Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

The Library of Trinity College Dublin, the University of Dublin
Leabharlann Choláiste na Tríonóide, Ollscoil Átha Cliath

Guidelines for Visiting Readers
to the Library of Trinity College Dublin

Welcome to the Library. If you require any assistance, please ask the Duty Librarian for help at the service counter in the Berkeley Library.

Your Visiting Reader's Card

Show your Visiting Reader's Card to Library Security as you enter the Library reading rooms. Loss of your card should be immediately reported to the Admissions e-mail: libadms@tcd.ie.

Using the Library

You may use any of the Library's reading rooms excluding the 1937 Reading Room and Kinsella Hall during out-of-hours periods. Visiting Readers cannot borrow Library materials.

Information on our collections, services, and opening times can be found on our website, **www.tcd.ie/library**. To save time, especially when placing a *Click and Collect* request (i.e. a request from storage – see next page), please consider using our online catalogue – *Stella Search* – before you visit.

Bags, briefcases and coats are allowed in the Library on condition that they are presented to Library Security for inspection on request. An electronic security system is in operation, so remember to check your bags before leaving. If you are found deliberately leaving with any TCD item you will be barred from the Library; third level students will be reported to their University/College Librarian.

During exam periods reading rooms can be crowded, resulting in delays at the Service Counters. Priority will be given to TCD staff and students.

PCs, Wi-Fi and Copying

PCs are provided for Visiting Readers for research purposes, not for general Internet use. The Visiting Reader PCs are located on the first floor of the Berkeley Library in and around the concrete counter near the main stairwell, and in the Hamilton Library.

Wi-Fi is not available except for ALCID card holders via Eduroam (login details from your home university) and for Trinity Graduates (details from the Alumni Office, East Chapel or alumni@tcd.ie).

Printing, photocopying and scanning are available for Visiting Readers. The service is managed by the company Datapac, from whom you should receive a PIN by e-mail shortly after you register

with us. You can then credit your account online (www.tcdprint.ie) using your barcode number. To print, copy or scan you will need to use that barcode and your Datapac PIN.

Click and Collect Requests (i.e. Storage Requests)

Around 90% of our books and journals are held in storage areas. To consult these items, you will need to place a *Click and Collect* request in Stella Search (the Library catalogue), or if indicated in Stella Search, by filling in a c*all slip* (available from any Library service counter). Items requested from storage may be restricted to particular reading rooms.

To place a *Click and Collect* request, you will need your **Visiting Reader barcode number** (displayed on your Visiting Reader card) and the **default PIN** (which you should have received by e-mail from the Library Admissions team).

You will receive an e-mail when the materials you ordered are available for collection. If you need assistance placing a *Click and Collect* request, please ask the Duty Librarian for help.

Call slips are paper forms used for certain items such as journals and older books, and should be handed in at Service Counters; staff will advise on when the items are likely to arrive (they can take up to 3 working days depending on when the request is placed).

Manuscripts, Archives and Maps

There are special arrangements for using the Library's Manuscripts, Archives and Map collections – an advance appointment is normally required. Contact these departments directly:

Manuscripts & Archives: mscripts@tcd.ie

Maps: map.library@tcd.ie

…and finally

Please treat the Library's materials with care to ensure they are preserved for future generations. Abuse of the Library's facilities will result in withdrawal of an individual's permission to use the Library. Use of the Library is conditional on observing the Library regulations, copies of which are on display in the Library buildings.