**#10 LIBRARY ESSENTIALS**

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**#2 LIBRARY ACCESS**

Your student card is your library card. You won’t be able to enter or exit the library, borrow books or use the printing/photocopying facilities without it.

You enter by swiping your student card on the grey box at the turnstile. Please help to maintain a quiet, clean study area for all NCI students – turn your phone to silent, don’t take calls in the library, don’t talk out loud and don’t bring in food, only covered drinks.

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**#3 FINDING BOOKS**

All books in the Main Lending (ML) section of the library are available to borrow - these are organised first by number (which corresponds to a subject area) and then alphabetically by author's surname.

**Desk Reserve (DRES)** books are core module texts kept behind the desk and can only be borrowed for 2 hours at a time in the library. **Reference (REF)** books are located on the first shelf and may only be used in the library.

In order to find a book in the library, you will need to use the library catalogue - [http://libguides.nci.ie/findabook](http://libguides.nci.ie/findabook). The catalogue is available via 4 specialised laptops in the library but you can also access the catalogue online using any device.

If there are no copies of a book available to borrow in the library, you can request a book that another student has on loan and they will have to bring it back when it is due.

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**#1 OPENING HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8.00 - 21.00</td>
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<tr>
<td>Friday</td>
<td>8.00 - 19.00</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00 - 17.00</td>
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</tbody>
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Check the library, website and Facebook pages for any changes.
#4 BORROWING & RENEWING BOOKS

You can borrow books at the main desk or by using the self-service machine. **Undergraduates** can borrow up to 5 items at a time for 2 weeks. **Postgraduates** can borrow up to 10 items at a time for 4 weeks. The library has an automatic renewal system - as long as no other student has requested your book(s), the due date will be automatically updated; but remember to carefully read all library emails regarding your loans - these are only sent to your NCI email account. You also have the option of renewing the books yourself in person, online, over the phone or by email.

To be fair to other users, if you return a book late that has been requested by another student, it will incur a fine - **Main Lending** €1 per day per book, **Desk Reserve** €1 per hour. You won’t be able to renew books or borrow items if fines are owed.

Books can be returned outside of library opening hours using the returns box at the library door.

#5 MANAGING YOUR LIBRARY ACCOUNT

You can manage your library account by using the **My Account** link at the top of the library catalogue page or the **My Library Account** link on the main library menu, logging in with your normal username and password. This will allow you to see items on your account, renew your books or request items to be held for you [http://library.ncirl.ie/](http://library.ncirl.ie/).

#6 COMPUTERS, PRINTING & PHOTOCOPYING

PCs are available for use, and Wi-Fi, wireless printing and power sockets are available for laptop use. The printers/photocopiers are located at the front of the library and also provide a scanning service; a further machine is located on the first floor of the college. Swipe your card on the printers/photocopiers to use them. The current cost of photocopying/printing is 8c per page (black & white) or 50c per page (colour). You will begin the year with €5 credit on your student card; thereafter you will need to top up your card as required at [https://studentprint.ncirl.ie/webcentre/](https://studentprint.ncirl.ie/webcentre/).
#7 ONLINE LIBRARY RESOURCES

Instead of just searching the internet, we highly recommend you use our library guides to help you discover the best online resources for your course [http://libguides.ncirl.ie/](http://libguides.ncirl.ie/).

The library online resources provide you with over 53,000 journals (academic publications) and over 86,000 conference papers. You can access these through the library search engine 'Discovery' [https://www.ncirl.ie/Library/NCI-Library](https://www.ncirl.ie/Library/NCI-Library) or the library databases (collections of subject-specific information) [https://www.ncirl.ie/Library/NCI-Library/A-Z-Databases](https://www.ncirl.ie/Library/NCI-Library/A-Z-Databases). You will be encouraged to consult journals by your lecturers because they contain the most up-to-date academic material which can be used alongside your textbooks. They are not freely available on the internet, so you will need your NCI username and password in order to access them.

The library also subscribes to collections of eBooks – you can access these through the library catalogue, Discovery or the library webpage [http://libguides.ncirl.ie/ebooks](http://libguides.ncirl.ie/ebooks).
#8 REFERENCING & AVOIDING PLAGIARISM

When writing academic work, you will need to refer in your text to material written or produced by others. This is called citing or referencing – the library has guides to help you. The main style used in NCI is Harvard referencing, other styles used are APA and IEEE – see the NCI Library Referencing Guide or look online (http://libguides.ncirl.ie/referencing) for further details. Using these guides will help you avoid plagiarism. Plagiarism is the act of taking another person's words, ideas, data or images and using them as your own without giving credit to the original source of the information; this is not an acceptable practice and will cause your assignments to be penalised.

#9 GROUP STUDY ROOMS

The library also provides group study rooms which can be used by students. These can be booked online, details here http://libguides.ncirl.ie/basics/groupstudyrooms.

#10 LIBRARY HELP CENTRE

Get advice on the best online resources to use for your assignments and research, how to reference correctly, academic writing and how to do a literature review. Call us, email us or drop in, we're happy to help. http://libguides.ncirl.ie/libraryhelpcentre
Tel: (01) 4498645 or email: libraryhelpcentre@ncirl.ie

If you have any questions or need any help as you begin your studies, please ask! We have lots of information and guides to help you.

Check out our online library guides at:
http://libguides.ncirl.ie/

Tel: 01 4498590
Email: library@ncirl.ie
Web: www.ncirl.ie/library