

# Library Quick Guide: Undergraduate Students



## Searching for Books - The Library Catalogue

Search the library catalogue, which you access 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.
- Reserve items on loan

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. Of course, if the book you need is available as an **e-book**, you can link directly to it from the catalogue without the need to borrow, reserve or renew!



## Borrow Books, DVDs

An undergraduate student can borrow a maximum of **8 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 or at the issue desk.

## Where can I Get Help?

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** 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)



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## 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. Print journals are shelved on the first and second floors.

The Library also provides access to a vast collection of academic databases which you search to find relevant articles, news stories and data. 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 e-journals and databases. Your **Subject Librarian**, when required, will deliver workshops for your class on how to access quality information and use library databases effectively.

## Computers, Printing, Photocopying



PCs are available throughout the library 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.

## Avoid Plagiarism – Learn to Cite and Reference Correctly

It is important that you acknowledge appropriately all the sources of information you have used in your assignments. To help you cite and reference correctly and avoid plagiarism, the library had developed:

- The **'DCU Library Guide to Harvard Style of Citing and Referencing'**  
This guide is freely available online from the library website and can also be downloaded to a laptop or PC.
- Our **LETS** online tutorial, mentioned overleaf, has an entire module devoted to citing and referencing, helping students understand plagiarism and how to avoid it. The tutorial is also available from the library's website. Watch out for workshops on citing and referencing delivered by the library throughout the year. Ask at the Information Desk for more details or assistance.



**Q. Can we get somewhere to work on a group project?**

**A. The library has 17 collaborative study rooms which you can book via your student portal page!**

**"Don't miss out when your class is timetabled to attend a library workshop, it will be the best thing you ever did – really!"**  
*- DCU Undergraduate, 2010*

