Library Basics 1 – Getting to Know the Library
What is in the Library of Trinity College Dublin?
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
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
www.tcd.ie/library
3. Find out about Opening Hours
4. Locate Books

Video - Finding books in the Library
5. Borrow Books
### Borrowing Entitlements - Undergraduates

<table>
<thead>
<tr>
<th>Reader Types</th>
<th>General Lending (LEN, S-LEN, SJ)</th>
<th>Legal Deposit</th>
<th>Short Loan</th>
<th>ILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td>10</td>
<td>10 (Library use only)</td>
<td>10 (Library use only)</td>
<td>10 (Library use only)</td>
</tr>
<tr>
<td>Certificate</td>
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<tr>
<td>TAP Foundation</td>
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</tr>
</tbody>
</table>

#### Loan periods
- General Lending: 28 days, 5 renewals
- Short Loan: 5 hours

#### Requests (i.e. holds)
- Recalls/storage requests: 10
- ILL requests: 10
## Borrowing Entitlements – Staff & Postgraduates

<table>
<thead>
<tr>
<th>Maximum Overall Borrowing Limit</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Lending (LEN, S-LEN, SJ)</td>
<td>Legal Deposit</td>
</tr>
<tr>
<td>Up to 10</td>
<td>Up to 50</td>
</tr>
</tbody>
</table>

### Loan periods
- Legal Deposit: 3 months, 1 renewal
- General Lending: 28 Days, 5 renewals
- Short Loan: 5 hours
YOU CAN ALSO BORROW -

LAPTOPS
Lending period - 3 hours

DVDs
Lending period - 2 days

The Library of Trinity College Dublin, The University of Dublin
BORROWING BOOKS

- 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
Paying fines

- Pay at the Issue Desks
- Online through the Library Website *(if more than €15 owed)*
- Or use the T-Card Readers in the Library
7. Using My Library Account

- View and Renew Loans
- Request items from Storage
- Recall Books
PRINTING, PHOTOCOPYING & SCANNING

http://www.tcdprint.ie/
9. Access Electronic Resources (databases, e-books & e-journals) from Off-Campus
OFF CAMPUS ACCESS

Search: nature

Details
 ISSN 1476-4687 0028-0835
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 Trinity username and 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 IT Service Desk.

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”.
GROUP STUDY ROOMS
THE OLD LIBRARY & THE LONG ROOM

1. Home to the Department of Early Printed Books and The Manuscripts & Archives Research Library
2. Houses 200,000 books that are used by scholars & students every day
3. Students with up to three guests may visit free of charge by presenting their TCD ID Card
10. Seek Help
Your Subject Librarian:

Seán Hughes
Classics; Gender & Women’s Studies; History; History of Art & Architecture

Cliona Ní Shúilleabháín
European Studies (French, Italian & Spanish); French; Hispanic Studies; Irish & Celtic Studies; Italian; Near & Middle Eastern Studies; Religions, Theology & Ecumenics

Isolde Harpur
Asian Studies; English; European Studies (German, Polish & Russian); Germanic Studies; Linguistic, Speech & Communication Sciences; Russian & Slavonic Studies

Geraldine Fitzgerald
Education; Psychology

Roy Stanley
Music

Siobhán Dunne
Social Work & Social Policy

John Cremin
Drama; Film

Terry McDonald
Law
Your Subject Librarian:

Vacant
Computer Science;
Dental Science;
Medicine on Campus;
Neuroscience
(Postgraduate);
Pharmacy &
Pharmaceutical
Sciences; Statistics

David Mockler
Medicine at St
James’s Hospital

Margaret Rooney
Biochemistry;
Biology; Botany;
Environmental
Science; Geography;
Immunology;
Microbiology;
Molecular
Medicine;
Neuroscience
(Undergraduate);
Zoology

Patrick Creamer
Genetics;
Geology

Greg Sheaf
Chemistry;
Physics

Jessica Eustace-Cook
Nursing & Midwifery;
SFI Research Support

David Macnaughton
Business;
Economics;
Engineering;
Mathematics;
Philosophy; Political
Science; Sociology
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**)

The Library of Trinity College Dublin, The University of Dublin
Thank You!

THE LIBRARY OF TRINITY COLLEGE DUBLIN, THE UNIVERSITY OF DUBLIN

LEABHARLANN CHOLÁISTE NA TRÍONÓIDE, OLLSCOIL ÁTHA CLIATH

Thank You!