

## Study spaces

Quiet individual study spaces are available on both floors

## Computers

Personal laptops use with GMIT Wi-Fi. Alternatively use computers in labs

## Printing and photocopying

- Printer/photocopier/ scanner available
- Printing and photocopying are paid for by using the PaperCut credit system.  
Top up in the library at circulation desk or Administration Office

## 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    | 09.00 - 17.00 |
| Tuesday   | 09.00 - 17.00 |
| Wednesday | 09.00 - 19.30 |
| Thursday  | 09.00 - 19.30 |
| Friday    | 09.00 - 16.00 |
| Saturday  | 14.30 - 16.30 |

### Holidays

|                   |               |
|-------------------|---------------|
| Monday - Thursday | 09.00 - 17.00 |
| Friday            | 09.00 - 16.00 |

**Weekends before exams (please see website for opening hours)**

# Letterfrack library

## Quick Guide



[library.gmit.ie](http://library.gmit.ie)



GMIT Letterfrack Library, National Centre for Excellence Furniture Design & Technology, Letterfrack, Co. Galway H91 AH5K

Tel: 091 742666 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** [library.gmit.ie](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 may be asked to login to view online items. Use your GMIT email and password.

### Finding your way

|              |  |  |
|--------------|--|--|
| Ground Floor | <b>Books and Journals</b> 001-499<br>700-999<br><br>Books, Print Journals, Desk Reserve, Theses. Reference | <b>Services and Facilities</b><br><br>Information desk<br>Printers/Photocopiers/Scanner<br>Touchscreen Catalogue<br>Study spaces |
| First Floor  | <b>Materials</b><br><br>Materials Section, Bound Back Issue Journals                                       | <b>Services and Facilities</b><br><br>Study spaces<br>Exhibition Space   |

### Borrowing

Go to the Information Desk to borrow and return items.

- Students can borrow 5 items at time.
- Book loans can be renewed at [library.gmit.ie](http://library.gmit.ie)
- Books = 2-week loan.
- Theses, Journals and British Standards can only be used in the library.
- Loans can be renewed twice at [library.gmit.ie](http://library.gmit.ie) unless requested by another student

### What happens if my books are overdue?

Fines are charged on overdue items.

- 20c per day for books.
- 50c per hour for Desk Reserve Items.
- For excessive overdue fines a student's print account will be blocked.
- 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, CCAM and Mayo) 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 [library.gmit.ie](http://library.gmit.ie)

### Where can I get some help?

#### Online

- Look for more help and tutorials in the [Support and Training](#) section of our website.

#### Ask us!

The library desk is the main point of contact in the library, but you can also contact us at 091 742666 or [library@gmit.ie](mailto:library@gmit.ie)