DCU Library Quick Guide

DCU Glasnevin Library and
DCU St Patrick's Library

DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

Finding & Borrowing Books

How to Find Books

Start by searching the online catalogue on the library website or on the dedicated catalogue PCs in both libraries.

Here's what you'll see when you click into a book record:

Note this number to find item on shelf

Indicates how long a book can be borrowed

Indicates if a book is available or when it is due for return

Glasnevin Library – One available in Main Lending 823.914/TOI			
Barcode	Shelfmark	Loan type	Status
130018201	Main Lending 823.914/TOI	3 Weeks	Available

St. Patrick's Library – One available in Main Lending 823.914/TOI			
Barcode	Shelfmark	Loan type	Status
000186457	Main Lending 823.914/TOI	Long Loan 1	Due back 1st June

Remember! Check the Library listing at the top of the item record - this will indicate which campus library you will need to visit to find the item. Ask the Library staff if you need help locating any item.

How to borrow books

- Bring the book to one of the self service machines found in either library
- Press "borrow" and follow the onscreen instructions (tip: if you need help, ask Library staff)
- Always remember to print or email (where available) a receipt to confirm the transaction

Borrowing from both Libraries

- Undergraduates can borrow up to 14 items
- Postgraduates can borrow up to 20 items

Glasnevin Library:

Item Type	Borrowing Period	Location
Main lending books	3 weeks or 1 week	1st & 2nd floor
Short loan books	48 hours or 3 hours	Ground floor
DVDs	48 hours	Ground floor
Print Journals	No Loan	1st & 2nd floor
Reference Materials	No Loan	Ground floor
Government Publications	No Loan	1st floor
Newspapers /Microfilm	No Loan	1st floor

St Patrick's Library:

- In addition to the general borrowing rules above, Bachelor of Education (B.Ed.) students can borrow up to 20 items

Item Type	Borrowing Period	Location
Main lending books	3 weeks or 48 hours	2nd & 3rd floor
Short loan books	48 hours or 3 hours	1st, 2nd & 3rd floor
Teaching & Junior Collections	3 weeks or 48 hours	1st floor
DVDs	48 hours	2nd floor
Special Collection	No Loan	3rd floor - by appointment
Reference Collection	No Loan	2nd floor
Print Journals	No Loan	Ground, 2nd & 3rd floor
Thesis Collection & Newspapers	No Loan	Ground floor

Extending Loans & Reserving Books

Extending Loans

- Not finished with a book by its due date? No problem! It's easy to go online and extend your loan
- Simply log in to your library account and enter your student number and library PIN (see reverse for information on your library PIN)
- Click on the "Renew" button beside the books you wish to hold on to
- Please note that short loan books and DVDs cannot be renewed
- Reserved books cannot be renewed

Reserving a book

- Looking for a book that is currently on loan to another borrower? Why not reserve it so that you can be next in line!
- First, find the book on the library catalogue
- Then click on the "Reserve" button (this will only be visible if all main lending copies are out on loan)
- Enter your student number and Library PIN to confirm your request
- When the book is ready for collection we will send an email to your DCU account
- You will have 3 working days to collect it from the Issue Desk (Glasnevin) or Reception Desk (St Patrick's Library)

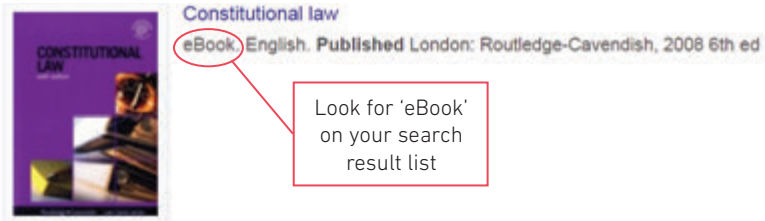
Remember! It is not possible to reserve books from short loan. Reservations must be collected from the library where it is held.

Fines for Late Returns

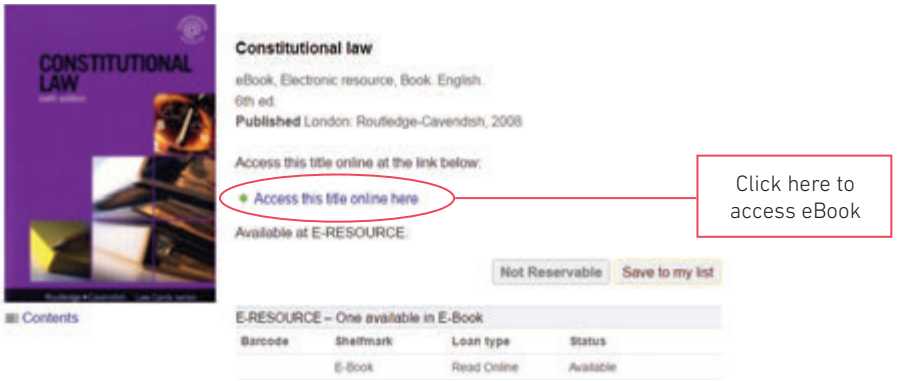
Main lending books: 50 cent per day
Short loan books: 50 cent per hour
DVDs: €2.00 per day

How to Access eBooks

- DCU Library makes available thousands of eBooks online, which can be accessed anytime, anywhere
- You search for eBooks in exactly the same way you search for printed books, through the library catalogue:



- Click on the title of the eBook to open the full record
- Click on the "Access this title online here" link:



- When opening an eBook, you may be asked for your university username and password
- eBooks can be read online or downloaded for a limited period of time (usually 48 hours)
- You can also print sections from eBooks, but please note that copyright restrictions apply. For more information, contact staff in either library

Take Control of your Library Experience

Your Library Account

- As a DCU registered student you have access to a personal Library Account for keeping track of loans, renewing your books and reserving items for future borrowing
- To log into your account, look for the "My Account" link on the library homepage or on the library catalogue
- Enter your student number and your Library PIN (this is a 4 digit code which can be requested from Library staff)

Library PIN

Booking a Group Study Room

- Glasnevin Library has 18 Group Study Rooms available for group project work. St Patrick's Library has one bookable study room
- You can book a room up to two weeks in advance using our online booking system on the Library homepage
- See the quick links on the Library homepage for more information

Help and Assistance

If you have any questions about the library or need any advice on how to get the best out of our many resources, please feel free to contact us using the details below. We are always happy to help!

Glasnevin Library
E: library@dcu.ie
T: (01) 700 5418

St Patrick's Library
E: spd.library@dcu.ie
T: (01) 884 2170

W: www.dcu.ie/library

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