My Library’s Top Tips

2020/2021
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 **General Lending** books at a time (shelfmark: LEN, S-LEN, and SJ)

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

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