

# Library Quick Guide: Taught Postgraduate Students



## Searching for Books - The Library Catalogue

Search the library catalogue, available from the library website, to:

- See what books are held in the library or what **e-books** are available to you.
- Check how many copies of a book are available, where they are located in the library and if they are already on loan or not.

The catalogue can also be searched for **past dissertations** which are held on shelves in the Reference area on the ground floor. Use the **My Account** option on the catalogue to renew material online and pay fines if necessary. To access the My Account option you will need a library **PIN**. This is emailed to you at the beginning of the year or you can pick it up from staff at the library's Issue Desk on the ground floor.



## Borrow Books, DVDs

A taught postgraduate student can borrow a maximum of **10 items**. Main Lending books may be borrowed for up to 3 weeks, 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.



## 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. 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.



## Citing and Referencing

It is important that you acknowledge appropriately all sources which you used in your assignments and dissertation. **RefWorks** is a software package provided by the library to help with this task. Refworks allows you to store and save references and then easily create a bibliography in your chosen style. The library provides training and support for RefWorks and all training materials can be accessed online from the library homepage.



## Access to material not held in DCU Library

Postgraduate **degree** students can apply at the Information Desk for an annual **ALCID card** which provides access (no borrowing) to a number of academic libraries in Ireland. Postgraduate **diploma** students can apply at the Information Desk for a letter for a one-day visit to conduct research in another academic library.

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## 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.



## Quiet Study Areas

A dedicated PC room is available on the lower ground floor of the library for Taught Postgraduate use. It is designated a quiet individual study area. It houses PCs with full access to the student network. Printing is also available. This room is available when not being used for library student training sessions – class times will be posted on the doors. A dedicated study room is also available on the first floor for quiet individual study.



## Group Study Rooms

There are 17 Collaborative Study Rooms for group work located throughout the Library. They must be booked in advance. To do this go to your student portal page (quick link from the **Book a Study Room** link on the library website) and click on the tab **Collaborative Study Rooms**. Rooms can be booked for one hour or two, depending on the room.

## Ask Us!

Staff are available at service points on the ground floor to help with all your questions.

- If you need help with your library account or wish to purchase a USB key, staff at the **Issue Desk** will be happy to help.
- For help finding sources of information for your projects or help using any of the library's tools and databases, come and talk to staff at the **Information Desk**.
- For all your IT queries, talk to Information Systems and Services staff at the **ISS Service desk** on the ground floor.

You can also contact us by **phone** (number below); email us at [library@dcu.ie](mailto:library@dcu.ie) or fill out the **online query form** which is available from our website.

For more in-depth support, particularly when conducting research for your dissertation, you may wish to contact your **Subject Librarian**. Contact details are available on the library website.

To help you get the best from your library, take our self-paced online tutorial called LETS  
[www.library.dcu.ie/Lets](http://www.library.dcu.ie/Lets)

