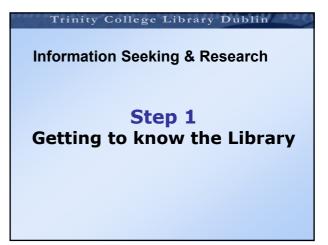


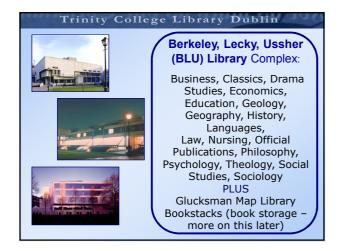
Trinity College Library Dublin **Survival Skills** Step 1: Getting to know the Library Step 2: Getting to know the Library website Step 3: Getting to know the Library catalogue Step 4: Borrowing and electronic resources Step 5: Referencing & Citation Step 6: Where to get help and training

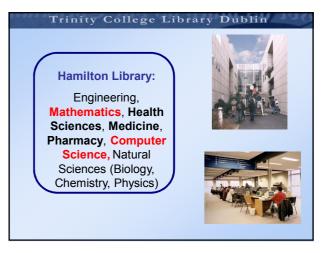


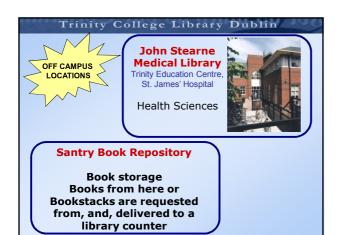
Online











Step 1: Library Services

- 1. Duty Librarian
- 2. Subject Librarian
- 3. Internet/network facilities

Trinity College Library Dublin

Step 1: Library Services

Duty Librarian

Having problems using the Library? Ask the Duty Librarian

- Available in the Hamilton and the Berkeley Library
- Answer general information queries

Trinity College Library Dublin

Step 1: Library Services Your Subject Librarian

- Team of 15 subject librarians
- Provide Orientation and Training in your specific subject area
- More about this later ...

Step 1: Library Services

Internet & Computer Facilities

- Some Computers with Internet Access are available in each Library
- Laptop Facilities -Wireless Connection and Plug-in points available in most libraries

Ask the Duty Librarian for more details

Trinity College Library Dublin

Basic Survival Skills

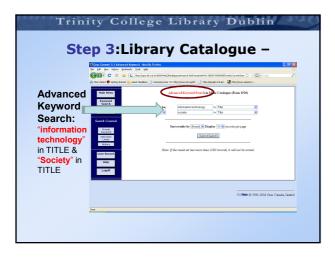
Step 2 Getting to Know the Library Website

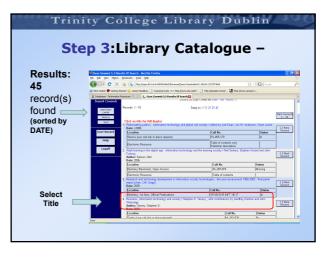


Trinity College Library Dublin Step 3:Library Catalogue – Did you know?

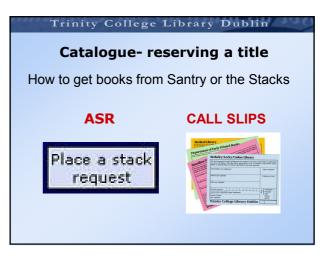
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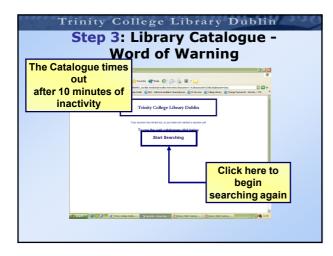
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- Sort your result list by date, author etc
- Mark records of interest from your result list
- Check your user record with your ID and pin
- Renew your books online with your ID and pin
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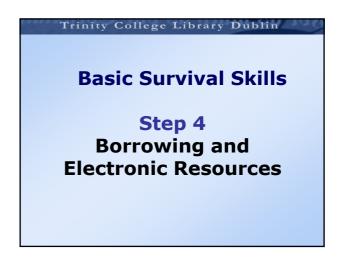




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Step 4: Borrowing

- You need a valid student card to borrow books
- Books are issued and returned at the issue desks in the Hamilton or BLU.
- Fines for overdue books (50c per day)
- Fines for overdue counter reserve items (25c per hour)
- · Super fines apply during exam time. *
- (* €2.50 per day/Reserve books €1.25 per hour)

Trinity College Library Dublin **Step 4: Borrowing Rights** Library User No. of Collection Length of books Loan One week (LEN + Yellow Spot, MUS-LEN + Red Sticker, S-LEN, SJ) One month (LEN + No Yellow Spot, MUS-LEN + No Red Sticker Lending (LEN, MUS-LEN, S-LEN, SJ) Undergraduate 4 and Higher Diploma Postgraduate Students Lending (4 books, if no other copies are available) Open Shelves Closed Access 10 **Research or** One month Higher Degree Postgraduate Students 20 Academic Staff Open Shelves Closed Access Three months (unless recalled)

Step 4 : Open Access -**Identifying Lending and Open Shelf**

Open Shelf (For Research Postgrads & Staff) do not have prefixes before the shelf mark number

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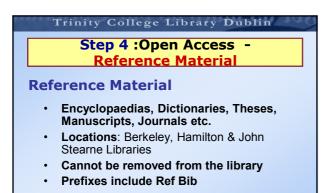
- Lending books (For Undergrads and Dip. Postgrads) have a prefix of Len /S-Len before the shelf mark number Eg: Digital Multimedia
 - S-LEN 500.185 P11*1

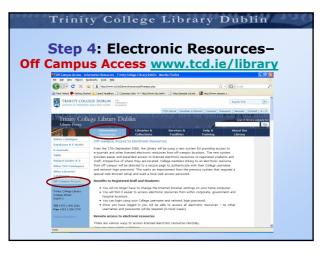
Trinity College Library Dublin

Step 4 : Open Access **Counter Reserve Material**

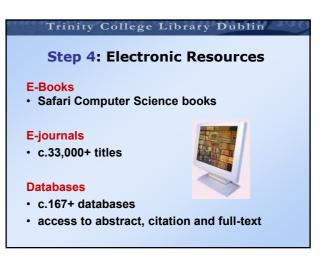
Counter Reserve

- Multiple copies of items in heavy demand
- Located beside the Issue Desks in the BLU & in the Hamilton Library
- Material cannot be removed from the library
- You can borrow 4 items
- Borrow for 5 hours
- Heavy fines for overdue items

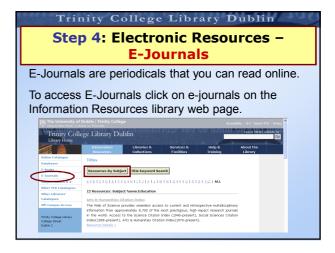


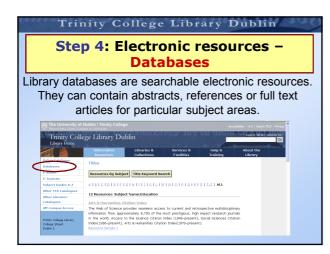


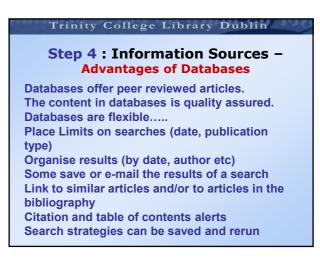












Step 4 : Electronic Resources – Some useful databases Sociology Computer Science FactFinder ACM Digital Library PsychArticles ASCE Journals Database Psychology & Engineering Village 2

Behavioural Science

ASCE Journals Databas Engineering Village 2 IEEE Electronic Library Springer Link





Interlibrary loans

Inter-Library Loan

•Forms for obtaining items via interlibrary loan are located in all reading rooms.

• The forms are colour-coded for different materials – orange for photocopies, yellow for books and green for theses.

 \bullet There is a cost for this service – 8 euro per item for students.



Trinity College Library Dublin

Step 5: Cite it right -Bibliographic Reference Tool - EndNote

EndNote allows you to:

Connect to the TCD library catalogue and download citations into your EndNote Library

Carry out in text Citation - Place citations from your EndNote library into the paper you are writing in Word.

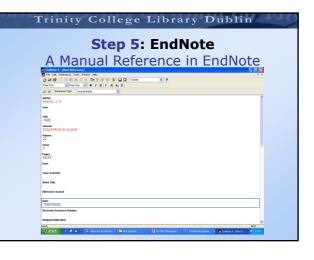
Formulate a Bibliography for your paper.

Trinity College Library Dublin

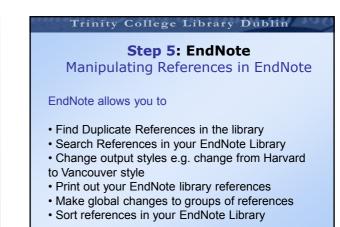
Step 5: Cite it right -Populating your Endnote Library

4 Ways:

- Manually entering References
- Direct Export from databases
- Importing from databases using an import filter
- Downloading reference from the library catalogue



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Trinity College Library Dublin Step 5: EndNote Cite while you write The Cite while you write feature of EndNote makes it possible to • Insert citations in a Word document

- Format the bibliography
- · Edit your citations



Basic Survival Skills



Step 6 Where to get help and further training

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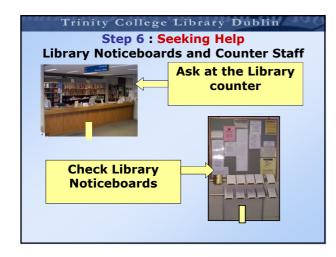
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Step 6: Help and Training -

Who is your Subject Librarian?

Computer Science/Engineering: Lorna Flannery lornaflannery@tcd.ie or 01-8961805

Social Science: Ruth Potterton rpttrton@tcd.ie or 01-8961151



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Conclusion - The Survival Skills					
You shou	ld now be more familiar with				
• Step 1	The Library Services				
• Step 2	The Library Website				
• Step 3	The Library Catalogue				
• Step 4	Borrowing and Electronic Resources				
• Step 5	Where to go for help and training				

