

Moore Library General Guide



GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY



library.gmit.ie

A social space
For information and research skills
For individual support and group training
For academic writing support
For a quiet study environment



#first5weeks

WELCOME PROGRAMME



library.gmit.ie

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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 social media platforms, at campus reception, in the students' union area, and on many campus notice boards.

Term	Monday – Wednesday: 9.30am – 7.00pm Thursday: 9.30am–6.00pm Friday: 9.30am – 5.00pm
Out of term	Monday– Friday: 9.30am – 5.00pm

Welcome to the library

We hope the library will be a major part of your college experience. Study, read, use library computers or plug in your own device and use library Wifi. Work hard on your assignments or relax in a quiet, calm place . The physical library is a place where students gather; a comfortable, social space. The library also provides many services to patrons who are studying at a distance from Mayo Campus mostly through our online library <http://library.gmit.ie/>

The library is on the ground and first floor of the building and a special Collection is 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.

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

Patricia Corduff, 094-9043146

Patricia.corduff@gmit.ie

What can the library do for me?

Whether you are a fulltime, parttime or distance learner the library has the *learning resources* you need both on site and remotely. These include 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 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.

Part time and distance learners are given library induction and training when on site and library staff are also available to help by phone and email.

Book a training 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.

Collections...Print... Online...Library Website

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 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. This is the main collection of print books in the library shelved on both floors in numerical order. They can all be borrowed, see page 10.

Print 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.

Reference (Print) Books

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.

Exam Papers

Five years of (past) exam papers are available online through the library website.

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.

Desk Reserve Resources

These 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' handouts left in Desk Reserve must also be used in the library and returned to the desk.

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

Online Theses

Some undergraduate theses are also available online through MsOffice Sharepoint. Log in to your Office 365 account and open Sharepoint. Choose Library link and choose Undergraduate Thesis tab and campus. Also accessible from the library website <https://library.gmit.ie/collections/theses/>

Post Graduate theses are available on the institutional depository, Research @THEA which holds much of the research output of all Irish IOTS. See the library website at <https://>

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 .
- ✓ Request titles and check when they are available for collection.
- ✓ Check your reading history.

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

✓ *Is the title in stock?*

✓ *Which campus library holds the title, the 'location'?*

✓ *Is the title 'available for loan'?*

✓ *Where is the book shelved. Look for 'the location' and 'call number'.*



GETTING STARTED ▾ SERVICES ▾ COLLECTIONS ▾ SUPPORT ▾ EVENTS A-Z

WELCOME TO
GMIT LIBRARY



SEARCH + FIND

Search The GMIT Library catalogue using the form below to Search for books, articles, dvds, ebooks and more

Search Print Online All

8 of 155 items displayed

JUMP TO

[Classic Catalogue](#) [Advanced Search](#) [Databases](#) [eJournals](#) [eBooks](#)
[Exam Papers](#) [Research@THEA](#)

MY LIBRARY ACCOUNT

TODAY'S OPENING HOURS

Dublin Rd. 9:30am - 5pm

CCAM closed

Mayo 9:30am - 1pm

Letterfrack closed

[VIEW ALL OPENING HOURS](#)

BOOK A STUDY ROOM

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.

SEARCH + FIND

Search The GMIT Library catalogue using the form below to Search for books, articles, dvds, ebooks and more

Search Print Online All

0 of 100 max characters

JUMP TO

Classic Catalogue Advanced Search **Databases** eJournals eBooks

Exam Papers Research@THEA

MY LIBRARY ACCOUNT

TODAY'S OPENING HOURS

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

[VIEW ALL OPENING HOURS](#)

BOOK A STUDY ROOM

LIBRARY SUPPORT SERVICES

✓ 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 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.

Computing facilities in the library and external support

The library website provides lots of information, help, research material, ejournals and ebooks.

Most of this material is available remotely and can be used from the comfort of your own home, the office or on the go.

Library computer desktops, printing and scanning are 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.

Log on to library desktops using your username (GMIT student email address) and password. Research can be saved to the cloud, personal network accounts or external drives

Connect to Wifi (Eduroam) using the same username and password.

Problems?

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

When you're on site you can get help from any member of staff ; when your working remotely feel free to phone the library and we can talk you through any problems encountered. Outside library opening hours you can email or message on our social media platforms and staff will reply the next day.

Borrowing, services ...

Students and Staff

Study seating is available on both floors. Student desktop computers are located on the first floor. The main Library Desk is on the ground floor, (Ph. 094 9043146). Students using the Computing and Multimedia facilities can also get help in the staff office upstairs (Ph. 094 9043235).

Please introduce yourself and talk to library staff.

Undergraduate 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 5 items at any one time. Books and DVDs from the general collection may be borrowed for 2 weeks. Journals are for library use only.

Distance learners can borrow 5 books for a loan period of 4 weeks. A postal service can be provided to students who live at a considerable distance from GMT. Ask at the library desk, ground floor.

Postgraduate Borrowing

Postgraduates may borrow 10 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. There is an annual fee if users want to borrow books. 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	2 weeks	20c per day per book
Desk Reserve	3 hours, for use in the library only	50c per hour or part thereof.
Audio Visual	2 weeks	20c per day overdue

Requests-Holds

Students and staff may hold or 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 at library.gmit.ie 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 once 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 at library.gmit.ie

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.

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 use: 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.

-Please ensure that 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. Always 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 15 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.

Student Voice

What do you think?

- ✓ Students are 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** and /or **phone 094 9043146**.
- ✓ 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.



Talk to us, we're here to help! Make the library part of your daily routine. Library staff love to see a busy library and we love to engage with students; in person, online and on the phone! It's all part of the service.

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.

Computers and printers.

Inter library loans.

Books: 700-999.

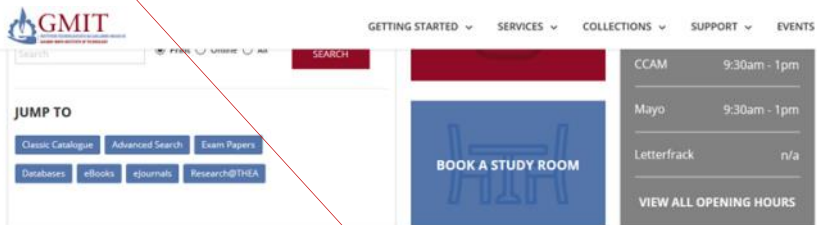
Bound and boxed journals.

Health Science Reports

Library subject and service guides

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

LibGuides are ONLINE subject guides, linked from the library homepage; useful when working on or off-site.



LIBRARY SUPPORT SERVICES



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 GMT 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 your online subject and information guides.



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