


## Borrowing Material

- There are 2 Services Desks in the library and material can be borrowed from either desk. Please return AV items to the desk on the 1<sup>st</sup> floor where possible.
- Tip: Use the **Self Issue machines** in the library foyer to issue and return your books. Please ask a member of staff if you are unsure how to use this.
- 4 Hour Loan items can be issued and returned using the Self Issue machine in this area.

## Photocopying

There are three photocopiers located within the Limerick library on the Ground Floor.

- 2 photocopiers require credit on your MIC ID card to copy
- 1 pay-as-you-go photocopier (b/w and colour) - exact amount required (no change given)

Adding credit to your MIC ID card – go to **A-Z of Services**

## Audio Visual Area

The Audio-Visual Area is located on the first floor of the library. It contains:

- Teaching practice material including, CDs and DVD's, realia, posters, and other classroom resources.
- Historical source material on microform including parliamentary papers and newspapers. A DVD collection that are of particular use to Media and Communications students
- Microform reader-printers.

## Inter-Library Loans

- The inter-library loans office is located on the 1<sup>st</sup> floor of the library and is open during office hours.
- Resources required for research and projects, which are not held in MIC library, can be sourced through here.
- The service is available to final year undergraduate students, postgraduate students and staff.
- Forms and loans can be collected from the main desk outside office hours.

## Library Rules and Regulations

- Silence in the library (except in designated quiet zones).
- Mobile phones can be used for text messaging, if kept on silent.
- ID cards must be produced on request.
- Smoking, eating and drinking (except bottled water) is prohibited.
- Respect library materials and equipment.
- Respect the rights of other library users.

## Library Security System

- Please check that all library material is validly issued to you before leaving the library.
- A fine will be incurred for repeatedly setting off the security alarm. A warning will be given initially, then a fine of €2 and then €10.

## Fire Alarm

On hearing the fire alarm:

- Proceed immediately to the nearest exit.
- Follow directions given by staff to the nearest outdoor assembly point.



Mary Immaculate College  
Library & Information Services

Coláiste Muire Gan Smál  
Seirbhisí Leabharlainne agus Eolais

# Library Guide Eolaí Leabharlainne



Phone: +353 61 204370

Web site: <http://www.mic.ul.ie/library>

## Library Opening Hours

### Term Time

Monday –Friday 9.00am – 10pm  
 Saturday 2-6pm  
 (See notices for 10am-6pm opening on certain Saturdays throughout the year)

### AV Library

Monday – Friday 9.00 – 10pm  
 (See notices for AV library Saturday opening hours during school placement)

### Holiday Time

Monday – Thursday 9.00am-5pm  
 Friday 9.00am – 4.45pm

## Using the Library

- All Mary Immaculate College and University of Limerick staff and students are entitled to library membership.
- Library users need their college ID cards for library entry and exit and to borrow library material.
- ID cards are not transferable and users are responsible for material borrowed with their ID card.

## Finding material in the Library



- The library catalogue and electronic resources are available through the library website on all networked PCs in the library, throughout the college and on any PC with the internet.

- Select Using the Library and Accessing E-Resources Off Campus for off campus instructions.
- A separate guide is available on using the library catalogue and electronic resources

## Borrower Privileges

Student	Number of Items	Loan Period
1 <sup>st</sup> / 2 <sup>nd</sup> year Undergraduate	7 Gen Lending; 2 4 hour loan; 4 AV/Children's 1 1 Day Loan	2 weeks
3 <sup>rd</sup> year Undergraduate	8 Gen Lending; 2 4 hour loan; 5 AV/Children's 1 1 Day Loan	2 weeks
4 <sup>th</sup> year Undergraduate	10 Gen Lending; 2 4 hour loan; 5 AV/Children's 1 1 Day Loan	2 weeks
Education PME	10 textbooks	1 day
All Education Students	10 textbooks	1 day
All other Undergrads, MA, PhD & GradDips	5 textbooks	1 day
Post Grad Diploma	12 Gen Lending; 2 4 hour loans 1 1 Day Loan	4 weeks
Masters	15 Gen Lending; 2 4 hour loan 1 1 Day Loan	6 weeks
PhD	20 Gen Lending; 2 4 hour loan 1 1 Day Loan	6 weeks

## Library Collections

**Journals** are located on the ground floor and are arranged in alphabetical order by title. Journals are available for use in the library only. Electronic Journals are available through the library website as explained in the **Catalogue & E-Resources Guide**.

**Current Newspapers**, The Irish Independent, The Irish Times and The Examiner are available daily and are located on the 1<sup>st</sup> floor. Back issues of these are stored for 3 months. Back issues of some titles are available on microfilm in the AV Library and electronically, see the OPAC and library web pages for further information.

**Textbooks** for primary school classes are located on the ground floor and are arranged by subject. **Tip:** Some textbooks are also available electronically as explained in the **Catalogue & E-Resources Guide**.

**The Reference Collection** is located on the ground floor. It contains encyclopaedias, directories, dictionaries, indexes and abstracts to journals. Material is available for use in the

Library only. **Tip:** Some reference items are also available electronically on the Database Listing (please see **Catalogue & E-Resources Guide**).

**The Audio-Visual Library**, please see over leaf for a full description

**The Children's Library** is located on the first floor. It is designed as the ideal school library and is of particular use to students preparing for Teaching Practice.

**The 4 Hour Loan** collection is located on the ground floor and consists of books recommended by your lecturer which are likely to be heavily used.

**The Lending Collection** is located as follows:

000 - 299	Ground Floor Philosophy Room
300 – 369	First Floor
370 – 379	Ground Floor (Education Section)
380 – 999	First Floor

## For Library News and Updates

