



Coláiste Ollscoile  
Naomh Muire  
Béal Feirste  
Coláiste de chuid Ollscoil na Banníona

# Sheirbhísí Leabharlainne 2012/13



Fáilte chuig Leabharlann Choláiste Ollscoile Naomh Muire.

Tá súil againn go mbainfidh tú lánúsáid as ár gcuid áiseanna leabharlainne le linn do thréimhse ar an Ollscoil.

Is le cuidiú leat atáimid anseo, agus cibé eolas atá uait, níl ort ach a iarraidh.



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## Opening Hours

### Term Time

Monday – Thursday - 8:30am – 8.55pm  
Friday - 8:30am – 5:00pm  
Saturday - 9:00am – 12:55pm

### Vacation

Monday – Friday - 9:00am – 5:00pm

**Closure days will be posted on the library homepage.**



## Help, Information and Advice

The library home page: <http://www.stmarys-belfast.ac.uk/library/default.asp>

This page is the gateway to all our information, services and news.

The library catalogue: <http://sy-lms.qub.ac.uk>

The catalogue is available through the library homepage, or directly using the address above on any computer with internet access. It contains details of all our library holdings and is the only way for you to find the material that you require.

Through the library catalogue you can also check details of your loans and renew your own books by using the [‘My Account’](#) option on the catalogue search page.

## Help Desk

This is located at the right hand side of the library issue desk. At this desk you can ask any question regarding library matters. Here you can receive help and training on how to use the library catalogue, ejournals, ebooks and databases. If you are having problems locating library material, you can check here to see if it can be found for you. Also if you have problems regarding your loan record or any outstanding fines you can seek help here. Study room bookings can also be made at this service point.



## Books, Borrowing, Renewing & Overdue fines

- The QUB student card you are issued with at registration is also your library card.
- You must have your card with you if you wish to borrow items from the library.
- Books issued on your student card are your responsibility.
- DO NOT lend your card, or borrow books for other people on your card.
- Report lost student cards to the Library as soon as possible.
- If your card has been lost, you can use other photographic ID until the card is replaced.
- Fines will be charged on material not returned by the due date.
- Items can usually be renewed if you cannot get in to return them on time.

## Loans – types, borrowing periods and fines

Standard Loan	25 items can be borrowed for 3 weeks at a time. Can be renewed twice. Can be recalled by library after one week if reserved by another reader. 10p per day fine if overdue. 50p per day if recalled and overdue.
One Week Loan	3 items can be borrowed at any time. Can be renewed twice 50p per day fine if overdue.
Consultation Loan	2 items can be borrowed at any time for 3 hours during library opening hours. £1.00 per hour, or part thereof, fine if overdue.
Illustration/Pack	Items can be borrowed for 3 weeks at a time. Can be renewed twice. Can be recalled by library after one week if reserved by another reader, except during school experience. 10p fine per day if overdue.
Media	Items can be borrowed for 3 weeks at a time. Can be renewed twice. Can be recalled by library after one week if reserved by another reader, except during school experience. 10p per day fine if overdue.
School Experience	20 items can be borrowed for 3 weeks at a time. Can be renewed twice. Can be recalled by library after one week if reserved by another reader, except during school experience. 10p fine per day if overdue.

**You will receive an email at your college email address two days before items become overdue.** You should make every effort to renew or return your books at this stage to avoid fines. If an item that you have on loan has been requested you will be notified by your college email and given a new return date, usually 6 days from the date of the email. Fines are imposed when books are not returned or renewed on time.

Failure to pay a fine or return your books will result in the withdrawal of all borrowing rights.

**Remember to check your college email daily**, even during school experience and phone the library issue desk 02890268237 if you are unable to return your items.

## Renewals

You can extend the loan on most items as long as no one has reserved them, and as long as you have no outstanding fines. **Consultation and requested items cannot be renewed.**

You can renew books using the following methods: -

- In person at the issue desk with the books or without the books.
- By telephone: 028 90268237 during library opening hours
- By using ['My account'](#) which you'll find on the catalogue search page.

## Returning items

Always return books to the library issue desk during library opening hours. Please queue until a member of staff is free and then wait while your books are discharged before leaving the issue desk.

When the library is closed books can be returned in the library books returns bin which is located just outside the library foyer.



**Lost items must be paid for.**

## What happens if the item you need is not available?

### Reservations

If an item you require is on loan to someone else, you can reserve it. If you have no overdue items or outstanding fines, you can reserve books using the reservation option on the catalogue. Locate the item you wish to reserve, click 'Request' and then follow the instructions on the screen. You can have 4 active reservations at any one time. When a reservation is available you will be notified via your college email address and given 1 week to collect it.

### Inter Library Loans

If we do not have the item in stock and it is a book or journal article we will try to borrow it from another library for you. You can apply for 6 interlibrary loans at any one time. There is a 5p per page photocopy charge for articles, but there is no charge for books. To apply for an interlibrary loan please go to the Help Desk.

## Databases, Electronic Journals, Ebooks, Useful Links

These can be accessed via the library home page or the library catalogue search page:

### Databases

Ask at the Help Desk for advice and instruction on how to use these or follow the Search tips guides.

Most databases allow you to search for periodical articles, books and conference proceedings on any topic.

For some of these databases, you will require your Queen's password to login. Others will need your college username and password.

### EJournals

The library subscribes to four main electronic journal providers offering access to over 4,500 ejournals. These will give you full text articles to read, save or print. Ask at the Help desk for advice or refer to the [eJournal Guide](#): A printed version of this is available at the Help Desk.

### EBooks:

Most of our ebooks are on reading lists as essential or recommended reading, they can be downloaded or read online on or off campus. Use your college username and password to login.

You can access these through the catalogue by clicking on the [eBooks](#) button on the catalogue search page or when you see a link "**Read online**" under the title of the book.

### Useful Links

There are a number of useful links on the library web pages relating to Education, and Irish Medium Education resources.

Here you'll find direct links to Government bodies, education agencies and resources, The Programmes of Study and Irish language dictionaries.

## Photocopying and printing

There are 3 photocopiers outside the library. You will need a copy card to use the photocopier. These can be bought for £1.00 from a dispenser in the foyer.

The Copyright Designs and Patents Act outlines the following copying guidelines for copying amounts by law: -

- No more than one chapter from a book
- No more than one article from any one journal issue
- No more than 5% of a given work, whichever is the greater



There are two printers in the library. The printer on the top floor will do colour copies at 19 per page and double sided copies. Check which printer you are using before printing.

## Group Study Rooms

There are two study rooms available in the library; they can be booked at the Help Desk. There is also also an open access workroom on the top floor which has 12 PCs and two large tables for group work. Mobile phones should be kept on silent in any of these rooms.

## Library Regulations

The library aims to provide a learning environment, which supports students in their academic endeavours. This means that the library must be a quiet area and socialising must be done elsewhere.

- Mobile phones must be kept on a silent setting in library.
- Talking should be kept to a minimum and you will be asked to leave the library if you are disturbing others.
- Eating or drinking is not permitted in the library (bottled water excepted).
- Study spaces should be cleared when you leave, and any rubbish put in the bins provided.
- Chairs and tables should not be moved.
- You must leave immediately on hearing the fire alarm.
- You should treat all library materials with due respect and care, and return all items in good condition within the specified time.
- You must queue at the library issue desk for attention.
- Only one person may approach the library issue desk at a time, in line with data protection law.
- Books can only be borrowed using a current student card and library materials should not be taken out of the library unless properly issued.
- Student cards should not be loaned to other readers.

\* Further [library regulations](#) can be viewed on the library home page.

For any help, advice or guidance that you may require while using library services please contact the Help Desk where we will be happy to assist you.

## Basic Literature Searching

Follow the steps below

1. Define the topic  
Compile a list of search terms (Keywords) both general and specific.  
↓
2. Using selected terms  
check the library catalogue for references on the topic. Make an note of the shelf marks (Classification number and suffix).  
↓
3. Locate and retrieve material  
on the shelves and select the most useful.  
Take a note of the bibliographical reference i.e., author, title, publisher and date of publication.  
↓
4. If more information from books and journal articles is required, search one of the many databases available.  
Much material is now available online,  
if not ask at the Help Desk  
for articles and books through Inter Library Loan.  
↓
5. The most up to date information will be obtained from journal articles, reviews and conference papers. Search the most appropriate source for your topic e.g. [Professional Development Collection](#) for education articles, [Useful links](#) for direct sources.  
↓
6. Record bibliographical details  
Include name of journal, year of publication, vol. Number, part no., and pages. Record also title of article and author name. Check for additional useful references in the bibliography at the end of the article.  
↓
7. Record, in your own words, information abstracted from books and other sources. Focus your comments on the hypothesis, or assignment topic defined. List various arguments, compare and contrast. Relate information to your title.  
↓
8. Write up results and findings of the research. Explain and outline literature search including any parameters set. Include an evaluation of the results and the process.  
9.
10. Cite references and compile a bibliography from information you have recorded