

Library Quick Guide: Research Students



Borrowing Material

A Research postgraduate student can borrow a maximum of **10 items**. Main Lending books may be borrowed for a semester, DVDs for two days, and Short Loan items for 48 hours. Bring items to **the Express Service** points on the ground floor, with your DCU ID, to issue them to yourself. Items are returned here also. Fines for overdue material can be paid online (see our separate fines guide).



Journals and Databases

The majority of the library's journal collection is online. To find out what journals we have (print and online), go to the **A-Z of Journals** page on the library website. The Library also provides access to a vast collection of academic databases which you search to find relevant articles, reports, data and news stories. These can be accessed from our **A-Z of Databases** page or from our **Subject Pages** on the library website. Using your network username and password, you will have off-campus access to all our online resources.



Patrick J. Wright Research Commons

The Research Commons is located on the lower ground floor of the library. It includes a reading area, a self-booking research consultation room, and a lobby housing PCs with full internet access to the library's electronic research resources, printing and scanning facilities. The Research Commons is only available to research students and staff and is accessed by swipe card. To gain swipe access using your DCU ID card, please fill out the online registration form which is available from the **Researchers** page on the library's website or at the Information Desk on the ground floor.

Your Subject Librarian

The Library's team of Subject Librarians will:

- Provide expert advice on the best resources available for your research
- Provide guidance in the use of library research databases and management tools
- Deliver advanced information literacy workshops on request and as part of the university's graduate training programme
- Offer one-to-one advice and consultancy when required

For more information and contact details, visit the library website.



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Manage your information using RefWorks

It is important that you acknowledge appropriately any work of others which you used in your thesis. RefWorks is a software package subscribed to by DCU library to assist with citing and referencing. It allows you to store and save references from all of the sources you have used in your research. We provide training and support for RefWorks. Watch our website and whiteboards for times and dates.



Computers, Printing, Photocopying

PCs are available throughout the library. Log in using your DCU network username and password. There is wireless access throughout the library and power sockets for laptop use. On each floor of the library are multifunctional machines, providing printing, photocopying and scanning services. Payment is made by topping up credits online on your account using a credit or laser card, or by purchasing a top-up card. Send your print job to a queue and retrieve it on any of the machines in the library. See our separate printing/photocopying/scanning guides for detailed information.

Access to material not held in DCU Library

ALCID – Academic Libraries Co-operating in Ireland

A co-operative scheme which provides access, but not borrowing rights, to the collections of each of the participating libraries on production of a current ALCID membership card. It is available to anyone studying for a postgraduate degree.

SCONUL Access

The largest borrowing scheme between higher education libraries in Ireland and the UK. Academic staff and research postgraduates are eligible to borrow from over 170 participating institutions.

Details on both schemes are available on our web site and application forms are available from the Library website or at the Information Desk on the ground floor.

Inter Library Loans

Provides access to research material not available in DCU Library.

Request forms are available from the Inter Library Loans Desk or from the library website.



Accessing Past Theses

The Library receives a print copy of all DCU Masters and PhD theses. Print theses are held in the Library. Online copies (e-theses) from 2008 onwards, are available in **DORAS**, DCU's open access institutional repository which can be accessed from the library website.

To find out what theses we have, search the library catalogue .

To access theses from other institutions, visit our **Theses and Dissertations** page on the library website which provides links to the key theses resources.