M.Phil – Film Studies

Terry McDonald

Subject librarian
Terry.McDonald@tcd.ie

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About the Library
• Founded in 1592, it is the oldest research library in Ireland
• It is a legal deposit library, receiving a copy of every book published in Ireland and the UK
• It is the largest library in Ireland with over 140 staff members and 10 library buildings
TCD Library holds

- About 4.5 million books
- About 60,000 periodical titles
- More than 200 database subscriptions
- More than 45,000 electronic journals
- About 300,000 electronic books
- Extensive collections of maps, manuscripts, early printed books and music
The Library has …

- DVDs & Videos
- Encyclopaedias
- Maps
- Theses
- Newspapers
- Internet Resources
- Books
- Databases
- E-journals
- Journals & Magazines
- Government Publications
- Online Exam Papers
- Course Material
Berkeley, Lecky, Ussher (BLU)
Library Complex


PLUS
Glucksman Map Library
Computer Science, Engineering, Health Sciences, Medicine, Natural Sciences (Biology, Chemistry, Physics), Pharmacy
Off Campus Locations

John Stearne Medical Library
Trinity Education Centre, St. James’s Hospital
Health Sciences

Santry Book Repository
Book storage - books from here or Stacks are requested and then delivered to a Library counter
Also –

- Department of Early Printed Books
- Manuscripts Department

Based in the Old Library
Ask the Duty Librarian for details
Berkeley, Lecky, Ussher, Hamilton and John Stearne Medical Library

Monday - Friday
09:00 - 22:00 (John Stearne 09:30 - 22:00)

Saturdays
09:30 - 16:00 (John Stearne 09:30 - 13:00)

Opening Hours may vary. Check notice-boards and Library website
Duty Librarians

- Based in the Iveagh Hall and the Hamilton Library
- Answer general information queries
- See Library notice boards for hours of service

Subject Librarians

- Provide Library Training for specialised subjects
- Contact your subject Librarian if you require training or information on any of the library’s services
German, Drama & Film, French
Terry McDonald
Terry.McDonald@tcd.ie
Tel. 896 2733

English, Linguistics, Irish, Russian
Isolde Harpur
Isolde.Harpur@tcd.ie
Tel. 896 1660

Music
Roy Stanley
Roy.Stanley@tcd.ie
Tel. 896 1156

History of Art, Spanish, Italian
Sue Tucker
stucker@tcd.ie
Tel. 896 2733

History
Sean Hughes
Sean.Hughes@tcd.ie
Tel. 896 1666

Philosophy, Theology and Religions
Brian O’Connell
Brian.OConnell@tcd.ie
Tel. 896 2985
Other Library Services

Student Disability Service

• Assistive Technology Information Centres (ATIC) - located in the Ussher & Hamilton Libraries

• Internet Work Stations
  – Berkeley, Ussher, Hamilton & John Stearne Libraries

• Laptop Facilities
  – Wireless Connection: All Libraries
  – Plug-in points: Berkeley, Ussher & Hamilton Libraries
Searching the Library Catalogues

Use the Catalogues to search for all Library materials, including E-Journals and E-Books
Searching the Library Catalogue

www.tcd.ie/library

Use the Search Box

Click on Stella Catalogue or Library Catalogue
Databases

An electronic collection of information.

A database may contain CITATIONS or it may have the full-text of articles.
KINDS OF DATABASES

Subject (Particular subject, e.g. History)
Particular Format (Containing published or unpublished material, e.g. Journals, manuscript, newspapers)
Bibliographic - Citations mostly rather than full-text
Full-Text - Citations plus full text
E-Book Collections
Hybrids of all of the above and/or more
DATABASE content needs an internet connection
Choose alphabetically or by subject
Some useful databases

Multi-Disciplinary
Academic Search Premier
Arts & Humanities Citation Index
JSTOR
LION (LIterature ONline)
Oxford Scholarship Online
Project MUSE

Film
Film Index International
TV & Radio Index
TVTiP database
How the print collection is arranged

and

Your borrowing entitlements
Borrowing books -
Postgraduates may borrow -

Both Open Access and Closed Access material.

Up to 10 books can be borrowed at any time

Borrowing period is 4 weeks (except for LEN books)

Loan can be renewed ONCE
Borrowing Books

• You need a valid TCD ID card to borrow books
• Books are issued and returned at the Service Counters in the Library reading rooms
• Fines for overdue books (50c per day)
• Fines for overdue Counter Reserve books (25c per hour)
• Service Counter opening times during term: 30 minutes after the Library opens until 15 minutes before the Library closes
In addition to purchasing books, Trinity College Library Dublin is entitled to a copy of every book and journal published in Great Britain and Ireland.

- **Open Shelf** = books available to read in the Library. This collection is divided into:
  - Reference Collection
  - Short Loan Collection
  - Undergraduate Lending Collection
  - Open Access Collection (mainly Legal Deposit material)

- **Closed Access** = books placed in Library storage, i.e., Stacks and the Santry Book Repository. More on this later...
Includes the prefixes **REF, BIB, PER** and **THESIS**

- Journals, Reference Works, Bibliographies, Early Printed Books, Manuscripts, Theses
- **Cannot be removed from the Library**
Open Shelf: Short Loan Collection

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

- **Material:**
  - Multiple copies of books in heavy demand
  - Lecture notes
  - Other materials deposited by lecturers

- **Material cannot be removed from the Library**
- You may borrow up to **four items**
- **Five-hour loan period** – must return books to the counter
- **Heavy fines for overdue items** – 25 cent per hour or part of an hour
Open Shelf: Undergraduate Lending Collection

- Any books with the prefix LEN (BLU Libraries) or S-LEN (Science Libraries)
- May be borrowed for 1 week (yellow spot) or 4 weeks (no yellow spot)
- Subject to superfines of €2.50 per day from March
- Try to avoid borrowing these if you can
• Mainly received under legal deposit
• May be borrowed by Staff and Postgraduates only
• Borrowing period is four weeks
• Subject to fines of 50c per day
Requesting material from Closed Access
(Stacks and Santry Book Repository)
• 80% of the Library’s print collection is stored in Stacks and in the Santry Book Repository

• Material can be requested **online** or by completing a **call slip**

• Requests from Stacks are usually delivered on the same day

• Requests from Santry are usually delivered the next day

• No more than **five requests in one day**

• Material is held in the Library for three days to be collected

• Postgraduates may borrow most of this material for 4 weeks
Online Requests

Books can be ordered from **Closed Access** via the Library Catalogue
Online Requests

Click to place Online Request

Closed Access item
Enter **Username** and **College Network Password**

Click **Login**
Call Slips

• You should use the Online Request system to request Closed Access books
  – processing is quicker
  – you can make requests outside the Library
  – you are notified on arrival of the book

• However, in some cases you must request books using Call Slips, and Closed Access journals currently must be requested by Call Slip
Call Slip Requests

Fill in Shelfmark, Journal title, and Issue details

PER 98-82

SCIENCE

Vol. 320
May 2008
# Call Slip Requests

The item requested on this Call Slip must be returned to the issue counter after use and before you leave the library. This Slip will be given back to you as evidence of the book's return. While we hold the Slip you remain responsible for the item requested.

## Form Details
- **Call Number (use ballpoint):** PER 98-82
- **Date of request:** 21/10/09
- **Volume no./year:** Vol. 320
- **Title (use capitals):** SCIENCE
- **Date:** May 2008
- **TCD ID Card No.:** 3 5 3 5 3 5 3 5 0 1
- **Reader’s Name (use capitals):** JOE MURPHY
- **Complete your name and tick your status:**
  - Undergrad
  - Postgrad
  - Staff
  - Others
  - ACID

## Instructions
- **Add date**
- **Fill in ID number** (as shown below barcode)
- **Complete your name and tick your status**
Accessing your Library Account
Update: Login details for your Library Account

When logging into your Library account you no longer require your ID Barcode and Library PIN number. All you need is your College Username and College Network Login Password.

These details are issued to all Trinity College Students and Staff when registering in College for the first time. These are the same details you use to log into College owned computers or when accessing external websites from within the College network.

For more details on College usernames and passwords, please visit the IS Services website.

Type the search term you want to find.
Renewing Book Loans Online
Renewing books

Click to see items currently on loan

TCD Library, Trinity College, College Green, Dublin 2
Renewing books

Tick books you want to renew

Click relevant button to Renew loans

TCD Library, Trinity College, College Green, Dublin 2
Renewing books

- You will be unable to renew a Library book if:
  - You have outstanding fines
  - You have overdue books
  - You have exceeded the amount of Online Renewals permitted:
    - 4-week loans can be renewed once only
    - 4-week LEN books cannot be renewed
    - 1-week LEN books can be renewed once

- Books cannot be renewed by phone or e-mail

- If you have problems renewing contact the Duty Librarian or Service Counter staff in person
Cost: €4 for 64 units
1 unit = 1 A4 B&W copy
8 units = 1 A4 colour copy
Machines accept €1 or €2

Comply with provisions of Copyright Act, 2000

Library Staff will not give change at Service Counters
Using other Libraries -

Ask in the Library for an ALCID card
Postgraduate Students can:  
• Book a specially designated desk, with lockable storage for books & papers  

• Apply at the Front Counter, Berkeley Library, where you pay a returnable deposit and receive a key for the drawer unit  

• Other students may occupy a Study Carrel if it is not being used.
1937 Reading Room
Located in Front Square
Access restricted to Postgraduate Students only
Computer and printing facilities available
## Getting to know the Library

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 28th September</td>
<td>1-2 p.m.</td>
<td>Beckett 1 (1013), Lower Ground Floor, Arts Building</td>
</tr>
<tr>
<td>Thursday, 1st October</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
</tr>
<tr>
<td>Thursday, 8th October</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
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## Getting the most from the Online Catalogue

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<td>Tuesday, 29th September</td>
<td>1-2 p.m.</td>
<td>Beckett 1 (1013), Lower Ground Floor, Arts Building</td>
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<tr>
<td>Friday, 2nd October</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
</tr>
<tr>
<td>Tuesday, 13th October</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
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## Online resources @ the Library

<table>
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</thead>
<tbody>
<tr>
<td>Wednesday, 30th September</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
</tr>
<tr>
<td>Monday, 5th October</td>
<td>1-2 p.m.</td>
<td>South Training Room, Berkeley Library</td>
</tr>
<tr>
<td>Wednesday, 14th October</td>
<td>1-2 p.m.</td>
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