



Library Induction

**How to make St. Mary's University
College Library work for you.**

Where we are

- We're at the Beechmount entrance to the college.
- Close to the canteen, above the General Administration Office



Opening Hours

Term time

- Monday – Wed 8.30am – 8.55pm
- Thursday 8.30am – 8.55pm
- Friday 8:30am – 5:00pm
- Saturday 9:00am – 12:55pm

Vacation

- Monday – Friday – 9:00am – 5:00pm

You must log off your computers 10 minutes before closing.

Laptops must be returned 30 minutes before closing.

Books and how to borrow them

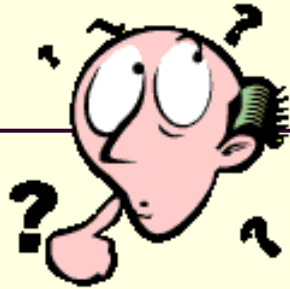
- You must have a current student card to borrow books.
- Books issued on your card are your responsibility. Do not lend your card to anyone
- If you lose your card let us know as soon as possible.
- Please queue at the issue desk, and come up to the desk one at a time.



- You can borrow 15 standard loans, 3 one week loans, 2 consultation, 20 school experience books and a range of other material.
- 1 week loans are situated in front of, and consultation items are kept behind the issue desk.
- Check the catalogue and have the shelf numbers to hand when asking for consultation items.

How to search for a book

- First, go to the [library catalogue](#).
- [There are dedicated OPAC computers beside the entrance to the library and one at the top of the stairs beside the library office. The catalogue can also be accessed via the library homepage]
- Search – Using the keyword search you can search by the surname of the author and any words from the title of the book or just keywords from the title or author: e.g. shakespeare hamlet. Advanced search gives you more options to narrow your search.



If you have any problems using the catalogue please go to the Help desk for advice. Alternatively you can also click on HELP at the top right-hand corner of the catalogue screen.

Renewing books and fines

Save yourself time and money, return or renew your books on time!

- Items must be returned to the library issue desk or, when the library is closed, to the book returns bin outside the library foyer.
- Consultation and requested items cannot be renewed. You cannot renew items if you have outstanding fines.
- Most items can be renewed twice.
- Books not returned in time will incur a fine – from 10p per day to £1 per hour.

How to renew your books

- You don't need to have your books with you to renew them.
- Books can be renewed in person at the issue desk.
- They can also be renewed via telephone to the number 028 90268237 so long as you have your student number to hand.
- You can renew your books online at ["My Account"](#)

If you cannot find the book you want...

You have the following options...

- Check the catalogue, the item may not be shelved in the main sequence or it may be on loan.
- If it is on loan you can place a reservation.
- Check [Queen's catalogue](#), you can borrow books from Queen's Library.
- Check the [Linen Hall library catalogue](#), you can borrow books from there if you sign out one of their library cards at our Help Desk.

How to place a reservation

- You can only place a reservation on an item that is out on loan. When you look up an item on the catalogue it will tell you if it is out on loan if there is a due back date given.
- If it is and you wish to reserve it, click on Request and follow the instructions on screen.
- **You cannot reserve consultation items**
- **You cannot reserve items if you have overdue books or owe fines.**

Journals

- Current issues of our journals can be found on metal shelving at the front of the library behind the stairwell.
- Past issues of journals can be found on the first floor at the back of the library.
- Journals can be borrowed for three hours, by filling in one of the forms at the issue desk.
- You will find a list of our [eJournals](#) on the library catalogue and web pages.

Photocopying and Printing Facilities

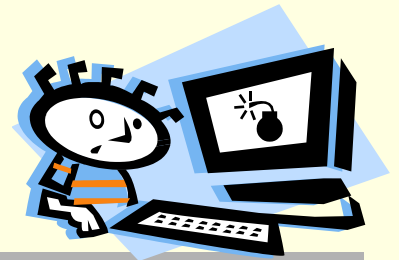


- There are 3 self-service photocopiers in the library foyer.
- Photocopying cards can be purchased from a vending machine situated at the side of the lift. They cost £1 each and provide 20 A4 or 10 A3 copies.
- There are 2 printers in the library. One downstairs at the back of the library, one upstairs in the open access room.
- You can top up your print credit on a machine in the library foyer.

Laptops

- There are twelve laptops available for use in the library
- They can be borrowed for 4 hours .
- They must not be removed from the library
- Fines for late returns will be £1.00 per hour or part of an hour
- Your own laptop can also be used. Check with IT to see if it is compatible and they will set it up for use in the college.

Online Resources



- **Databases** – Accredited online sources for. Ask for advice on these at the Help Desk.
- **Electronic journals** – Accessed through the A-Z list on the web page, the catalogue. **SWETSWISE**, **Professional Development Collection** and **JSTOR**, will provide you with full text articles.
- **Electronic books** – The **catalogue** search page links to our eBook collection and links to individual titles where an eBook is available.
- **Scanned documents** – Articles from journals or chapters from books which your lecturers have recommended. You can access them through the catalogue or the intranet
- **Useful links** – Links to government, academic and accredited organisations' websites providing up to date and reliable information.

Queen's online resources

- Queen's eJournals and other online resources are available through [QCAT Discover](#). You can search for books, journals and journal articles simultaneously.
- You need your Queen's username and password to access their online resources.

Help Desk

Services include: -

- Answering general reference queries
- Help and advice regarding library resources
- Booking library study rooms
- Booking induction sessions
- Booking information skills training sessions to learn how to make the best use of our online resources.
- Providing advice on framing search questions
- Assisting with interlibrary loans requests

While you are in the library be

considerate to other readers

- **Switch your mobile phones to silent.** If a phone rings or if you are found talking on one you will be asked to leave.
- Be quiet – study rooms are available and can be booked if you need to talk.
- Do not bring in food or drinks (bottled water is acceptable).
- All items taken out of the library should be issued on your card. If the book detection alarm sounds when you are leaving please return to the issue desk.

Health & Safety



- If you hear a fire alarm – **LEAVE IMMEDIATELY** and go to the assembly point. Do not return to the library until told it is safe to do so.
- If you cannot use the stairs to the library first floor, let a member of staff at the Help Desk know & access can be provided via the lift & through the library office.
- If you have an accident in the library report it immediately to a member of staff.

Contact Details

- **Check your college email daily. All overdue, recall notices, and notification about requests will be sent to this email address.**
- Any other correspondence will be sent to your home address

It is your responsibility to monitor correspondence from the library.

Contact us

By phone at: 02890268237

By email at: library@smucb.ac.uk