

Subject librarians

Subject librarians are available to assist you.

Business Studies

Maura Stephens maura.stephens@atu.ie 091 742827

Engineering

Kathryn Briggs kathryn.briggs@atu.ie 091 742789

Science

Catherine McTigue catherine.mctigue@atu.ie 091 742783

Tourism/Humanities

Bernie Lally bernie.lally@atu.ie 091 742781

Training

Library training sessions are available for you and your students. To book please contact us at library.galwaymayo@atu.ie.

- Library tours
- Online resources
- Endnote
- LIS Information Sources
- LIS Using the Online Library
- L2L Copyright/Plagiarism
- L2L Citation/Referencing

Ordering library stock

To order stock to be added to the library, please go to atu.ie/library and login to **My Library Account** and click on **My Purchase Suggestions**.

For more information, please contact Paul Newman at paul.newman@atu.ie.

Staff Guide to the Library



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

 **Libraries**



Welcome

Welcome to ATU Galway-Mayo Libraries – Galway City, Mayo and Connemara.






Finding books, journals and more

- **Use the library website** to search for books, ebooks, journal articles, dvds, theses, exam papers and more. atu.ie/library
- 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 ATU email and password.

Finding your way

Ground Floor 	Books @ shelf numbers 001 - 499 and 700 - 999 Computing, Law, Economics, Tourism, Languages, Geography, Archaeology, History, Fiction Current journals and newspapers Reference books	Services and Facilities <ul style="list-style-type: none">• Information desk / Help zone• Self-service checkout• Study spaces / Silent zone• Computers• Printers, copiers and scanners• Print credit kiosk• Catalogues
First Floor 	Books @ shelf numbers 500 - 699 Maths, Science, Engineering, Hotel Management, Cookery, Accounting, Business	Services and Facilities <ul style="list-style-type: none">• Study spaces• Silent study zone• Group study rooms• Catalogues

Look out for colour-coded shelf signs

 Business	 Engineering	 Humanities
 Tourism	 Science	

Borrowing

Go to the Information Desk or the Self-Service point to borrow and return items.

- ATU Galway-Mayo staff can borrow 15 items at a time for a 4 week loan.
- Book loans can be renewed for 4 more weeks at atu.ie/library
- Theses, maps and some heavily used books are kept at the Information Desk and can be borrowed for 3 hours (Desk Reserve).

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 campus libraries

Items that are held in other ATU Galway-Mayo libraries (Galway City, Mayo and Connemara) can be borrowed. Reserve them on the library website or by completing a reservation request at the Information Desk.

Document Supply

Items that are not held in GMIT Libraries can be obtained by using our Document Supply Service.

For more information, please contact Deirdre Geoghegan at deirdre.geoghegan@atu.ie.

Need more help?

Use our online guides

Go to atu.ie/library and use our online guides to get more help and tips on finding information and using the library.

Ask us!

The library desk (bright red, so you can't miss it!) is the main point of contact in the library, but you can also contact us at 091 742785, on live chat or library.galwaymayo@atu.ie