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.
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.

| Term          | Monday – Thursday: 9.30am – 7.00pm  
<table>
<thead>
<tr>
<th></th>
<th>Friday: 9.30am – 5.00pm</th>
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</thead>
<tbody>
<tr>
<td>Out of term</td>
<td>Monday– Friday: 9.30am – 5.00pm</td>
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</table>
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

Senior Library Assistant: Olive Greaney, 094-9043238
Olive.greaney@gmit.ie

Library Assistants: Anne O’Haire, 094-9043235
Anne.ohaire@gmit.ie
Mary Hamrock, 094-9043119
Mary.hamrock@gmit.ie
Deirdre Gannon, 094-9043146
Deirdre.gannon@gmit.ie
Maura Jennings, 094-9043146
Maura.jennings@gmit.ie
Patricia Corduff, 094-9043146
Patricia.corduff@gmit.ie
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/](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 or 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

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.
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.

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<thead>
<tr>
<th>Collection</th>
<th>Loan Period</th>
<th>Fines €</th>
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</thead>
<tbody>
<tr>
<td>General</td>
<td>1 week</td>
<td>20c per day per book</td>
</tr>
<tr>
<td>Desk Reserve</td>
<td>3 hours, for use in</td>
<td>50c per hour or part</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>1 week</td>
<td>50c per day overdue</td>
</tr>
</tbody>
</table>
**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

✓ 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.

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**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

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