

Library Web Pages

The Library web pages contain further information about the Library and its services. All of the Library's electronic resources such as the Library catalogue, e-books, e-journals and subject portal pages are accessible via these pages. Any developments in services and other news will be posted there. Go to:

www.library.itcarlow.ie

Security

A security system is in operation. Readers who unofficially remove Library material without having it issued on their account will activate the security system and may have their borrowing privileges removed.

Points to Note:

- Do not leave personal belongings unattended.
- Please return books etc. from desks to the nearest shelving trolleys.
- No eating or drinking.
- The group work areas are on the second floor. Please keep noise to a minimum.
- The quiet study room and ground floor is for individual study only.
- Please have your ID card with you at all times in order to use the Library services.
- The use of mobile phones for voice messaging is not permitted in the open areas of the LRC. All voice messaging from within the LRC must take place in the enclosed stairwells on each floor. Text messaging is permitted in the LRC with the exception of the Quiet Study Room.

A full listing of the Learning Resource Centre Regulations (LRC) are available in the Student Handbook (pg. 119).

Need more help?

If you have any difficulty in using any of these services, please contact the Library Issue Desk:

Issue Desk

Ext. 5760



Institute of Technology, Carlow
Kilkenny Road
Carlow

Phone: 059 - 917 5760
Fax: 059 - 917 5005
Email: library@itcarlow.ie



Library Guide

Using the Library at IT Carlow



<http://www.library.itcarlow.ie>

Library Services

Introduction

Welcome to the Library Service of the Institute of Technology, Carlow. The services provided by the Library include book lending, individual and group study facilities, photocopying, information retrieval service and access to a range of online databases. The Library holds a broad range of resources both printed and electronic to support the research needs of the Institute. These include books, e-books, journals, case studies, databases, official publications, newspapers and various other items.

Term Opening Hours

Monday - Friday	8.45am - 10.00pm
Saturday	9.00am - 5.00pm*

The Library desk service closes 15 minutes before closing time. An announcement will be made 30 minutes before closing time.

*Please note the Library is closed for Bank Holiday weekends.

Borrowing allowance / loan period

General Lending Collection: This collection consists of books which may be borrowed for up to one week at a time. These are shelved in Stacks 1-8.

Students—Full & Part-time :	3 items
Postgraduate students:	10 items
Staff:	10 items

Short Loan Collection: This collection consists of books which are in high demand. These are shelved in Stack 9. The loan period is restricted to up to two nights or weekend loan only.

All students / staff:	2 items
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How to Borrow a Book

All registered staff and students may borrow from

the college Library. Books you wish to borrow should be handed in at the Issue Desk together with your ID card. Your student ID card is also your library card and entitles you to use the library services. The Issue Desk is the main desk just inside the entrance to the Learning Resource Centre.

Returning a Book

All items for return must be handed in at the Issue Desk or placed in the Returns Bin (located beside the Issue Desk). Please do not leave books unattended at the Desk. You are responsible for borrowed items until cleared on the system.

Self-Issue System

Alternatively, the self-issue machine can be used to borrow/return a book. To borrow a book, select Check Out, scan your ID card and place book on the coloured mat. To finish the transaction press finish and your receipt will be printed. To return a book, select Returns, place your book on the coloured mat and press finish. Returned books can be placed on the trolley beside the machine.

Fines

Fines are charged on overdue items at the following rates:

Main Lending Collection:	10c per day
Short Loan Collection:	€1 per day

It is not possible to borrow from the Library if fines on a patron's account exceed €5.00

Finding a Book

The Library Catalogue is the starting point for locating information on a particular subject. It is a searchable listing of all materials held in I.T Carlow libraries. Users can search this listing under a variety of search options such as Author, Title, Journal title etc.

The library catalogue can be accessed at:
www.library.itcarlow.ie

Collections

The main Library collections are as follows:

General Lending Collection: The major part of the Library's stock is shelved in the main lending areas (Stacks 1-8).

Short Loan Collection: Consists of books that are in high demand, the loan period is therefore restricted (Stack 9).

Reference Collection: Contains dictionaries, encyclopaedias, law reports etc. For reference use in the Library only (Stacks 14—16).

Journal Collection: The Library subscribes to a number of printed journals in the various subject areas. Current journals are located on Stack 17, back issues of journals are located in the journal archive section (Stacks 9—13).

E-Books

IT Carlow now subscribes to over 70,000 electronic books which are available over the internet. These can be accessed both on-campus and off-campus. Off-campus access requires login using name and student number. All e-books are accessible via the Library website.

Photocopying

A number of photocopy machines are located on the ground floor. These are operated either by logging in to your print account or by using a pre-paid card which is obtained from a vending machine located nearby.

Quiet Room

A room for silent study is located on the LRC Ground Floor. Although this is a communal facility, students using it are expected to work quietly and without disturbance to others.

Enquiry Desk

An Enquiry Desk is situated in the open access area of the ground floor of the LRC. Library staff are available at this desk to give students personalized help in doing research and finding information required for assignments.

Opening hours:

Monday—Friday	11.00am - 1.00 pm 2.00pm - 4.00 pm
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