Welcome

We are pleased to welcome you to the James Hardiman Library. We hope that the Library and its wide range of resources and services will support you in your learning and research. This short introduction is intended to give you a taste of what is available.

The Library provides access to a wealth of information – the books, journals and online databases that will play a key role in your learning and research while at NUI Galway.

At all times, remember that Library staff are committed to helping you in any way they can. If you have any questions at all about the Library or I.T. services, please be sure to ask us.

You will also find answers on the Library website: www.library.nuigalway.ie

Through training, tours and advice provided both face-to-face and online through our website, we aim to enable students and researchers to find quality information relevant to their study and research. You will benefit from attending any training sessions relevant to you. You can check the calendar of training events on the Library website.

Opening Hours

We try to keep the Main Library open for as many hours as possible, especially during term time:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
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<tr>
<td>Monday to Friday</td>
<td>08.30 – 22.00</td>
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<tr>
<td>Saturday</td>
<td>08.30 – 17.30</td>
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<td>Sunday</td>
<td>10.00 – 17.30</td>
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The Nursing and Midwifery Library is located in a three storey extension to the rear of the Main Library, and is available for use by all students. The Medical Library, also open to all, is located on the ground floor of the Clinical Sciences Institute, in the grounds of University Hospital Galway. The Medical Library is open Monday to Friday 08.00 - 22.00. It is closed on Saturday and Sunday. However, the Medical Library PC Suite is open on Saturday 08.00 - 16.00.

Opening hours are generally reduced during vacations, although they have been extended in recent years to reflect demand. You can check the website for up to date information on opening hours.
Using the Library

When using the Library, make sure that you have your student or staff ID card with you. It doubles as your Library card, and you will need it to borrow books. You will also need it to gain access to the Library.

Library and I.T. Service Desk

Your first point of contact for information is the Service Desk in the foyer on the ground floor of the Library. Staff at the desk will be very happy to deal with any issues or queries you may have relating to the Library or I.T. services. Where necessary, they will call on other staff to provide more specialised help. You can log requests online at http://servicedesk.nuigalway.ie or by email to servicedesk@nuigalway.ie.

Borrowing and Returning Books

You can borrow or renew books at the self-check machines on all floors of the Main Library, and in the Nursing and Midwifery Library.

The number of books students can borrow varies according to course, for example:

- **Full-time Undergraduate**: 5 books for one week
- **Part-time Undergraduate**: 5 books for two weeks
- **Taught Postgraduate**: 10 books for four weeks
- **Research Postgraduate**: 14 books for three months

You will find full details on the Library website.

Some books that are in high demand are only available for shorter periods – these are clearly marked with one or three day loan labels.

Books should be returned through the letterbox openings of the Book Return system in the Library foyer. The books are automatically removed from your Library account.

When the Library is closed, you can return books to the white book return box outside the main Library entrance.

Academic Writing Centre

The Academic Writing Centre located on the 2nd floor of the Library provides writing support for all students on a one-to-one basis in an informal setting. Assistance with essay and report writing skills is provided. Students should bring a copy of the assignment and any notes, drafts or completed compositions to the session. Please see the Library Website for the Academic Writing Centre’s Opening Hours.

Subject Support

The Library has a team of Subject Librarians and Information Assistants who support the information needs of students and staff in their specialist subject areas. They provide expert advice on identifying the best information resources to use for specific topics. You can discover who the Subject Librarian is for your area and where to find them by visiting the Library website.

The Subject Librarians offer a range of training sessions to help you learn how to find quality information. The sessions will help you to write better essays and assignments. Details of training sessions appear on our website, where you can also find online tutorials on a range of topics.

The Research Services Librarian provides support to research staff and students. The training on offer includes a research specific workshop series and an advisory service covering topics such as effective literature searching. Also available is one-to-one guidance to suit the needs of researchers.

You will see the full range of services offered by the Research Services Librarian on the Library website.
The Library’s website is the key to finding books, journals and other material. You can find information on your topic, or whether the Library has a specific book or journal. You can request books that are on loan, check your Library account, and renew your books. You will find PCs throughout the Library that you can use to search for information.

There is on-screen help, or you can always approach Library staff for help. Library staff run regular training sessions on all aspects of finding books and journals, and you will find it to your advantage to learn how to do this efficiently.

**Finding Books and Journals Training**

Monday to Thursday 11.00  
Monday to Friday 19.00  
Saturday 11.30

During September additional training sessions will be held, please check the Library website for times.
Finding Your Way

The Library is spread over three floors, and sometimes it can seem daunting to find your way around, especially for new students. The collections on each floor are as follows:

<table>
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<tr>
<th>Floor</th>
<th>Subjects</th>
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<tr>
<td>Ground floor</td>
<td>Law, Nursing and Midwifery, General Reference</td>
</tr>
<tr>
<td>First floor</td>
<td>Arts, Humanities, Social Science, Business</td>
</tr>
<tr>
<td>Second floor</td>
<td>Computing, Science, Engineering, Medicine</td>
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On each floor, you will find the books and journals relating to those subjects, as well as common services such as photocopiers and PCs.

Finding Books and Journals training held daily includes a tour of the Library. You are encouraged to go on a tour to help you familiarise yourself with the layout of the Library. During the tour, you will have the opportunity to ask questions and learn more about the Library’s services. You can also take a self-guided audio tour – by downloading the audio tour from the Library website.
Study Space

We aim to provide a range of study spaces throughout the Library. Many of the desks and tables are equipped with power points, so that students are able to use their laptops and take advantage of WiFi access in all parts of the building.

There are additional study spaces in the Library Reading Room at basement level. This room is open from 07.00 to 01.30.

The Postgraduate Reading Room is located on floor one which aims to provide a quiet study environment specifically for postgraduate students.

If you are working with other students on a project or assignment, you can book online one of the three Group Study Rooms located on floor two of the Main Library, or the two rooms on the top floor of the Nursing and Midwifery Library. The rooms are equipped with a networked PC, a white board, projector and screen, and offer wireless access.

The Library has introduced two Silent Zones- one on the first floor and one on the top floor. These areas are intended for absolute silent study. Please respect the intentions of others using the zone by observing the following rules:

- No talking
- No phones
- No food
- No headphones
- Laptops on silent

It is intended that these zones will be self-policing. The Library operates Short Stay Zones on Floors 1 and 2. Seats cannot be reserved in these areas and the 30 Minute Rule does not apply. This is to ensure that students can get a study place in the library when they drop in between lectures or just for a short period of study at any time of the day.

Avoiding Fines

You can avoid paying fines quite easily. The simplest way is to return the books on or before the due date. If you are still using a book, unless it has been requested by another student, you can renew it for a further period.

There are several ways to renew books:
- Online via the Library website
- Using the self-check machines
- By telephone: 091 493399

The Library charges fines for the late return of books and other items:
- 50 cent per day for books from the Main Library
- Two euro per day for three day loan books
- Four euro per day for one day loans
- Two euro per day for DVDs and videos

If you do incur fines you can pay online using a debit or credit card.

Computers in the Library

It is possible to use laptops in the Library. Wireless access to the internet is available through the University’s WiFi service. You can connect to the service automatically and authenticate with your Information Solutions and Services (ISS) username and password via a web browser such as Internet Explorer. Wireless users should connect to NUIGWIFI.

There are computer suites within the Main Library and the Nursing and Midwifery Library. They are operated by ISS and they give you access to the University’s computer network.

The 30 Minute Rule

To ensure all students can get a study space when they need it, if you leave your space for more than 30 minutes other students can move your belongings to one side and make use of that space.
Library Collections

As well as a large collection of books and journals (both print and online), the Library has a range of other collections:

- DVDs, videos, audiotapes, and CDs are shelved on the first floor. The collection includes feature films and foreign language materials.
- Maps are located in cabinets on the ground floor, next to the law collection. Some maps are also available on microfiche or online.
- The European Documentation Centre and the collection of official publications are housed within the law collection.
- Publications such as newspapers on microfilm and microfiche are located on the ground floor. There are several reader/printers in the area.
- Magazines and national, international and some local newspapers are available in the foyer of the Library on the ground floor.
- A collection of contemporary fiction and popular reading is available on Floor 1, along with the Mind, Body and Soul Collection.
- Theses of past students are situated in the basement, and Library staff will retrieve them for you to use in the Library. You can request theses online via the Library website.
- Past exam papers are available online.

Special Collections and Archives

The Archives and Special Collections Reading Room is located on the ground floor of the Hardiman Building. Here, you can consult materials from our special collections, including rare and antiquarian books, maps and older newspapers as well as items from our archival collections. Many of these items are unique to NUI Galway.

Online Information Resources

The Library offers a wide range of online information resources, including more than 30,000 electronic journals, newspapers, electronic books and databases that provide a searchable index of specific subject literature. You can access these resources via the Library’s website.

The Library provides off-campus access to all online information resources, so it is possible to search and access the various resources from home.

For more information, have a look at the Library’s website or talk to the Subject Librarians or Research Librarian.
Beyond James Hardiman

Students and staff of the University are not restricted to using just their own Library. It is possible to access books, journals and other material that the James Hardiman Library does not have.

There is a free inter-library loan service available to all postgraduate and research students. This service will obtain books and journals from other libraries which aren’t part of the Library’s own collection.

You can also visit other libraries. Postgraduate students and academic staff can apply for an ALCID Research card. ALCID is a co-operative scheme which allows access (but not borrowing) to all Irish university libraries.

Undergraduate and postgraduate students and staff can apply for a SCONUL Access card, which allows both access to and borrowing from participating university libraries in Ireland and the UK. Note that the scheme gives access only to undergraduate students.

To apply for either ALCID or SCONUL cards, contact staff at the Customer Services Desk. You can download application forms from the Library website. Library staff can also issue introductory letters and offer advice on using other libraries.
**Further Services**

Printing/Scanning/Photocopying services (in both colour and black & white) are available on all floors of the Library. Payment for these services is via credit on your computer account.

The Assistive Technology Service, located on the ground floor, provides a service to students with disabilities and specific needs. The Service provides access to computers, scanners and specialised software. Study space includes three soundproof booths.

Also on the ground floor, acquisitions and cataloguing staff look after the purchase of new books, journal subscriptions and the cataloguing of books. You are welcome to suggest new books to be added to the Library’s collection through the suggestion form on our website.

Library staff provide technical support for a range of services, including the Library website, the Library circulation system, and databases.

Library Stewards provide security services within the Library. They are responsible for health and safety issues, and for making sure there is no disruption in the Library.

A team of shelvers ensure that books are returned to the shelves as quickly as possible, and that books are kept in good order on the shelves.

**Library Code of Conduct**

We aim to create an environment in the Library that is conducive to study and research. Therefore, users are required to follow the Library’s Code of Conduct, which is intended to benefit all Library users:

- No food and drink, apart from bottled water
- No noise that disturbs others – the Library should be a quiet place for study
- No use of mobile phones for telephone conversations.

We ask you to show respect for the needs of other Library users.

**Keep in touch**

You can keep in touch with us quite easily: by visiting the Library, by telephone or by email.

A full list of contacts, and much more information, will be found on the Library website: [www.library.nuigalway.ie](http://www.library.nuigalway.ie)

Initial enquiries can be addressed to Library at the Library and I.T. Service Desk:
**Telephone:** 091 493399
**Email:** servicedesk@nuigalway.ie

Medical Library
**Telephone:** 091 492791