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 desk on the ground floor of the Eavan Boland Library.

Your Visiting Reader's Card

Scan your Visiting Reader's Card on the access gates to enter the Library reading rooms. Cards are for use by the named reader only. If you are found to have given your card to someone else to gain entry to the Library, your access to the Library may be revoked. Loss of your card should be immediately reported to Admissions: libadms@tcd.ie

Using the Library

You may use any of the Library's reading rooms during regular opening hours except the 1937 Reading Room. Kinsella Hall (i.e. floors 1-3 of the Ussher Library) is not accessible to visiting readers during overnight periods when the rest of the Library Complex is closed. 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 storage request (see next page for details), please consider using our online Library Catalogue before you visit, available from the library website.

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 desks. Priority will be given to Trinity staff and students.

PCs, Wi-Fi and Copying

PCs are provided for Visiting Readers for research purposes, not for general Internet use. To access Visiting Reader PCs you need to borrow a USB Key from a library service desk during the service desk opening hours.

The USB Key will be issued onto your account for up to three hours. It may be renewed at the Service Desk if the PC is not required by another user. The USB Key must be returned at the Service

Desk during opening hours, or left in the Drop Box provided when the Service Desk is closed. Failure to return the USB Key will result in your account being blocked and fines of €1.50/hr will continue to grow until it is brought back.

The Visiting Reader PCs are located on the first floor of the Eavan Boland Library in and around the concrete desk near the main stairwell, in the Hamilton Library, and in the John Stearne Medical Library.

Wi-Fi is available via the Eduroam network (including for Library Link visitors) using login details provided by your home institution. Trinity Graduates are eligible for Wi-Fi access by contacting the Alumni Office, East Chapel or via alumni@tcd.ie. There is no general guest Wi-Fi access beyond the options mentioned above.

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 TCD ID number (displayed under the barcode on your Visiting Reader's Card). To print, copy or scan you will need to use your TCD ID number and your Datapac PIN**.**

Click and Collect 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 our Library Catalogue, or if indicated in the results, by filling in a *Call Slip* (available from any Library service desk). Items requested from storage may be restricted to particular reading rooms.

To place a Click and Collect storage request, you will need your TCD ID number and the default Library account PIN (which you should have received by email from the Library Admissions team. Note: this PIN is different to the Datapac PIN mentioned above).

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

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

Visiting readers are not eligible to use the Click and Collect service to place requests on materials that are on the shelves in the Library reading rooms. You can find these items yourself on the shelves.

Research Collections

The Research Collections division of the Library provides access to the Library's early printed books, manuscripts, archives and map collections. As part of the Old Library Redevelopment Project, the Research Collections Reading Room has moved from the Old Library to the lower ground floor of the Ussher Library on an interim basis. The Reading Room is accessible on a walk-in basis; however, there are special arrangements in place for accessing 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's regulations.