Study spaces
Quiet individual study spaces are available on all floors

Computers
Computers are available for library users with current GMIT ID cards

Printing and photocopying
- A b/w and colour printer/copier is located on the ground floor of the library
- Printing and photocopying are paid for with a credit system.
  Top up at the credit kiosk outside of the library (upstairs inside the main door of the building)

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

<table>
<thead>
<tr>
<th>Term Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>09.30 – 18.00</td>
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<tr>
<td>Tuesday</td>
<td>09.30 – 18.00</td>
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<tr>
<td>Wednesday</td>
<td>09.30 – 18.00</td>
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<tr>
<td>Thursday</td>
<td>09.30 – 18.00</td>
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<tr>
<td>Friday</td>
<td>09.30 – 17.00</td>
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<table>
<thead>
<tr>
<th>Holidays</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>09.30 – 13.00  14.00 – 17.00</td>
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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** to search for books, ebooks, journal articles, dvds, theses, exam papers and more. [library.gmit.ie](http://library.gmit.ie)
- 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

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>1st Floor</th>
<th>2nd Floor</th>
<th>3rd Floor</th>
<th>4th Floor</th>
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</thead>
<tbody>
<tr>
<td>Books, Journals + Multimedia</td>
<td>Reference</td>
<td>Desk reserve</td>
<td>Theses</td>
<td>Journal archive</td>
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<tr>
<td>Services and Facilities</td>
<td>Information desk</td>
<td>Computers</td>
<td>Copier / Printer</td>
<td>Study spaces</td>
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</tr>
<tr>
<td>Books @ shelf numbers</td>
<td>001 - 729</td>
<td>Services and Facilities</td>
<td>730 – 759.2</td>
<td>Study spaces</td>
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<td></td>
<td>Documentary</td>
<td>Study spaces</td>
<td>Ceramics</td>
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<td>Design</td>
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<td>Architecture</td>
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<td>Painting</td>
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<td>Study spaces</td>
<td>Photography</td>
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<td>Study spaces</td>
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Borrowing
Go to the Information Desk to borrow and return items.
- Students can borrow 5 items at a time.
- Books = 2 week loan. Art history DVDs = 2 week loan. Film DVDS = 1 day loan.
- Theses and some heavily used books can be borrowed for 3 hours (Desk Reserve)
- Loans can be renewed at [library.gmit.ie](http://library.gmit.ie)

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 (Dublin Road, Mayo and Letterfrack) can be borrowed. Reserve them on the library website or by completing a reservation request card at the Information Desk.

Document Supply
Items that are not held in GMIT Libraries can be obtained by using our Inter-Library Loan Service. Loans from other IT Libraries are free of charge. Loans from non-IT libraries cost €4 to €8 per item. Online ILL requests can be made at [library.gmit.ie](http://library.gmit.ie)

Need more help?
- **Use our online guides**
  Go to [library.gmit.ie](http://library.gmit.ie) and use our online guides to get more help and tips on finding information and using the library.
- **Ask us!**
  Talk to library staff at any time for expert advice and help on finding information. You can also contact us at 091 745409 or [library@gmit.ie](mailto:library@gmit.ie)