The Library

Irish School of Ecumenics, Trinity College Dublin

@Belfast

This guide is a brief introduction to the Library and IT facilities

Opening Hours

Monday – Friday 9am – 5pm*

The Librarian is usually available Tuesday-Thursday

*Please note that these hours may change occasionally

Some Dos

Do return books on time and help your fellow students

Do switch off your mobile phone

Do ask the Librarian for help if you are having difficulties

Do look after your own property at all times

Some Don'ts

Don't eat, drink or smoke in the Library

Don't disturb others with mobile phones or other noise and talking

Finding What You Want

Stella Search is an innovative way to find materials in the Library's collections. It functions like a search engine, so you do not need to search by title, author or subject.

http://stella.catalogue.tcd.ie

Stella Search Mobile is the mobile-optimised version of Stella Search

http://stella.catalogue.tcd.ie/iii/mobile/

Simply type what you are looking for in the search box and click Search. Stella will return a list of items and using "Refine by" you can narrow down your results by format, collection, date published etc. For example by clicking on ISE Belfast, you can narrow your search to materials in ISE Belfast Library**.**

Borrowing

Students can borrow ten items in total, for two weeks, by bringing them to the Library desk along with your student card. Material borrowed from other TCD collections count as part of this ten item allowance.

You may also avail of Quick Circ, our self-check in/out system.

Material labelled FOR REFERENCE ONLY must be consulted in the Library.

Books may be renewed for a further two weeks as long as no other reader has requested them by either asking the Librarian or by clicking on the My Library Account button at **www.tcd.ie/Library** You will need to know your College Username and College Network Login Password.

Overdue books may not be renewed online but it may be possible for the Librarian to renew them for you**.**

Overdue and all other notices will only be sent to your TCD email address so please remember to check this regularly.

Electronic Resources

Trinity College Library subscribes to a wide range of electronic resources. That means that many journals, books and databases are available to you electronically on the Web.

You can access these resources at the Library's web page at http://www.tcd.ie/Library/ and follow the links.

The Online Catalogue and its resources are available via the internet.

Instructions for off campus access for registered students are available at

http://www.tcd.ie/Library/using-library/off-campus.php

IT Facilities

Wi-Fi

Look for the network labelled ISE Guest, the password is Welcome123

Kopikat – Printer/Copier/Scanner   Scanning is free. Cards for photocopying and printing are available from the Library and ISE Admin Office. They are priced at £8.00 (160 copies at 5p each).

Printing from a Student Computer in the Library

- ☐ On the student computer click print as normal (please don't change settings)

- ☐ Select Kopikat as the printer.

- ☐ At the photocopier you will see your document listed on the screen to the left of the Kopikat machine.

- ☐ Insert your card in the card reader (labelled To Print) beside the screen. The card reader will show you how much credit you have left.

- ☐ If you are happy to proceed, select your document on the screen and click print. Your document will print from the Kopikat machine.

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Scanning on the Kopikat Machine

☐ Insert the document you wish to scan into the feeder on top of the Kopikat machine. You do not need to use your copy card for the scanning function.

☐ Press the Scanner icon. Then press Scan.

☐ Press the Start button. Scans of the document are sent to the Kopikat Scans folder on the network storage.

Collecting Your Scanned Documents

☐ Go to student computer, click on the icon on the desktop labelled Kopikat. Click on this and you will see the Kopikat Scans folder inside.

☐ Your document will have been automatically given a name based on the year, month, date, time, etc. (such as "20090924150330"), Click on your document (after making sure it's the right one by opening it) and copy it to your portable storage USB device (i.e., flash drive, pen drive, etc.)

☐ After being sure that it has copied correctly, make sure to delete the original from the shared Kopikat Scans storage. It is regularly accessed as well as cleaned out and therefore is not a safe place to leave any documents.

Photocopying

Insert your copy card into the card reader (labelled To Photocopy) on the table to the left of the Kopikat machine. Use the machine to photocopy as normal.
Remember to retrieve your card when you have finished printing or copying. It is a good idea to write your name in pencil on the card. Refills of paper are readily available – just ask a member of staff.

Note that some CRR course books are available for purchase at Blackwells Book Store (in Queen's Students Union) where ISE students can avail of a 12.5% discount.