

# Top Ten Things about the Library



UNIVERSITY OF  
**LIMERICK**  
Ollscoil Luimnigh

Leabharlann Glucksman  
Glucksman Library

- 1 Your ID card is your access to the Library and your ID number is your link to resources.
- 2 The Library is normally open the following times during semester, but check the screens in the library or our website, as opening hours are extended coming up to exams.

Days	Library Building	
	Self Service	Staffed Service
Monday to Friday	07.00 – 24.00	09.00 – 21.00
Saturday	10.00 – 20.00	10.00 – 16.30
Sunday	11.00 – 18.00	Closed

- 3 Zoning is in place in the Library. Silent zones are located on the top floors of the Library and in the Reading Rooms. Phone zones are in the toilets, photocopy room and back stairwells.
- 4 You can borrow 5 items for 14 days as an undergraduate or 10 items for 28 days as a postgraduate. You also have a short loan borrowing allowance for material in high demand. Borrow books using the self-service kiosks and return books at 'Returns' in the foyer.
- 5 Group study rooms and collaborative work spaces are available to book by students online on the library website under 'Use the Library'.
- 6 Before using any service on the library website you should sign in. Use your UL username (student ID OR staff firstname.

lastname) and password. PhD and Masters students should use their student ID. Signing in allows you; renew your loans online, request items and access full-text articles or e-books.

- 7 Go to [ul.ie/library](http://ul.ie/library) to search for items, review your loans, renew loans, reserve items or review fines. You can also access full text journals and databases from home or while using the UL WiFi by clicking on the Login to UL e-resource tab. You will be prompted to sign in using your UL user name and password.
- 8 Fines are charged on overdue material. Please remember to return library material on time or renew your items to avoid incurring fines. Check your receipt from the self-service kiosk or your account, for the due date. You will normally receive an email 2 days before and on the day materials are due for renewal or return. You can pay fines at the self-service kiosks with cash or card.
- 9 Librarians are available to all undergraduates and postgraduates regarding best use of resources. You can make an appointment at the Information Desk or contact them directly via email.
- 10 Use the "Ask Us/Tell Us" service to ask a question or to give us feedback. The online question/comment form is on the library website. You will receive a response via email.

# Library Jargon Buster

**ARC** stands for Automated Reserve Collection and is an automated storage and retrieval system where lesser-used items are held. Library users can search the library catalogue, request an item from the ARC and go to the Short Loan area on the ground floor for self-service pick up.

**Bibliography:** A list of books or a list of sources on a particular topic.

**Citation:** A brief description of a publication referring to a specific passage, text, author, webpage etc. It appears as a Reference or Footnote and contains sufficient details to enable you to locate the publication, website etc. Please refer to the library's booklet *Cite It Rite* for help with referencing.

**Database:** A searchable electronic catalogue or index. It often includes details of individual articles within journals and sometimes chapters in books.

**E-book or E-journal:** A book or journal that is in electronic format and can be read in full online.

**Inter-Library Loan (ILL):** A loan made between libraries which you may need to request if items you want are not held by UL Library in print or online.

**Journal:** (also called periodical or serial) A publication that contains scholarly articles and is published at regular intervals.

**Journal article:** An item of research written by an academic or other expert, to communicate new ideas or findings to the wider research community. Several articles are published together within a journal issue.

**Reference collection** describes items that you may use in the Library but may not borrow, such as dictionaries, atlases and encyclopedias. Many of these items are available online.

**Self-issue/ Self-return:** Borrow/return an item from/to the Library using an automated machine.

**Shelf Mark:** A code that appears on a label on the spine of each item in the Library numbering subjects from 000 to 999. Items are arranged by shelf mark and/or alphabetical order, determined by their subject. See the library floor plan and book marks for subject locations.

**Short loan:** This is material in high demand. 3-hour and 24-hour short loan items are located on the ground floor of the Library close to the Information Desk. The highest loaned items are kept in a secure self-service kiosk in this area. 3-day and 7-day short loan items can be found with normal loan items on floor 1, 2 & 3.

**Special Collections & Archives:** A collection of old and rare books, manuscripts and other archive materials. Material can be consulted by appointment.