### **Checking your Library Account**



- Tip: A PIN number is required to access this feature. Please collect this from either of the Library Issue Desks on presentation of your ID card.
- Select the My Account link on the top of the catalogue page.
- From here you can view your current loans, reservations and charges

### **Renewing your Loans**

- Select the My Account link.
- View your loans. Tick the ones you want to renew and click on the Renew Loan button.
- You can renew a loan unless it is reserved by another borrower.
- It is not possible to renew 4 hour loans, 3 day or 1 day loans.
- Contact the library if there are difficulties renewing you loans.

### Reserving a Loan

- You can only reserve General Lending & 3 day loan items that are on loan. It is not possible to reserve 4 hour, or 1 day loans.
- Select the Reserve this item button and follow the instructions.
- You will be notified by college email when the item is available for you.

### **Dewey Decimal Classification Scheme**

000	General Works	590	Zoology
020	Library Science	600	Technology
030	General Encyclopaedia	610	Medical Science
070	Journalism	620	Engineering
100	Philosophy	630	Agriculture
150	Psychology	640	Home Economics
160	Logic	650	Business
170	Ethics	660	Chemical Technology
180	Ancient Philosophy	670	Manufacturers
190	Modern Philosophy	680	Other Manufacturers
200	Religion	690	Building
210	Natural Theology	700	The Arts
220	Bible	710	Town Planning
230	Christian Doctrine	720	Architecture
270	Church History	730	Sculpture
290	Other Religions	740	Drawing
300	Social Sciences	750	Painting
320	Political Sciences	760	Prints & Print Making
330	Economics	770	Photography
340	Law	780	Music
350	Public Administration	790	Recreations, Hobbies
360	Social Welfare	800	Literature
370	Education	810	American Literature
380	Public Utilities	820	English/American
390	Customs and Folklore		Literature
400	Languages	830	Germanic Literature
410	Linguistics	840	French Literature
420	English Language	850	Italian Literature
430	Germanic Language	860	Spanish & Portuguese
440	French Language		Literature
450	Italian Language	870	Latin Literature
460	Spanish & Portuguese	880	Greek Literature
470	Latin	890	Irish & Other Literature
480	Greek	900	History, Geography,
490	Other Languages		Biography
500	Pure Science	910	Geography, Travels
510	Mathematics	920	Biography
520	Astronomy	930	Ancient History
530	Physics	940	History of Europe
540	Chemistry	950	History of Asia
550	Earth Sciences	960	History of Africa
560	Palaeontology	970	History of North America
570	Biology	980	History of South America
580	Botany	990	History of Other Regions



Mary Immaculate College Library & Information Services

Coláiste Muire Gan Smál Seirbhisí Leabharlainne agus Eolais

## Catalogue & Electronic Resources Guide

# Eolaí Catalóg & Acmhainní Leictreonacha



Phone: +353 61 204370

Web site: http://www.mic.ul.ie

### Search All

• **Search All** is a search engine that provides results from the library's online and print collections in a single search.



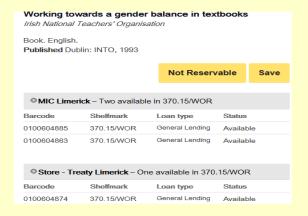
### Searching for books/AV material

- Use the library catalogue to:
  - o Find the location of Library resources, i.e. books, e-books, AV Material.
  - o Check your Library Account.
  - o Reserve or renew your loans.
- The catalogue is available on any PC with internet access either
  - o through the library webpage or at <a href="http://capitadiscovery.co.uk/mic/">http://capitadiscovery.co.uk/mic/</a>
- Type the author and/or the title into the search box.
- A list of results will appear.



- Click on the button Check Availability
- Note the **Location** of the item. If it is located in one of our stores (Store Treaty or Store Dock Road) ask a member of staff about retrieving it. Items from Thurles library must be borrowed from and returned to Thurles library. All other items are shelved in the main library at a designated shelfmark.

- Look under **Status** to see whether the item is on loan or on the shelves.
- Note the **Shelfmark**. This is the number at which the item is shelved.



• Tip: to do a more advanced search select "more search options". Alternatively, use the classification guide over leaf to go to the shelves and see what's there.

### **Searching for E-Books**

- Type the author and/or the title into the search box.
- Click \* Connect to Ebook
- Enter your username and password

  In the Username field enter your MIC network username. In the Password field enter your MIC network password.

  Username:

  Password:

  Continue

 Option to read the book online or download on a 1day or 2 day loan.



### Searching for a Journal

- On the library Homepage, select A-Z of Journals. Contains both MIC print and ejournals.
- Type the journal title into the search box.
- Select link for the relevant year.

British journal of special education (0952-3383) Title details from ulrichsweb.com™ from 1986 to 2013 in MIC Limerick print journals from 1997 to present in IReL-KB Wiley Online Library from 03/01/1998 to 1 year ago in Academic Search Complete and Education Source

#### **Electronic School Textbooks**

Electronic version of textbooks. Also includes audio, video, printable and interactive resources

- Select Electronic Resources
- Select Electronic School Textbooks

#### **Databases**

- To choose a particular Database, select **Online Databases** on the library Homepage
- Select the letter from the alphabetical listing. Some databases provide brief details (abstracts) of articles such as author, title and a summary; others provide the entire article (full-text).

### Accessing Electronic resources Off Campus

• In the library homepage, select **Using the library** and then select **Accessing E-Rources off campus**