

Essential Library Skills

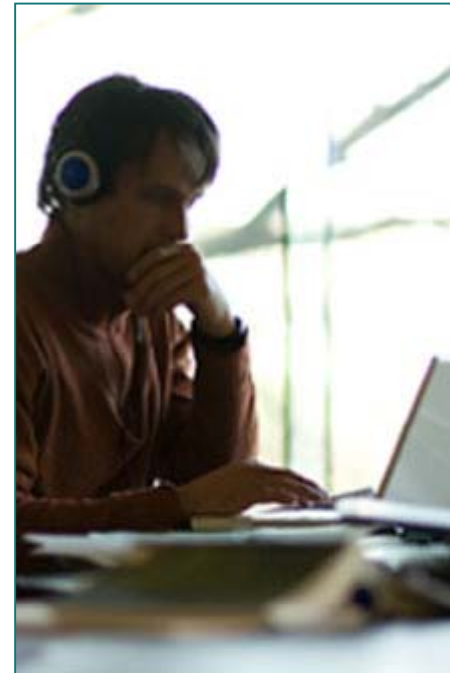
M.Phil – Film Studies

Terry McDonald

Subject librarian

Terry.McDonald@tcd.ie

October 2009





Essential Library Skills

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

Maps

Encyclopaedias

Theses



Newspapers

Internet Resources



Course Material



Books



Databases

E-journals



**Journals &
Magazines**

**Government
Publications**



**Online
Exam Papers**

Campus Library Locations

**Hamilton
Library**

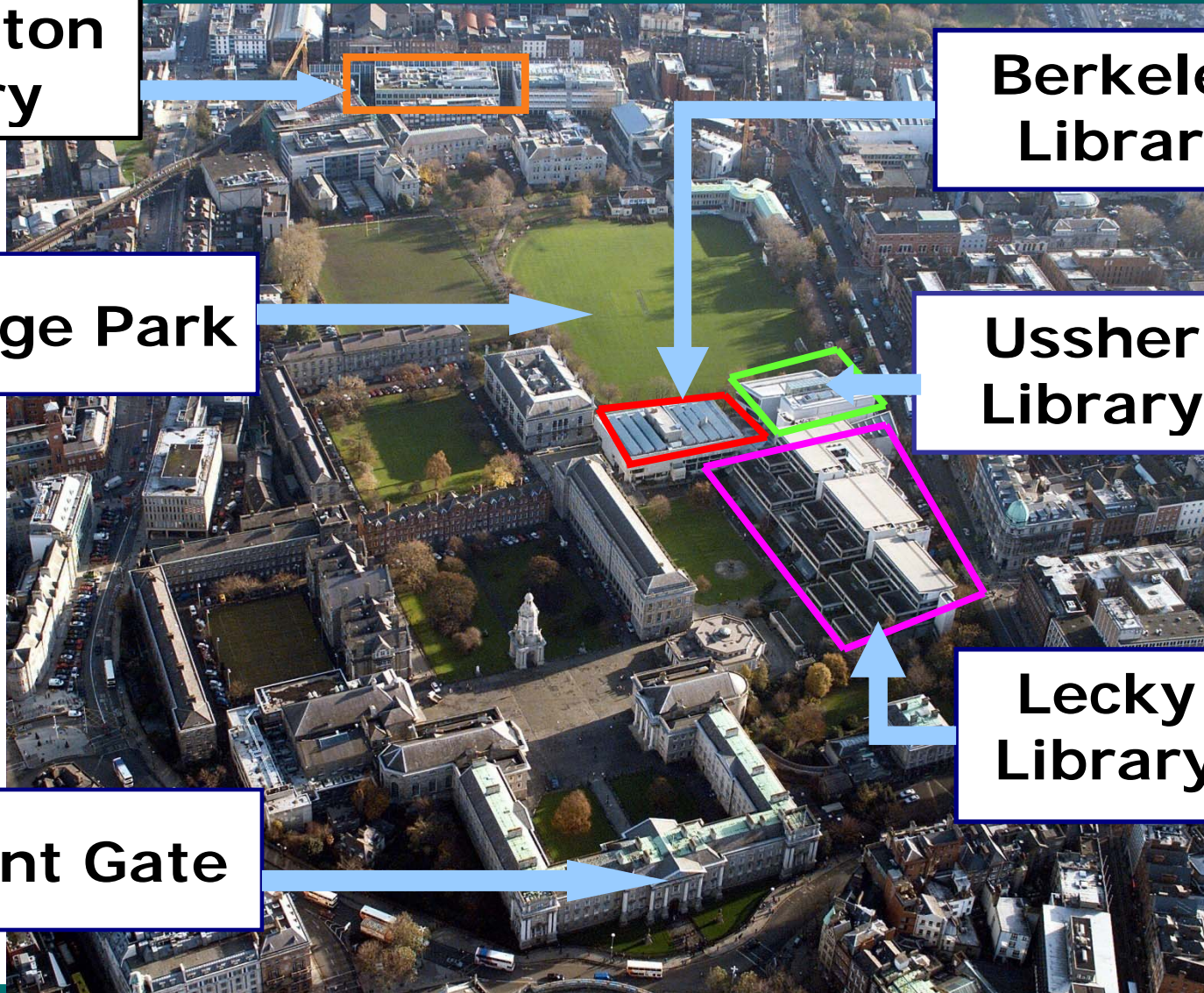
**Berkeley
Library**

College Park

**Ussher
Library**

Front Gate

**Lecky
Library**



Berkeley, Lecky, Ussher (BLU) Library Complex



Business, Classics, Drama &
Film Studies, Economics,
Education, Geography,
Geology, History, History of
Art, Languages, Law, Music,
Nursing & Midwifery, Official
Publications, Philosophy,
Psychology, Social Studies,
Theology

PLUS

Glucksman Map Library

Hamilton 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

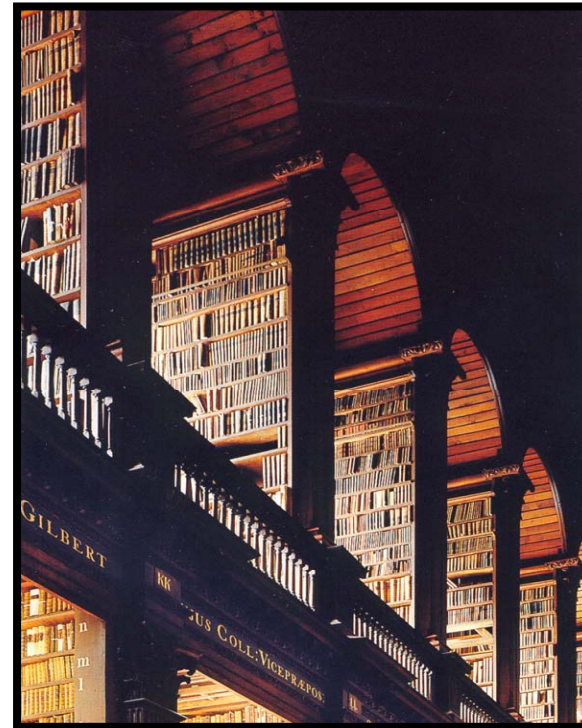


Also –

- **Department of Early Printed Books**
- **Manuscripts Department**

Based in the Old Library

Ask the Duty Librarian for details





Library Opening Hours: Term-Time

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



Subject Librarians

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

Seeking Assistance: Library Website

www.tcd.ie/library

Catalogue | Journal Titles | Library Website

Enter keyword, title, author or subject here [Search](#)

[Advanced Search Options](#)

Trinity College Library Dublin

[Home](#) | [Using the Library](#) | [Search Collections](#) | [Opening Hours](#) | [Maps & Floorplans](#) | [About the Library](#) | [Support & Training](#)

Search Collections

- [Stella Catalogue](#)
- [Library Catalogue](#)
- [Databases & E-Books](#)
- [Find Articles](#)
- [TARA Institutional Repository](#)
- [Printed Catalogue Online](#) [more](#)

Using the Library

- [Admissions](#)
- [Borrowing & Renewing](#)
- [Fines](#)
- [Photocopying & Printing](#)
- [Users with Disabilities](#)
- [Computing & Wi-Fi](#) [more](#)

Support & Training

- [Subject Guides](#)
- [EndNote](#)
- [Support for Teaching](#)
- [Support for Research](#) [more](#)

About the Library

- [History of the Library](#)
- [Library Departments](#)
- [Legal Deposit](#)
- [Copyright](#) [more](#)

Contact Us

My Library Account

FAQs

Library News

[Introducing the Library's New Catalogue](#)

05 August 2009

[RSS](#)

[Early Printed Books & Special Collections](#)

[Manuscripts & Archives Research Library](#)

[Book of Kells, Exhibitions & Shop](#)

[Support the Library](#)



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

The screenshot shows the Trinity College Dublin library website. At the top, there are three tabs: 'Catalogue', 'Journal Titles', and 'Library Website'. Below these is a search bar with the placeholder text 'Enter keyword, title, author or subject here' and a 'Search' button. A red box highlights the search bar and the 'Catalogue' tab. A blue arrow points from a yellow callout box to the search bar. Below the search bar is a link for 'Advanced Search Options'. A teal navigation bar contains links for 'Home', 'Using the Library', 'Search Collections', 'Opening Hours', 'Maps & Floorplans', 'About the Library', and 'Support & Training'. The main content area is divided into four columns. The first column, 'Search Collections', lists 'Stella Catalogue', 'Library Catalogue', 'Databases & E-Books', 'Find Articles', 'TARA Institutional Repository', and 'Printed Catalogue Online'. The second column, 'Using the Library', lists 'Admissions', 'Borrowing & Renewing', 'Fines', 'Photocopying & Printing', 'Users with Disabilities', and 'Computing & Wi-Fi'. The third column, 'Support & Training', lists 'Subject Guides', 'EndNote', 'Support for Teaching', and 'Support for Research'. The fourth column, 'About the Library', lists 'History of the Library', 'Library Departments', 'Legal Deposit', and 'Copyright'. A red box highlights 'Stella Catalogue' and 'Printed Catalogue Online'. A blue arrow points from a yellow callout box to 'Stella Catalogue'. At the bottom, there are three featured sections: 'Early Printed Books & Special Collections', 'Manuscripts & Archives Research Library', and 'Book of Kells, Exhibitions & Shop'.

Catalogue Journal Titles Library Website

Enter keyword, title, author or subject here Search

Advanced Search Options

Home | Using the Library | Search Collections | Opening Hours | Maps & Floorplans | About the Library | Support & Training

Search Collections

- Stella Catalogue
- Library Catalogue
- Databases & E-Books
- Find Articles
- TARA Institutional Repository
- Printed Catalogue Online

Using the Library

- Admissions
- Borrowing & Renewing
- Fines
- Photocopying & Printing
- Users with Disabilities
- Computing & Wi-Fi

Support & Training

- Subject Guides
- EndNote
- Support for Teaching
- Support for Research

About the Library

- History of the Library
- Library Departments
- Legal Deposit
- Copyright

Contact Us

My Library Account

FAQs

Early Printed Books & Special Collections

Manuscripts & Archives Research Library

Book of Kells, Exhibitions & Shop

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

WWW.TCD.IE/LIBRARY/

The screenshot displays the Trinity College Dublin Library website. At the top, the college's name is shown in both English and Irish, along with the University of Dublin logo. A search bar is located in the top right corner. Below the header, a navigation bar includes links for TCD Home, Faculties & Schools, Courses, Research, Services, Contact, and A-Z. The main content area is divided into several sections: 'Search Collections' (with links to Stella Catalogue, Library Catalogue, Databases & E-Books, Journal Titles, TARA Institutional Repository, and Printed Catalogue Online), 'Using the Library' (with links to Admissions, Borrowing & Renewing, Fines, Photocopying & Printing, Users with Disabilities, and Computing & Wi-Fi), 'Contact Us' (with links to My Library Account and FAQs), 'Support & Training' (with links to Subject Guides, EndNote, Support for Teaching, and Support for Research), and 'About the Library' (with links to History of the Library, Library Departments, Exhibitions, and Projects). A 'Library News' section on the right features an RSS feed and a link to the 'Catalogue' dated 08 August 2009. At the bottom, there are links to 'Early Printed Books & Special Collections', 'Manuscripts & Archives Research Library', 'Book of Kells, Exhibitions & Shop', and 'Support the Library'. The footer includes a 'Top of Page' link, 'Site Map', 'Website Feedback', copyright information for 2009, and a 'Last updated 13 August 2009' notice.

WWW.TCD.IE/LIBRARY/



TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

THE
UNIVERSITY
OF DUBLIN

Search TCD

GO

TCD Home

Faculties & Schools

Courses

Research

Services

Contact

A - Z

Catalogue

Journal Titles

Library Website

Enter keyword, title, author or subject here

Search

Advanced Search Options

Home

Using the Library

Search Collections

Opening Hours

Maps & Floorplans

Library

Support & Training

You are here: [Home](#) > [Search Collections](#) > [Databases & E-Books](#)

Databases and E-Books

A-Z by Name

by Subject

Trial Databases

A-Z by Name

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

1851 Dublin City Census

A

- [Abbreviations Online - Medieval Abbreviations on the Web](#)
- [ABI/Inform Global](#)
- [Academic Search Premier](#)
- [ACLS Humanities E-Book](#)
- [ACM Digital Library](#)
- [AMADEUS](#)
- [AMED \(Allied and Complementary Medicine\)](#)
- [American Chemical Society Journals](#)
- [American Institute of Physics Journals](#)
- [American Physical Society Journals](#)
- [American Society of Civil Engineers Journals](#)
- [American Society of Mechanical Engineers Journals](#)

J

- [Joanna Briggs - Evidence Based Resources](#)
- [Journal Citation Reports](#)
- [JSTOR](#)
- [JustCite](#)
- [Justis](#)

K

- [Kluwer Law Journal Library \(HeinOnline\)](#)

L

- [LegalTrac](#)
- [LexisNexis Legal](#)
- [LexisNexis News and Business](#)
- [LION \(Literature Online\)](#)
- [Lippincott Williams and Wilkins Nursing and Health Professions](#)

Choose
alphabetically
or by subject

Contact Us

My Library Account

FAQs

Popular Links

Popular links

Please select a link...

Go





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



Open Shelf and Closed Access

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...



Open Shelf: Reference Material

- 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



Open Shelf: Open Access Material

- 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)**



Closed Access

- 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

Library Home | My Library Login | New Catalogue Search | Stella Catalogue

Start Over | Modify Search | More Information | Another Search

Keyword View Entire Collection Search

☐ Limit search to available items

Did you mean [joyce james dubliner's?](#) [more »](#)

74 results found. Sorted by **relevance** | [date](#) | [title](#)

Result Page

Keywords (1-50 of 74)

Relevant titles entries 1-44

1 **Dubliners**
Joyce, James, 1882-1941.
Oxford : Oxford University Press, 2008.
☐ [Request](#)

Location	Shelfmark	Status
Santry Stacks (place request or use call slip)	PB-273-83	DUE 15-10-09

2 **Dubliners**
Joyce, James, 1882-1941.
Dublin : The Lilliput Press, 2008.
☐ [Request](#)

Location	Shelfmark	Status
Ussher Stacks (place request or use call slip)	PL-470-912	IN

Search Options

- Keyword
- Title
- Author
- Author and Title
- Subject
- Journal title
- Series
- Shelfmark
- ISBN / ISSN / ISMN

Library Links

- [Library home](#)
- [Opening hours](#)
- [Feedback](#)

Click to place
Online Request

Closed Access
item

Online Requests

[Library Home](#) | [My Library Login](#) | [New Catalogue Search](#) | [Stella Catalogue](#)

Login to My Library Account

Trinity College Students and Staff

College Username:

murphjt

College Network Login Password:

••••••••

Enter **Username** and
**College Network
Password**

Visiting Readers with Library Card

Barcode Number:

PIN:

LOGIN

Click **Login**

[ISBN / ISSN / ISMN
Advanced Search](#)

My Library

[Login](#)
[Help with College Passwords](#)

Library Links

[Library home](#)
[Opening hours](#)
[EndNote](#)

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

Berkeley/Lecky/Ussher Library

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.

Call Number (use ballpoint) PER 98-82	Date of request 21/10/09
Author (use capitals)	Volume no./year Vol. 320 May 2008
Title (use capitals) SCIENCE	
TCD ID Card No. 3 5 3 5 3 5 3 5 0 1	TCD { Undergrad. <input type="checkbox"/> Postgrad. <input type="checkbox"/> Staff <input type="checkbox"/> Others <input type="checkbox"/> ALCID <input type="checkbox"/>
ALCID ONLY READER- Home Institution:	
Reader's Name (use capitals) JOE MURPHY	

Trinity College Library Dublin

Fill in Shelfmark,
Journal title, and
Issue details

Call Slip Requests

Berkeley/Lecky/Ussher Library

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.

Call Number (use ballpoint) PER 98-82	Date of request 21/10/09
Author (use capitals)	Volume no./year Vol. 320 May 2008
Title (use capitals) SCIENCE	
TCD ID Card No. 3 5 3 5 3 5 3 5 0 1	TCD { Undergrad <input type="checkbox"/> Postgrad. <input type="checkbox"/> Staff <input type="checkbox"/> Others <input type="checkbox"/> ALCID <input type="checkbox"/>
ALCID ONLY READER Home Institution	
Reader's Name (use capitals) JOE MURPHY	

Trinity College Library Dublin

Add date

Fill in ID number
(as shown below
barcode)

Complete your name and
tick your status



Essential Library Skills

Accessing your Library Account

Library Account

The screenshot displays the Trinity College Dublin Library website. At the top, the Trinity College Dublin logo and name are visible, along with the text 'THE UNIVERSITY OF DUBLIN'. A search bar labeled 'Search TCD' is present. Below the header, a navigation menu includes links for 'TCD Home', 'Faculties & Schools', 'Courses', 'Research', 'Services', 'Contact', and 'A - Z'. The 'Services' link is highlighted. Below this, a secondary navigation bar contains 'Catalogue', 'Journal Titles', and 'Library Website'. A search box with the placeholder text 'Enter keyword, title, author or subject here' and a 'Search' button is located. Below the search box, a link for 'Advanced Search Options' is provided. The main content area features a large banner with the text 'Trinity College Library Dublin'. Below the banner, a horizontal menu lists various services: 'Home', 'Using the Library', 'Search Collections', 'Opening Hours', 'Maps & Floorplans', 'About the Library', and 'Support & Training'. The 'Using the Library' section is expanded, showing a list of services: 'Admissions', 'Borrowing & Renewing', 'Fines', 'Photocopying & Printing', 'Users with Disabilities', and 'Computing & Wi-Fi'. A red rectangle highlights the 'My Library Account' button in the 'Contact Us' section. Other sections visible include 'Search Collections' with links to 'Stella Catalogue', 'Library Catalogue', 'Databases & E-Books', 'Journal Titles', 'TARA Institutional Repository', and 'Printed Catalogue Online'; 'Support & Training' with links to 'Subject Guides', 'EndNote', 'Support for Teaching', and 'Support for Research'; and 'About the Library' with links to 'History of the Library', 'Library Departments', 'Exhibitions & Events', and 'Projects'. A 'Library News' section at the bottom right mentions a 'My Library Account' button update on 11 August 2009. The footer of the website features a row of images and text: 'Early Printed Books & Manuscripts & Archives', 'Book of Kells', and 'Support the Library'.

TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH
THE UNIVERSITY OF DUBLIN

Search TCD GO

TCD Home Faculties & Schools Courses Research Services Contact A - Z

Catalogue Journal Titles Library Website

Enter keyword, title, author or subject here Search

Advanced Search Options

Trinity College Library Dublin

Home Using the Library Search Collections Opening Hours Maps & Floorplans About the Library Support & Training

Search Collections

- Stella Catalogue (more details)
- Library Catalogue (more details)
- Databases & E-Books
- Journal Titles
- TARA Institutional Repository
- Printed Catalogue Online more

Using the Library

- Admissions
- Borrowing & Renewing
- Fines
- Photocopying & Printing
- Users with Disabilities
- Computing & Wi-Fi more

Contact Us

My Library Account

FAQs

Library News RSS

"My Library Account" Button
11 August 2009

Early Printed Books & Manuscripts & Archives Book of Kells, Support the Library

Library Account

[Library Home](#)[My Library Login](#)[New Catalogue Search](#)[Stella Catalogue](#)

Title ▼

View Entire Collection ▼

Search

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.

Search Options

[Keyword](#)
[Title](#)
[Author](#)
[Author and Title](#)
[Subject](#)
[Series](#)
[Shelfmark](#)
[ISBN / ISSN / ISMN](#)
[Advanced Search](#)

My Library

[Login](#)

Library Links

[Library home](#)
[Opening hours](#)
[EndNote](#)



Renewing books

Renewing Book Loans Online

Renewing books

Trinity College Library Dublin
Catalogue

Library Home | Log Out | New Catalogue Search | Stella Catalogue

You are logged into Trinity College Dublin /All Locations as Mr Joe Murphy

Mr Joe Murphy
44 Dame Street
Dublin 2

Expiration Date: 31-10-2010
3 Items currently checked out

Preferred Searches | My Research Pro

Click to see items currently on loan

Search Options
Keyword

Shelmark
ISBN / ISSN / ISMN
Advanced Search

My Library
Log Out
Return To Your Record
New Search

Library Links
Library Home

library.catalogue.tcd.ie

My Lists (1)

Mark	List Name	Description	Date Updated
<input type="checkbox"/>	recession (3)		08-09-2009

Delete All | Delete Marked

Keyword View Entire Collection Search

☐ Limit search to available items

Renewing books

[Library Home](#) | [Log Out](#) | [New Catalogue Search](#) | [Stella Catalogue](#)

You are logged into Trinity College Dublin /All Locations as Mr Joe Murphy

Mr Joe Murphy
44 Dame Street
Dublin 2

Expiration Date:31-10-2010

Tick books
you want to
renew

Search Options

[Keyword](#)
[Title](#)
[Author](#)
[Author and Title](#)
[Subject](#)
[Series](#)
[Shelfmark](#)
[ISBN / ISSN / ISMN](#)
[Advanced Search](#)

My Library

[Log Out](#)
[Return To Your Record](#)

[Sort by due date](#) [Renew all items](#) [Renew Selected Items](#)

3 ITEMS CHECKED OUT

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input checked="" type="checkbox"/>	Basic pharmacokinetics / Sunil Jambhekar and Philip J. Breen.	01951589	DUE 16-09-09	S-LEN 615.7 P95;4
<input checked="" type="checkbox"/>	The evolution and palaeobiology of land plants / Barry A. Thomas and Robert A. Spicer.	01933692	DUE 07-10-09	LEN 561 M6;2
<input checked="" type="checkbox"/>	Understanding structures : analysis, materials, design / Derek Seward.	01958966	DUE 16-09-09	S-LEN 624.17 P33*3;2

[Sort by due date](#) [Renew all items](#) [Renew Selected Items](#)

Click relevant
button to
Renew loans

Keyword

[View Entire Collection](#)

☐ Limit search to available items



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



Photocopying Facilities

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 -

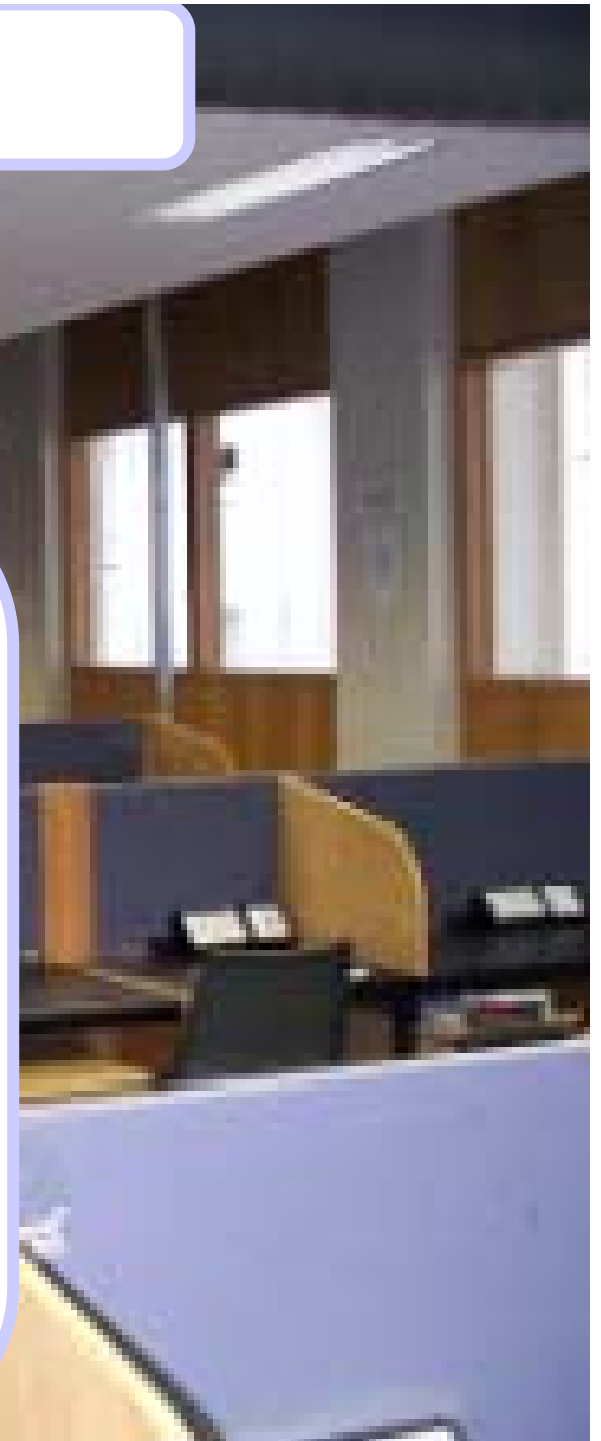


Ask in the Library for an ALCID card

STUDY CARRELS

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.**



Postgraduate Reading Room

1937 Reading Room

Located in Front Square

Access restricted to
Postgraduate Students
only

Computer and printing
facilities available



Seeking Assistance: Training Sessions

Getting to know the Library

Date	Time	Venue
Monday, 28 th September	1-2 p.m.	Beckett 1 (1013), Lower Ground Floor, Arts Building
Thursday, 1 st October	1-2 p.m.	South Training Room, Berkeley Library
Thursday, 8 th October	1-2 p.m.	South Training Room, Berkeley Library

Getting the most from the Online Catalogue

Date	Time	Venue
Tuesday, 29 th September	1-2 p.m.	Beckett 1 (1013), Lower Ground Floor, Arts Building
Friday, 2 nd October	1-2 p.m.	South Training Room, Berkeley Library
Tuesday, 13 th October	1-2 p.m.	South Training Room, Berkeley Library

Online resources @ the Library

Date	Time	Venue
Wednesday, 30 th September	1-2 p.m.	South Training Room, Berkeley Library
Monday, 5 th October	1-2 p.m.	South Training Room, Berkeley Library
Wednesday, 14 th October	1-2 p.m.	South Training Room, Berkeley Library