

# My Library's Top Tips

2021/2022

Undergraduate Degree Students

Certificate & TAP Foundation Students

1

**BOOK** a slot to enter the Library - this is mandatory

2

**SEARCH** for books or articles from your reading list using the Library's catalogue, **Stella Search**

3

**BORROW** up to **10** books at a time

4

**REQUEST** books from storage using our *Click and Collect* service in **Stella Search**

5

**USE** the **Self-Service Kiosks** to borrow or return books

6

**PRINT/COPY/SCAN** on any printer (service managed by **Datapac**). ID code = your student number;  
**PIN e-mailed when you register with TCD**

7

**SIGN UP** to any of our online training sessions - **Library HITS** - and brush up on your research skills

8

**ASK LIBRARY STAFF FOR HELP**

(by e-mail to **library@tcd.ie** or our *Chat with us* service on the **Library website**)

9

**CONTACT** your **Subject Librarian** for expert searching advice

