THE LIBRARY OF TRINITY COLLEGE DUBLIN, THE UNIVERSITY OF DUBLIN
LEABHARLANN CHOLÁISTE NA TRÍONÓIDE, OLLSCOIL ÁTHA CLIATH

Introduction to the Library
At the end of this session students will be able to:

1. Identify Library Building Locations
2. Identify Library Collections
3. Find out about Opening Hours
4. Locate Books
5. Borrow Books
6. Pay Fines
7. Access My Library Account
8. Print, Photocopy & Scan
9. Access E-Resources from off campus
10. Seek Help
1. Identify Library Building Locations
Tank You!
St. James’s Hospital
2. Identify Library Collections
Berkeley Lecky Ussher [BLU] Libraries

Business
Classics
Drama & Film
Economics
Education
Geography
Geology
Berkeley Lecky Ussher [BLU] Libraries

History
History of Art
Languages
Music
Nursing & Midwifery
Philosophy
Psychology
Social Studies
Theology
+ Glucksman Map Library
Hamilton Library

Computer Science
Engineering
Health Sciences
Mathematics
Natural Sciences
Statistics
John Stearne Medical Library

Trinity Education Centre, St. James’s Hospital
Clinical Medicine & Allied Health Sciences
3. Find out about Opening Hours
## Opening Hours: Library Reading Rooms

<table>
<thead>
<tr>
<th>Term</th>
<th>Berkeley, Lecky, Ussher, Hamilton</th>
<th>John Stearne Medical Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>09:00 - 22:00</td>
<td>09:30 - 22:00</td>
</tr>
<tr>
<td>Friday</td>
<td>09:00 - 22:00</td>
<td>09:30 - 20:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:30 - 16:00</td>
<td>09:30 - 13:00</td>
</tr>
</tbody>
</table>

Opening Hours may vary. Please check noticeboards and [Library website](#).
## Opening Hours: Service Counters

<table>
<thead>
<tr>
<th>Term Opening Hours</th>
<th>Berkeley, Lecky, Ussher, Hamilton</th>
<th>John Stearne Medical Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>09:30 - 19:45</td>
<td>09:30 - 21:45</td>
</tr>
<tr>
<td>Friday</td>
<td>09:30 - 16:45</td>
<td>09:30 - 19:45</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:30 - 15:45</td>
<td>09:30 - 12:45</td>
</tr>
</tbody>
</table>

Opening Hours may vary. Please check noticeboards and [Library website](#).
4. Locate Books
LOCATING BOOKS

Collections include:

i. Undergraduate Lending Collection
ii. Open Access Collection
iii. Counter Reserve (short loan) Collection
iv. Reference Collection
v. Early Printed Books and Special Collections
vi. Manuscripts and Archives Research Library Collections
Closed Access

✓ Many items are held in storage, either on campus or in the Santry Book Repository

✓ Requests for these items are usually made online, via My Library Account
LOCATING BOOKS

✓ Collections may be searched, via our **catalogues, repository and databases**

✓ Our catalogue record will instruct you on the availability and location of a resource
Finding a book using

**STELLA** Search:

Ronan Fanning

Independent Ireland

Dublin: Helicon, 1983
### Locating Books

**Independent Ireland / Ronan Fanning**

*Fanning, Ronan, 1941-.*

- **Printed Book | Helicon | 1983**

**Available** at Lecky, Lending (LEN 320.9415 M35;2) plus 5 more

**Items**  
- **Location**  
  - Lecky, Lending
  - Lecky, Lending
  - Lecky, Lending
  - Lecky, Lending
  - Berkeley, Open Access
  - Lecky, Open Access
  - Santry Stacks (place request)

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th><strong>Shelfmark</strong></th>
<th><strong>Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecky, Lending</td>
<td>LEN 320.9415 M35;1</td>
<td>MISSING</td>
</tr>
<tr>
<td>Lecky, Lending</td>
<td>LEN 320.9415 M35;2</td>
<td>IN</td>
</tr>
<tr>
<td>Lecky, Lending</td>
<td>LEN 320.9415 M35;4</td>
<td>IN</td>
</tr>
<tr>
<td>Lecky, Lending</td>
<td>LEN 320.9415 M35;5</td>
<td>IN</td>
</tr>
<tr>
<td>Berkeley, Open Access</td>
<td>941.591 M37</td>
<td>IN</td>
</tr>
<tr>
<td>Lecky, Open Access</td>
<td>320.9415 M35</td>
<td>IN</td>
</tr>
<tr>
<td>Santry Stacks (place request)</td>
<td>PL- 74-641</td>
<td>IN</td>
</tr>
</tbody>
</table>

**Request Stack Item**

Additional actions:
I Undergraduate Lending Collection

Prefixes:

✓ LEN in BLU Libraries - four week or one week (with yellow spot) loan
✓ S-LEN in the Hamilton Library - one week loan
✓ SJ in the John Stearne Medical Library - one week loan
✓ MUS LEN in the Ussher Library - one week loan

plus

✓ P-MUS LEN in the Ussher Library - four week loan (*not part of the Undergraduate Lending Collection but available to all readers with borrowing privileges, including undergraduates*)
LOCATING BOOKS

II Open Access Collection

Prefixes:

✓ Most Open Access material in the BLU has no shelfmark prefix
✓ Some material in the BLU has the legacy prefix ARTS
✓ No prefix in the Hamilton Library
✓ SJR in the John Stearne Medical Library
III Counter Reserve (short loan) Collection

✓ Located by the counters in the Iveagh Hall (Berkeley Library), Hamilton Library and John Stearne Medical Library (JSML)

IV Reference Collection

✓ Journals: prefixed PER, SER
✓ Theses: prefixed THESIS
✓ Other Material (DIR, VP, BAN, PAM, REF, BIB, OL, CAT, OPUB)

The above material must not be removed from the Library
LOCATING BOOKS

V  Early Printed Books and Special Collections

VI  Manuscripts and Archives Research Library Collections
5. Borrow Books
Borrowing privileges are dependent on your **status in the University** and the **type of material** that you wish to borrow.

1. **Undergraduates and Diploma Students**
2. **Higher Degree Postgraduate Students**
3. **Students Registered with Disability Services**
4. **Staff**
5. **Visiting Readers**
BORROWING BOOKS

1. Undergraduates and Diploma Students

✓ 4 items from the Undergraduate Lending Collection

✓ 4 items with the prefix P-MUS LEN (Printed Music)

✓ 4 items from the Counter Reserve (Short Loan) Collection

✓ You may consult, but not borrow, all other material
2. Higher Degree Postgraduate Students

✓ Up to 10 items in total at any one time
✓ Normally from Open Access or Closed Access
✓ 4 items from the Undergraduate Lending Collection (if all other Open Access or Closed Access copies are on loan)
✓ 4 items with the prefix P-MUS LEN (Printed Music)
✓ 4 items from the Counter Reserve (Short Loan) Collection
3. Students Registered with Disability Services

- Up to 8 items in total, including items from Open Access and Closed Access
- May include 4 items from the Undergraduate Lending Collection
- 4 items with the prefix P-MUS LEN (Printed Music)
- 4 items from the Counter Reserve (Short Loan) Collection
4. **Staff**

✓ Up to 20 items in total from Open Access and Closed Access

✓ Must sign the Library Bond in order to borrow. (Further details at **Staff Borrowing**)

5. **Visiting Readers**

✓ May consult, but not borrow material
Fastlane Self-Service: use to borrow, renew and return Open Access books

Service Counters: use to borrow, renew and return books, including Counter Reserve and Closed Access items
Fastlane Self-Service Machines

✓ Books may be borrowed & returned here (except Counter Reserve items)

✓ You may only check out books in accordance with your **borrowing privileges**

✓ You may be prevented from borrowing if you owe fines or have overdue books

✓ Take care to follow instructions on screen
6. Pay Fines
Paying Fines

Standard Fines

✓ Students are charged fines for overdue items to encourage their return on time.

✓ Standard loans €0.50 per item, per day - this increases to €1 per day after two weeks

✓ Counter Reserve (Short Loan) Collection items €0.25 per item, per hour
7. Access My Library Account

- View and Renew Loans
# My Library Account

## Mr Joe Murphy

### Visiting Readers - Change PIN

- **Home Library:** Trinity College Library
- **Email:** murphyj@tcd.ie

### Holds (0)

### Preferred Searches

### My Lists

### Checkouts (2)

<table>
<thead>
<tr>
<th>RENEW</th>
<th>TITLE</th>
<th>BARCODE</th>
<th>STATUS</th>
<th>CALL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Idioms organizer: organized by metaphor, topic and key word / by Jon Wright; edited by Jimmie Hill and Morgan Lewis.</td>
<td>01360901</td>
<td>DUE 17-08-15 Renewed 1 time</td>
<td>S-LEN 616.855 P293</td>
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<tr>
<td></td>
<td>Working with children's voice disorders / Jenny Hunt and Alyson Slater.</td>
<td>50249285</td>
<td>DUE 18-08-15 Renewed 1 time</td>
<td>S-LEN 616.855 P3995</td>
</tr>
</tbody>
</table>

### Fines/Fees ($9.00)

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**Back to top**
My Library Account

Mr Joe Murphy

Home Library: Trinity College Library
Email: murphyj@tcd.ie

Visiting Readers - Change PIN

Holds (0)
Preferred Searches
My Lists
Checkouts (2)
Fines/Fees ($9.00)

The following item(s) will be renewed, would you like to proceed?

YES  NO

2 items checked out

<table>
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<tr>
<th>TITLE</th>
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Circle YES
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<th>BARCODE</th>
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</tr>
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<tr>
<td></td>
<td>Idioms organiser: organised by metaphor, topic and key word / by Jon Wright; edited by Jimmie Hill and Morgan Lewis.</td>
<td>01360901</td>
<td>DUE 17-08-15 RENEWED Now due 24-08-15 Renewed 2 times</td>
<td>S-LEN 616.855 P293</td>
</tr>
<tr>
<td></td>
<td>Working with children's voice disorders / Jenny Hunt and Alyson Slater.</td>
<td>50249285</td>
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7. Access My Library Account

- Request Items From Storage
Viewing/Sorting/Cancelling Stack Requests

1 hold

CANCEL | TITLE |
--------|-------|
       | Research methods in practice: strategies for description and causation / Danilla K. Remler. Baruch College, City University of New York, Gregg G. Van Ryzin, Rutgers University, Newark. |

CANCEL IF NOT FILLED BY

PICKUP LOCATION

IN | BLU Counter 05-09-15

Sort by Hold Requested Date | Cancel All | Cancel Selected
7. Access My Library Account

- Reserve Books
Reserving an item that is checked out to another reader
Please fill in ALL of the below information
I would like to pick up this title from:

- BLU Counter
- BLU Counter
- John Steane Library
- Hamilton Library
- Early Printed Books Reading Room

Reserve it

Economics / N. Gregory Mankiw and Mark P. Taylor
Mankiw, N. Gregory.

- Printed Book | Thomson Learning | 2006
- Not available at Lecky, Lending (DUE 01-04-10)
- Available at Santry Stacks (place request) (PX-251-561)
  3 holds on first copy returned of 2 copies

Location
Lecky, Lending
Santry Stacks (place request)

Shellmark
LEN 330 N843:17
PX-251-561

Status
DUE 01-04-
IN

Items
only show available

Details
Description
xxix, 830 p.; 28 cm.

Note
UK and European ed. of Mankiw's: Principles of economics. Includes index.

Subject
Economics.

Added Author

ISBN
1844801330

Other Sources
- Classic Catalogue
- External Sources
- View MARC display

Recently Added:
People who looked for this, may want these recent additions:

- Immigration and the occupational choice of natives ...
- Semiparametric estimation of a characteristic-based factor ...
- Economic analysis of environmental problems / Gregory C. ...

The Library of Trinity College Dublin, The University of Dublin
Search: economics gregory

Economics / N. Gregory Mankiw and Mark P. Taylor
Mankiw, N. Gregory.
Printed Book | Thomson Learning | 2006
Not Available at Lecky, Lending (DUE 01-04-10)
Available at Santry Stacks (place request) (PX-251-561)
3 holds on first copy returned of 2 copies

Items  □ only show available

Location  Shelfmark  Status
Lecky, Lending  LEN 330 N84*3;17  DUE 01-04-
Santry Stacks (place request)  PX-251-561  IN

Details
Description  xxiv, 830 p.; 28 cm.
Note  UK and European ed. of Mankiw's: Principles of economics. Includes index.
Subject  Economics.
Added Author  Taylor, Mark P., 1958-
ISBN  1844801330

Reserve it
Please fill in ALL of the below information
I would like to pick up this title from:
BLU Counter

Submit  Cancel

Printed Book | Thomson Learning | 2006

Not Available at Lecky, Lending (DUE 01-04-10)
Available at Santry Stacks (place request) (PX-251-561)
3 holds on first copy returned of 2 copies

Reserved:
Your request for Economics / N. Gregory Mankiw and Mark P. Taylor was successful.

When it's ready you will be able to pick up this material at BLU Counter.

Items
- Lecky, Lending
- Santry Stacks (place request)

Details
- Description: xxiv, 830 p.; 28 cm.
- Note: UK and European ed. of Mankiw's: Principles of economics. Includes index.
- Subject: Economics.
- Added Author: Taylor, Mark P., 1958-
- ISBN: 1844801330
Economics / N. Gregory Mankiw and Mark P. Taylor
Mankiw, N. Gregory.
Printed Book | Thomson Learning | 2006
Not Available at Lecky, Lending (DUE 01-04-10)
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3 holds on first copy returned of 2 copies

Items □ only show available

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<td>Santry Stacks</td>
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Details

Description  xxxiv. 830 p.; 28 cm.
Note          UK and European ed. of Mankiw's: Principles of economics. 4th ed. Includes index.
Subject       Economics.
Added Author  Taylor, Mark P., 1958-
ISBN          1844801330
7. Access My Library Account

- Save, Email & Export Records
### Results 1 - 25 of 51 for calculus anton

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Availability</th>
<th>Additional actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus: early transcendentalals</td>
<td>Anton, Howard</td>
<td>Available at Hamilton, Lending (S-LEN 515 R3) plus 1 more</td>
<td>![view cart]</td>
</tr>
<tr>
<td>Calculus: late transcendentalals / Howard Anton, Irl Bivens, Stephen Davis</td>
<td>Anton, Howard</td>
<td>Available at Hamilton, Lending (S-LEN 515 P23'9) plus 13 more</td>
<td>![view cart]</td>
</tr>
<tr>
<td>Student solutions manual to accompany Calculus: multivariable, tenth edition [by] Howard Anton, Irl C. Bivens, Stephen L. Davis / Tamás Wiandt</td>
<td>Anton, Howard</td>
<td>Available at Hamilton, Lending (S-LEN 515 P23'9-1) plus 2 more</td>
<td>![view cart]</td>
</tr>
</tbody>
</table>
Search: calculus anton

- Calculus: early transcendentals
  - Anton, Howard
  - Printed Book | 2013
  - Available at Hamilton, Lending (S-LEN 515 R3) plus 4 more

  - Wiertz, Tamás
  - Printed Book | 2012
  - Available at Hamilton, Lending (S-LEN 515 P23*9-1) plus 2 more

- Calculus: late transcendentals
  - Howard Anton, Irl Bivens, Stephen Davis
  - Anton, Howard
  - Printed Book | 2013
  - Available at Hamilton, Lending (S-LEN 515 P23*9/3) plus 13 more
✓ Multi-functional Devices (MFDs) are available for photocopying, printing and scanning (throughout the College)

✓ Provided by Datapac

✓ Managed by IS Services

✓ Notice must be taken of copyright regulations in the Library when making any copies
1. In order to use the Datapac printing, scanning and photocopying services, you must first credit your print account.

2. This service has its own PIN (separate from your College network log-in password).

3. Students will receive their PIN via email to their College email account from helpdesk@tcdprint.ie.

4. Guests and staff create their own PIN, when creating a guest print account.
PRINTING, PHOTOCOPYING & SCANNING

http://www.tcdprint.ie/
How To Instructions

Manuals
How To Print
How to Copy
How to Scan
Managing Your Print Account
How to Top Up Your Account
How to Create a Guest Account
How can I print from my own device?
Printing to Datapac printers from the TCDconnect service
Frequently Asked Questions
Locations
Tutorial Videos
Printing, Photocopying & Scanning

Prices

Below are the prices of using the printing, scanning and photocopying services provided by Datapac in the College Libraries and computer rooms.

Printing and photocopying prices

- A4 black and white single-sided: 5c
- A4 black and white duplex: 8c
- A4 colour single-sided: 15c
- A4 colour duplex: 28c
- A3 black and white single-sided: 10c
- A3 black and white duplex: 15c
- A3 colour single-sided: 30c
- A3 colour duplex: 55c

Scanning prices

- 3c per page
The TCD Print Anywhere service allows students and anyone with a guest print account to print to the Datapac devices around Trinity from their own laptop or mobile device. To get started, follow the simple guidelines below.

**GETTING STARTED**

**STEP 1**
Visit www.tcdprint.ie and click the TCD Print Anywhere panel towards the bottom of the screen.

**STEP 2**
Enter your College ID or Guest ID number and your print account PIN and click Login.
Help with printing:

✓ Tutorial videos
✓ FAQs
✓ Technical support:
  ✓ email helpdesk@tcdprint.ie
  ✓ ph. +353 (0)87 7380498 (10am-1pm, 2pm-4pm, Monday to Friday)
✓ In Person
  1) Room 0.03, Áras An Phíarsaigh Foyer (outside the IS Services Helpdesk) from Monday to Friday between 10am and 12pm
  2) Berkeley Library, Iveagh Hall from Monday to Friday between 12pm and 1pm and again between 2pm and 4pm
9. Access Electronic Resources (databases, e-books & e-journals) from Off-Campus
1. Off–Campus access to licensed electronic resources (books, databases and journals) is available to staff and students.

2. Search for resources via the library website, databases or STELLA SEARCH. When you click on the link to a resource, you will be directed to a secure login page.

3. Use your College username and network login password to authenticate.
The Library of Trinity College Dublin, The University of Dublin

OFF CAMPUS ACCESS

Search: nature

Nature [electronic resource]

Full text available: 1997 to present

Details

ISSN 1479-4687 0028-0630
OFF CAMPUS ACCESS

Login to My Library Account

Trinity College Students and Staff

College Username:

College Network Login Password:

VISITING READERS WITH LIBRARY CARD

Barcode Number:

PIN:

LOGIN
Off Campus Access to Library Electronic Resources -

Access to the Library's subscribed databases and e-journals is available to Trinity College students and staff by logging in here with their College username and network login password.

Username: 
Password: 
Login

For more information about this service, see the Off Campus Access page.

If you experience any difficulties logging in to this service, please contact IS Services Helpdesk.

Questions relating to electronic resource subscriptions should be directed to the Library directly.

Remember: Keep your password secure. Disclosing your password to others can give them access to your personal resources including your email, and online student record.

Access to the Trinity College Data network and associated IT resources is granted only to authorised persons for the purpose of approved College activities. Activities may be monitored for administrative and security purposes. Use of the College network and resources implies consent to such monitoring and acceptance of all published College policies including the "IT and Network Code of Conduct" and "The College IT Security Policy".
OFF CAMPUS ACCESS
1. Users experiencing difficulties with their College username and network login password should contact the IS Services Helpdesk.

2. Users experiencing difficulties accessing a specific electronic journal (e-journal), electronic book (e-book) or database from off campus should contact the Electronic Resources Librarian or their Subject Librarian.
10. Seek Help
Seeking Help

✓ **Subject Librarian Support**: subject-specific advice and training

✓ **Service Counters:**
  ✓ **Duty Librarian Desk**: reference desk services, located in Iveagh Hall (BLU Complex) and Hamilton Library
  ✓ Library Counter Service: located in all Libraries

✓ **Library Website** (includes **Video Guides**)
Thank You!

THE LIBRARY OF TRINITY COLLEGE DUBLIN, THE UNIVERSITY OF DUBLIN

LEABHARLANN CHOLÁISTE NA TRÍONÓIDE, OLLSCOIL ÁTHA CLIATH

Thank You!