

## Study spaces

Quiet individual study spaces are available on the both floors

## Group study rooms

Our group study room catering for groups of 2 to 10 is located on the first floor. It is equipped with multimedia screen and network connection cable. Whiteboard markers can be borrowed from the Information Desk. Book study rooms at [atu.ie/library](http://atu.ie/library)

## Computers

Computers are available on the ground floor for users with current ATU ID cards.

## Printing, photocopying and scanning

Printing, photocopying, scanning, and the credit kiosk are available on the first floor .

Printing and photocopying are paid for with a credit system. Scanning is free.

Top up at the credit kiosk in the print room.

## Code of Conduct

We aim to create a friendly study environment in the library. As a courtesy to your fellow users, please remember the following...

Maintain silence in study areas.

Set your phone to silent. Please leave the library to make or receive calls.

No food or drink apart from bottled water.

## Opening Hours

View current opening hours at [atu.ie/library](http://atu.ie/library)



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# Quick Guide to Moore Library Mayo Campus



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## Welcome

### How do I join the library?

Your ATU 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. [atu.ie/library](http://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

<b>Ground Floor</b>	<b>Books @ these shelf numbers</b> 001 - 699  Psychology, Research, Law, Social Sciences, Geography, Nursing, Business, Current journals and newspapers, Reference books	<b>Services and Facilities</b>  Information desk / Help zone Self-service checkout Study spaces
<b>First Floor</b>	<b>Books @ these shelf numbers</b> 700 - 999  Archaeology, History, Fiction, Art, Outdoor Education	<b>Services and Facilities</b>  Study spaces Computers Group study room Printers, copiers & scanners Print credit kiosk

Look out for the finding aids at the end of each shelf bay

## Borrowing

Go to the Information Desk or the Self-Service point to borrow and return items. Students can borrow 4 items at a time. 2 week loan.

Loans can be renewed for 2 more weeks at **My Library Account**

Theses, and some heavily used books are kept at the Information Desk and can be borrowed for 3 hours (Desk Reserve)

### What happens if my books are overdue?

You will receive an email reminder from the library if your books are overdue.

Your library account may be suspended until books are returned.

Students with overdue items on their accounts will be blocked from accessing exam results online.

### Reserving items that are out on loan

Items that are out on loan can be reserved on the library website (Place Hold).

### Borrowing items from other ATU campus libraries

Items that are held in other ATU libraries can be borrowed. Reserve them on the library website (Place Hold) or contact library staff.

### Document Supply

Items that are not held in ATU Libraries can be obtained by using our Document Supply Service. Loans from other Technological University Libraries are also free of charge. [library.gmit.ie/services/document-supply/](http://library.gmit.ie/services/document-supply/)

### Need more help?

#### Ask us!

Visit the Information Desk / Help Zone for help while in the library. Use the help options on [atu.ie/library](http://atu.ie/library) for help anytime, anywhere.

- Live chat
  - Library guides
  - FAQs
- Email: [librarymayo.galwaymayo@atu.ie](mailto:librarymayo.galwaymayo@atu.ie)  
Phone: 094-9043146