

Take our Self-Guided Library Tour

Welcome to the library. There are five stops on this tour. Stops 1-4 are on the ground floor and stop 5 is on the first floor.

If you have any questions, please stop off at the Information Desk on the ground floor!



You are now standing in front of a long row of shelves. These shelves contain the library's **Reference Collection**. The Reference Collection holds major print reference works (encyclopaedias, dictionaries, directories) in all disciplines. Encyclopaedias and dictionaries are useful sources for quick background information for essays and projects. This section also holds print copies of **Irish Government Publications, Taught Masters Dissertations and OSCAIL documentation**.

Material in this area can only be consulted in the library. It is not available to borrow.

Tip: Look through the shelves to see a popular quiet area to study!

Continue past the Reference collection—still looking to your left, you will see the doors of a **Collaborative Study Room**. There are 17 of these throughout the library for the use of students who wish to work on a group project. You can book one of these rooms via your student portal page.

Walk on to the **Information Desk** on your left. At the desk you will find library staff who will show you how to use the library catalogue and assist you to find the best resources, print and web-based, for your essays and projects. Opposite the desk and in similar locations near the stairs on the upper floors, you will find dedicated library catalogue PCs.



In front of you is the PC area we call the **Information Commons**. An area of the Commons (desks by the windows) is dedicated for laptop users. Students may work together in the Commons on group projects requiring the use of PCs.

Tip: For laptop users, there is wireless access throughout the library.

Make a turn from tour stop 2 to cross to the **Printing/Photocopying** area, passing the **Mentoring Suite** on your left. The Library's Mentoring Suite is a large room which is used by students engaged in peer-mentoring programmes. When the room is booked, notices will be placed on the door. Outside of these times, the suite is available to **all students** for collaborative learning purposes.

As you make your way to tour stop 3, you will also pass **Training Room 1**. This is where Library staff deliver classes on how to successfully find and evaluate information for essays, study and Research.

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Tour Stop 3

The **Printing/Photocopying area** houses our multifunctional machines which providing printing, photocopying and scanning services.

An IT service desk staffed by the ISS Department is also located here and staff will provide assistance with all your queries relating to laptop configuration, printing, photocopying, network access, hardware and software problems.

Note: Printing/Photocopying machines are also located on the first and second floors.



Tour Stop 4

You are now standing in front of the glassed area which holds the **Short Loan Collection**. This collection comprises multiple copies of your essential texts as recommended by academic staff. Books in this collection may be borrowed for short periods to maximise their use. At the back of this area you will find the **DVD Collection**. DVDs may be borrowed for two days, or viewed in the library.

Note the three **Express Services machines** located outside the Short Loan Collection area. These machines allow you to issue and return library material yourself. You can also use these machines to check your Library account. An additional Express Service machine is located in the Short Loan area where you will issue and return Short Loan material.

Walk on to the Issue Desk, again on your left. Here you can collect material on reserve for you, buy photocopying /printing top-up cards, acetates and USB keys. Staff at the Issue Desk will issue your Library PIN to you and answer any questions you may have in relation to your library account. Your PIN is required if you wish to renew or reserve material using the Library Catalogue.

Tip: The exit gates, facing you as you walk along by the Short Loan area, are alarmed, so it is essential that you check before you leave that all library material you may have in your possession has been issued to you.



Tour Stop 5

The two upper floors hold the library's **Main Lending Collection** which forms the greater part of the library's lending stock.

On the first floor you will find books relating to **Business, Law, Education and Humanities**.

On the second floor you will find books relating to **Engineering and the Sciences**.

Most of the books on these floors may be borrowed for three weeks. Those with white tape may be borrowed for one week. The collection is classified and shelved according to the Dewey Decimal System.

Tip: On the ground floor, beside the catalogue PCs you will find bookmarks which show you the division of the Dewey numbers between the first and second floors.

The Print Journals (Periodicals) Collection is similarly divided between the two upper floors. Journals may only be used in the Library.

Tip: Note that books on the first and second floors are to the left as you enter the floors going up the stairs and periodicals (journals, magazines) are on the right.

We hope you found this tour useful. If you have any questions, please visit staff at the Information Desk on the ground floor.