Where is the book shelved. Look for the Class (shelf) number; books are shelved numerically.*

GMT  
UNIVERSITY COLLEGE GALWAY  
SCHOOL OF LIBRARY & INFORMATION SERVICES

GETTING STARTED SERVICES COLLECTIONS SUPPORT EVENTS A-Z

WELCOME TO GMT LIBRARY

SEARCH + FIND

Search the GMT Library catalogue using the form below to Search for books, articles, DVDs, eBooks and more

Search [input type="text"] [input type="checkbox"/> Print [input type="checkbox"/> Online [input type="checkbox"/> All [input type="button" value="SEARCH"]

JUMP TO

Classic Catalogue Advanced Search Databases Journals eBooks  
Clean Pages Research@T16CA

MY LIBRARY ACCOUNT

BOOK A STUDY ROOM

TODAY'S OPENING HOURS

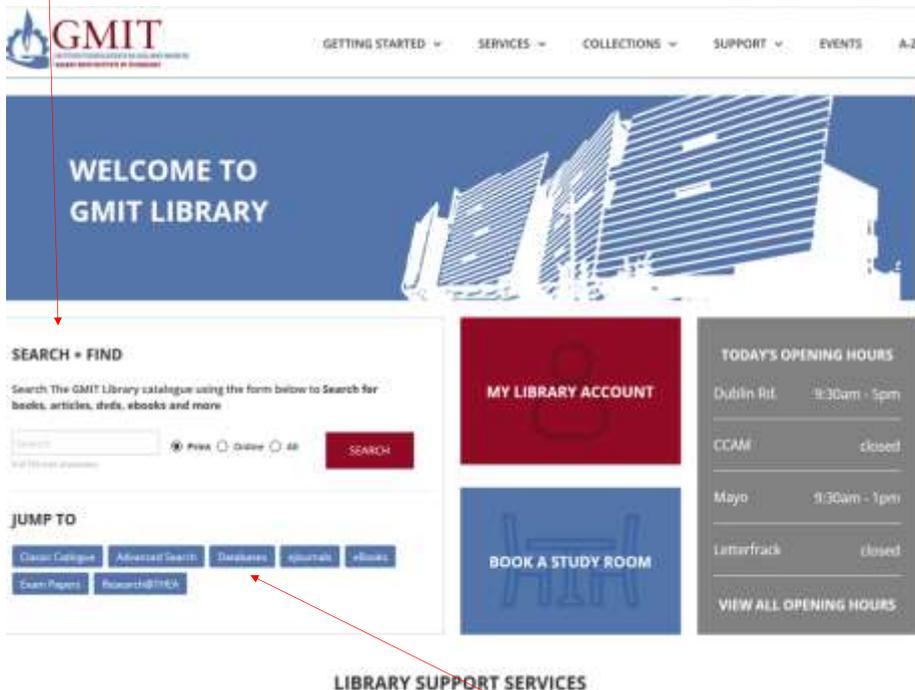
Dublin Rd.	9:30am - 5pm
CCAM	closed
Mayo	9:30am - 1pm
Letterfrack	closed

VIEW ALL OPENING HOURS

LIBRARY SUPPORT SERVICES

✓ The Library Website is the gateway to collections of electronic academic resources, most of which are searchable through one search box, **SEARCH+FIND**.

Find e-books (to read online or download); search online databases for journal articles, newspaper articles, case studies, conference proceedings, and many other categories of library material.



✓ On occasion you may want to focus on an individual database particularly suited to your research needs, also some databases are not searchable through **SEARCH+FIND**. The database tab brings you to an alphabetical listing or a breakdown by subject discipline.

To access databases you need to enter your GMIT student email address and network password. For further information ask library staff.

Individual user names and passwords are required for some databases. You will find a list beside each computer.

## Borrowing, services and facilities...

### Students and Staff

Study seating is available on both floors. Student computer workstations are located on the first floor. The main Library Desk is situated on the ground floor, (Ph. 094 9043146). Students using the Computing and Multimedia facilities can bring enquiries to the staff office upstairs (Ph. 094 9043235). Please introduce yourself and talk to library staff.

### Student Borrowing

Please present your ID card at the Library Desk. The return date will be stamped on the book and books must be returned on or before this date. A student may borrow 4 items at any one time. Books and DVDs from the general collection may be borrowed for 1 week. Journals are for library use only.

### Postgraduate Borrowing

Postgraduates may borrow 5 books at any one time. Books from the general collection may be borrowed for 1 month. DVDs may be borrowed for 1 week. Journals are for library use only.

### Staff Borrowing

Staff may borrow 10 books at any one time. Books from the general collection may be borrowed for 1 month and DVDs for 1 week.

### External Users

External users are welcome to use library books, journals and other print items on the premises. Access to the campus library may be prohibited at certain times including college exam periods. The library can offer guest access to Wifi for a specific time period. Access is granted on a case by case basis.

### Overdue Loans

We encourage students to make optimum use of library resources. It is very important that items are returned on or before their due date to allow all students equitable access to library stock. It is Institute policy to charge fines on overdue items. Fines must be paid immediately on return of overdue items. Failure to do so may mean a suspension of borrowing rights until the fines are paid. Students are responsible for all books borrowed on their accounts.

Collection	Loan Period	Fines €
General	1 week	20c per day per book
Desk Reserve	3 hours, for use in	50c per hour or part
Audio Visual	1 week	50c per day overdue

## Requests

Students and staff may request books already on loan. In this way, books will be held for the 'requester' when returned. This service applies to books from all GMIT campuses. You can do this online or at the Library Desk.

**A FINE OF €10 WILL BE PLACED ON THE ACCOUNT OF PATRONS WHO FAIL TO RETURN BOOKS REQUESTED BY ANOTHER BORROWER.**

**THIS FINE WILL BE PLACED AFTER THE PATRON HAS BEEN CONTACTED BY LIBRARY STAFF BY PHONE AND/OR EMAIL AND GIVEN 2 DAYS TO RETURN THE ITEM.**

## Renewals

Books can be renewed if not required by another borrower, i.e. the loan period can be extended. Books should be renewed before the due date as the library does not renew overdue books. Continuous renewal of the same book is not allowed. If another student has reserved a book, it cannot be renewed. Renewals may be done in person, by phone or online.

## Book Returns Bin

Books can be returned through the letterbox on the ground floor library corridor. This is particularly useful when the library is closed. All books are checked back on the system each morning. Please return DVDs to the Library Desk during library opening hours, as they might be damaged if dropped into the Book Returns Bin.

## Inter Library Loans service

Resources and materials not in stock in GMIT libraries can be borrowed from other libraries through the inter-library loans service. Users can apply for an interlibrary loan online or by completing a form at the main Library Desk. Please provide as much bibliographic detail as possible.

Students are allowed 9 items each year free of charge after which a charge per item may be incurred.

## Access to other libraries

The library may provide referral letters to students to allow them to visit other libraries for research purposes. Apply directly to the librarian for these letters.

## Photocopying and Printing services

The student photocopiers and printers are on the first floor. Purchase credit from the Credit Station using GMIT student ID number and password to pay for photocopying and printing. **Charges are 10c per A4 B/W page, 20c per A3 B/W page, and 20c per A4 colour page, 40c per A3 colour page.**

Photocopying must be in accordance with copyright legislation.

## **Computing and Multimedia Facilities**

Computer workstations, printers, and scanners are housed on the first floor. Microsoft Office and Read and Write software are available on all library computers.

Study desks (on both floors) have power points for laptops and both floors are Wifi enabled. Students with specific physical needs can use the motorised desk/computer workstation facility on the first floor.

Students log on to the library computers using a username (GMIT student email address) and password. Downloaded research can be saved to personal network accounts or external drives.

Problems connecting to Wifi? Guides are available at the Library Desk for connecting with Windows, Apple and Android.

## Code of conduct & Health and Safety

Students and staff should treat each other with courtesy and respect.

Quiet at all times. Please keep noise to a minimum.

Mobile phones, please don't make or take calls in the library.

Put phones on silent setting.

Student ID cards must be presented to staff on request.

**No food or drink on the premises.** (Bottled water is fine).

Loss or damage to library property must be reported to library staff

Immediately.

A library security system is in operation so please ensure all library items you are carrying have been properly borrowed.

Students must ensure that their bags do not present a hazard to fellow library users. All property is left unattended at owners' risk. Bags are not to be left in the library corridor under any circumstances.

The fire exit on the ground floor is located near the main book collection. In the event of a fire persons on the first floor of the library may exit down the internal stairs if safe to do so. If not, there are two exit doors off the first floor itself. In the event of a fire please follow staff instructions.

There will be one Fire drill each term.

One person at Computer workstations at any one time.

Use of Computer workstations is on a first come basis.

Students may leave workstations unattended and logged on for 10 minutes only after which library staff will permit other students to log on and use the workstations.

The library is not responsible for loss of unsaved work during this process.

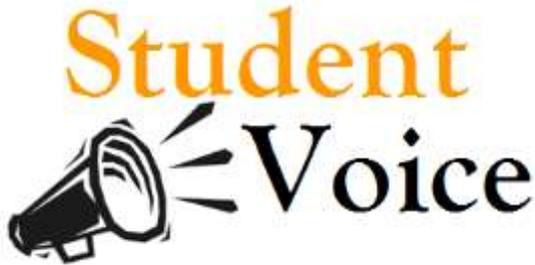
Library computers are for information retrieval, reference and research purposes. No software other than that installed by Institute staff is to be downloaded. Computer default settings are not to be changed.

Internet access is provided for academic purposes only.

Social Media should be used for educational purposes only.

**Students must behave responsibly; searching or downloading abusive material is absolutely prohibited.**

**Students who abuse this facility will be subject to disciplinary procedures.**



## **Your views. What do you think?**

✓Students are always welcome to speak to library staff about services and facilities.

✓The Students Union is also your representative body for suggestions regarding library services.

✓You can email [moorelibrary@gmit.ie](mailto:moorelibrary@gmit.ie)

✓You can pop a note into the Comment Box on the ground floor library corridor (opposite the front door). The library will respond via the adjacent notice board.

✓From time to time the library conducts User Surveys. This is one way of measuring library performance and user satisfaction. Please contribute to these surveys.

# Library floor plan

## GROUND LEVEL

Entrance / Exit.  
Emergency exit  
Main Library Desk.  
Study seating.  
Website/catalogue workstation.  
Desk Reserve.  
Theses.

Books: 000-699.  
Current journals.  
Newspapers and newsletters.

## FIRST FLOOR

Disabled entrance/exit.  
Study seating.  
Group Study Room.  
Academic Writing Centre  
Photocopiers.  
Student computers and printers.  
Inter library loans.

Books: 700-999.  
Bound and boxed journals.  
Exam papers.



**Talk to us, we're here to help!** The library should become part of your daily routine. Library staff love to see a busy library and they love to engage with students. It's all part of the service!

# Library subject and service guides

- Applied Social Care
- Business
- Construction
- Digital Media
- Early Childhood Education & Care
- Heritage
- Information Technology Support
- Nursing
- Outdoor Education
- General Guide to the Moore Library
- Referencing your Research
- Downloading Ebooks
- EndNote

**LibGuides: electronic subject guides, link from the library homepage.**

The screenshot shows the GMIT library homepage. At the top, there is a navigation menu with links for GETTING STARTED, SERVICES, COLLECTIONS, SUPPORT, and EVENTS. Below this is a search bar and a 'JUMP TO' section with buttons for Basic Catalogue, Advanced Search, E-books, Journals, eBooks, and Research/IT&P. To the right, there is a 'BOOK A STUDY ROOM' button and a table of opening hours for CCAM and Mayo. The main section is titled 'LIBRARY SUPPORT SERVICES' and contains three columns:

- Collections:** The library provides access to a variety of information resources to support your teaching, learning and research.
- Services:** Find out about the services and facilities available in GMIT libraries, including borrowing, printing and off-campus access.
- Guides + LibGuides:** Information, subject and resource guides to help with your learning, research or teaching, including LibGuides you write subject and information guides.

A red arrow points from the text 'LibGuides: electronic subject guides, link from the library homepage.' to the 'Guides + LibGuides' column.

# Get Social

	GMITlibraries	chat
	GMIT Libraries	comment
	@GMITlibraries	engage
	gmitlibraries	follow
		watch
		like
		tweet

 Get in Touch 

Moore Library

Galway-Mayo Institute of Technology, Westport Road, Castlebar,  
Co. Mayo. F23 X853

094 90 43146 | [moorelibrary@gmit.ie](mailto:moorelibrary@gmit.ie) |

<http://library.gmit.ie/>