

An Introduction to TCD Library Resources

JF Computer Science

Presented by Lorna Flannery
15th OCTOBER 2008

The Library has...

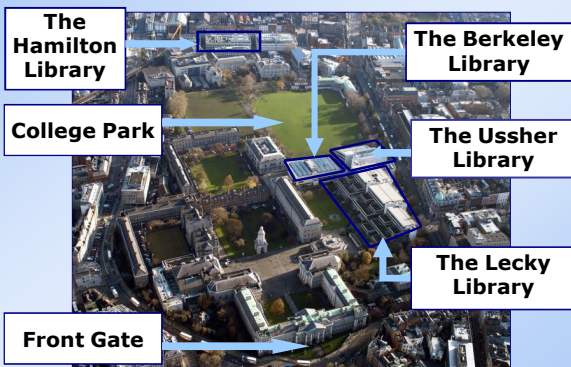
- Encyclopaedias
- Maps
- Internet Resources
- Theses
- Course Material
- Books
- Journals & Magazines
- E-journals
- Government Publications
- Newspapers
- Databases
- Online Exam Papers

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

Information Seeking & Research

Step 1 Getting to know the Library



Library Opening Hours – Term-Time

BLU and Hamilton Libraries

Monday – Friday
9.00am – 22.00pm

Saturdays
9.30am – 16.00pm

John Stearne Library


Monday – Thursday
9.30am – 10.00pm

Fridays
9.30am – 8.00pm

Saturdays
9.30am – 1.00pm

Please Note: Opening Hours may vary. Keep an eye on notice-boards and the Library website.

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Berkeley, Lecky, Ussher (BLU) Library Complex:

Business, Classics, Drama Studies, Economics, Education, Geology, Geography, History, Languages, Law, Nursing, Official Publications, Philosophy, Psychology, Theology, Social Studies, Sociology
PLUS
 Glucksman Map Library
 Bookstacks (book storage – more on this later)

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Hamilton Library:

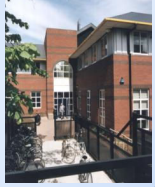
Engineering, **Mathematics, Health Sciences, Medicine, Pharmacy, Computer Science,** Natural Sciences (Biology, Chemistry, Physics)



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OFF CAMPUS LOCATIONS

John Stearne Medical Library
 Trinity Education Centre, St. James' Hospital
 Health Sciences



Santry Book Repository

Book storage
 Books from here or Bookstacks are requested from, and, delivered to a library counter

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Step 1: Library Services

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

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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

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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

Basic Survival Skills

Step 2 Getting to Know the Library Website

Step 2 : Library Website www.tcd.ie/Library



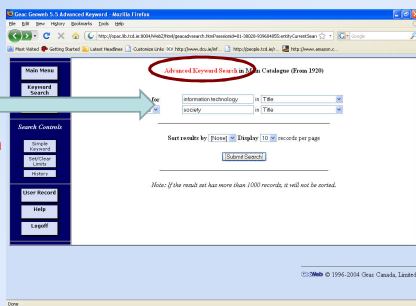
Step 3: Library Catalogue – Did you know?

The Library catalogue allows you to

- Limit searches by date
- 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
- Reserve books online with your ID and pin

Step 3: Library Catalogue –

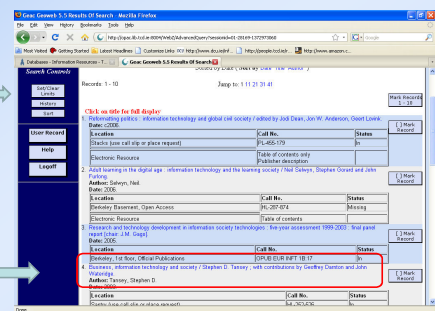
Advanced Keyword Search:
"information technology"
in TITLE &
"Society" in
TITLE



Step 3: Library Catalogue –

Results:
45
record(s)
found
(sorted by
DATE)

Select
Title



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Step 3: Library Catalogue -

Record 4 of 45 for Search: (6: information technology) AND 6: (society)

Jump to: 1 11 21 31 41

Library Holdings

Location Call No. Status

(Santry (see call slip or place request)) RB-32-326 In

Jump to: 1 11 21 31 41

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Catalogue- reserving a title

How to get books from Santry or the Stacks

ASR **CALL SLIPS**

Place a stack request

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Step 3: Library Catalogue - Word of Warning

The Catalogue times out after 10 minutes of inactivity

Start Searching

Click here to begin searching again

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Basic Survival Skills

Step 4 Borrowing and Electronic Resources

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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)

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Step 4: Borrowing Rights

| Library User | No. of books | Collection | Length of Loan |
|--|--------------|--|--|
| Undergraduate and Higher Diploma Postgraduate Students | 4 | Lending (LEN, MUS-LEN, S-LEN, SJ) | One week (LEN + Yellow Spot, MUS-LEN + Red Sticker, S-LEN, SJ) One month (LEN + No Yellow Spot, MUS-LEN + No Red Sticker) |
| Research or Higher Degree Postgraduate Students | 10 | Lending (4 books, if no other copies are available) Open Shelves Closed Access | One month |
| Academic Staff | 20 | 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
Eg Digital Multimedia
500.185 P11*1;5
- 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

Step 4 : Open Access Counter Reserve Material

Counter Reserve

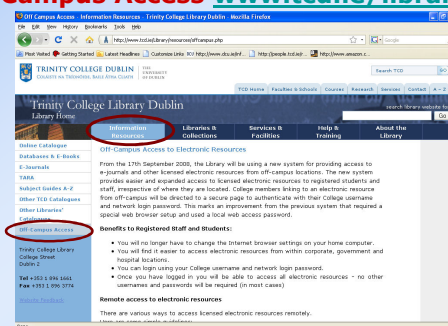
- Multiple copies of items in heavy demand
- Located beside the Issue Desks in the BLU & in the Hamilton Library
- Material **cannot be removed** from the library
- You can **borrow 4 items**
- Borrow for **5 hours**
- **Heavy fines for overdue items**

Step 4 : Open Access - Reference Material

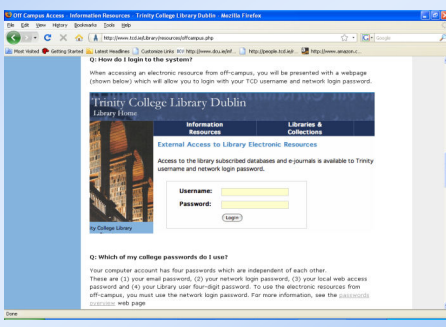
Reference Material

- Encyclopaedias, Dictionaries, Theses, Manuscripts, Journals etc.
- Locations: Berkeley, Hamilton & John Stearne Libraries
- Cannot be removed from the library
- Prefixes include Ref Bib

Step 4: Electronic Resources– Off Campus Access www.tcd.ie/library



Step 4: Electronic Resources– Off Campus Access



Step 4: Electronic Resources

E-Books

- Safari Computer Science books

E-journals

- c.33,000+ titles

Databases

- c.167+ databases
- access to abstract, citation and full-text



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Step 4 : Electronic resources – E-Books

The screenshot shows the Trinity College Library Dublin website. The 'E-Books' link in the left-hand navigation menu is highlighted with a red box. Below it, the 'Resources by Subject' and 'Title Keyword Search' options are also highlighted with red boxes. The main content area shows a search bar and a list of resources.

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Step 4: Electronic Resources – E-Journals

E-Journals are periodicals that you can read online.

To access E-Journals click on e-journals on the Information Resources library web page.

The screenshot shows the Trinity College Library Dublin website. The 'E-Journals' link in the left-hand navigation menu is highlighted with a red box. Below it, the 'Resources by Subject' and 'Title Keyword Search' options are also highlighted with red boxes. The main content area shows a search bar and a list of resources.

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Step 4: Electronic resources – Databases

Library databases are searchable electronic resources. They can contain abstracts, references or full text articles for particular subject areas.

The screenshot shows the Trinity College Library Dublin website. The 'Databases' link in the left-hand navigation menu is highlighted with a red box. Below it, the 'Resources by Subject' and 'Title Keyword Search' options are also highlighted with red boxes. The main content area shows a search bar and a list of resources.

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Step 4 : Information Sources – Advantages of Databases

Databases offer peer reviewed articles. The content in databases is quality assured. Databases are flexible.....

Place Limits on searches (date, publication type)

Organise results (by date, author etc)

Some save or e-mail the results of a search

Link to similar articles and/or to articles in the bibliography

Citation and table of contents alerts

Search strategies can be saved and rerun

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Step 4 : Electronic Resources – Some useful databases

| | |
|---------------------|-------------------------|
| Sociology | Computer Science |
| FactFinder | ACM Digital Library |
| PsychArticles | ASCE Journals Database |
| Psychology & | Engineering Village 2 |
| Behavioural Science | IEEE Electronic Library |
| | Springer Link |

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Electronic Resources

The image shows three logos for electronic resources: IEEE Xplore (RELEASE 2.4), ScienceDirect, and Engineering Village. Above the logos is a photograph of a satellite dish antenna pointing towards the sky.

Other Searching options

When you have exhausted searches on the TCD:

- Catalogue
- E-books
- E-Journals page
- Databases

Try

- **Interlibrary loans**

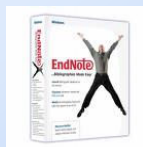
Interlibrary loans

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

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

EndNote is a bibliographic reference software tool for publishing and managing bibliographies



<http://www.tcd.ie/Library/Local/Endnote/>

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.

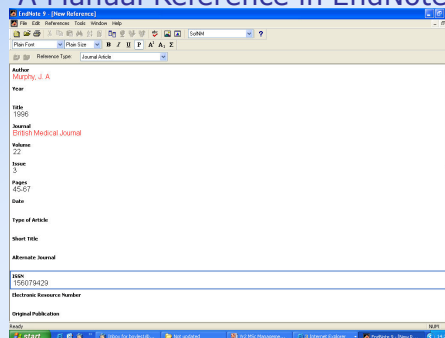
Formulate a Bibliography for your paper.

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

Step 5: EndNote A Manual Reference in EndNote



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Step 5: EndNote Direct Export from Science Direct

The screenshot shows the ScienceDirect search results interface. At the top, it says '5 Articles Found'. Below the search bar, there are several article listings. The 'Export Options' button is highlighted with a red box, indicating the step for direct export to EndNote.

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Step 5: EndNote Manipulating References in EndNote

EndNote allows you to

- Find Duplicate References in the library
- Search References in your EndNote Library
- Change output styles e.g. change from Harvard to Vancouver style
- Print out your EndNote library references
- Make global changes to groups of references
- Sort references in your EndNote Library

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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

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Basic Survival Skills

Step 6 Where to get help and further training

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Step 6: Seeking Help – The Duty Librarian & query cards

If the Duty Librarian is unavailable, fill out a Query Card & leave it with staff at one of the Library Counters.

The image shows a 'Query Card' form from Trinity College Library Dublin. The form is titled 'Query Card' and has a red circle around the title. It contains fields for 'Author', 'Title', 'Date of query', 'Date of publication', 'Reader's name (block capitals)', and 'State' (with options: Undergrad, Postgrad, Staff, Others). There is also a 'Source of information' field and a 'Not in place' checkbox.

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Step 6: Help and Training - Who is your Subject Librarian?

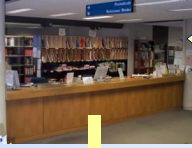
Computer Science/Engineering: Lorna Flannery
lornaflannery@tcd.ie or 01-8961805

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


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Step 6 : Seeking Help

Library Noticeboards and Counter Staff



Ask at the Library counter



Check Library Noticeboards

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Step 6: Seeking Help



For more information try our [Online Tutorial](#)

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Conclusion - The Survival Skills

You should 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

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Thanks for listening



Good luck with your studies!