

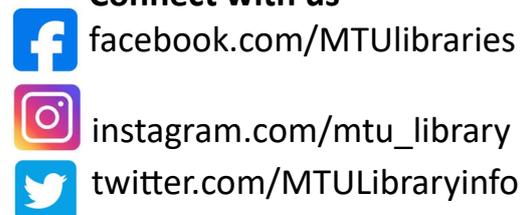
# A Guide to MTU Kerry Library



The Library,  
MTU Kerry,  
North Campus,  
Dromthacker,  
Tralee,  
Co. Kerry, V92 HD4V.

Phone +353 66 7191700  
Email [kerrylibrary@mtu.ie](mailto:kerrylibrary@mtu.ie)  
Website: <https://library.ittralee.ie>

## Connect with us



All students are issued with a university ID Card on registration: this card is also used as your library card. Please bring your university ID Card with you at all times as it must be produced when borrowing items and entering the library.

## Library Opening Times

The opening hours for the library may differ throughout the year and are available to view on our homepage at <https://library.ittralee.ie>

## Books, Reference, Official Publications; AV material.

The Library stocks a wide range of books and AV resources in all subject areas which are available for loan or reference. These include the Main General Loan Collection; Reference Collection; Short Loan Collection; Official Publications; EU Section; Audio Visual Collection. Standard Loan items are available for loan. Short Loan items are issued for 2 hours in the library. Official Publications and Reference books are for use in the library only.



## Borrowing Rights

User	Items	Period	Suspensions
Full Time Students	7 items	2 week	1 day per item overdue to a maximum of 10 days
Post Graduate Students	8 items	4 weeks	1 day per item overdue to a maximum of 10 days
Staff	15 items	4 weeks	Not Applicable

Items can be renewed automatically up to a maximum of 3 times, unless requested by another patron. You are responsible for all items that you borrow until they are returned to the Library. If the items that you borrow become overdue and are returned late, your account will be suspended and you will not be able to borrow books until the suspension has expired.

## Book a Study Space or PC

A number of study spaces and all PCs in the North Campus Library, and some PCs in the Cube Reading Room and South Campus reading room are available to book, this can be done from the library homepage and directly at the following link <https://ittralee.libcal.com/r>

## Journals

The library stocks approximately 50 journals in all subject areas and current journals are shelved on the first floor of the North Campus Library; older copies of journals are shelved on the second floor. Current newspapers are kept on the Ground Floor.

## Library Website

Our library website is available at

<https://library.ittralee.ie>

Here you can find information on the services and resources offered by the library as well as up to date information about opening hours and events on our notice board, you can also search the library catalogue, access your library record and our online resources.



## Library Catalogue & Multisearch

The **library catalogue** is a complete list of all items held in the Library. The default search is keyword and you can then search by title, author, subject, keyword, by clicking on advanced search in the results screen. When searching for an item on the library catalogue, you should note the call number of the book and its location code. Items can also be reserved on the library catalogue but you will need your university card number to use this facility.

**Multisearch** is the default search box on the library home page; it searches both online and physical items held by the library, including full-text subscribed e-books, online resources, electronic journal articles, etc. It also includes print books and journals. A simple one word keyword search can bring back millions of results so it is recommended that you use the Advanced Search features.

## My Library

Using the My Library feature on the library website you can see how many books you have out at the moment, and request books that are checked out to other patrons. There is also an option to order interlibrary loans online. You may also see your reading history. To avail of all these services you must log in to your My Library account by clicking on the icon on the library website.

## Online Resources

The library subscribes to a large number of key online resources to aid you in your study, these can be accessed off site as well as on campus These include:

- **The A-Z of Online Journals:** This resource enables the user to check all of our online databases for a particular journal title.
- **eBooks:** The library subscribes to the e-book package **Proquest eBook Central**. The library also holds a selection of over 2,000 purchased titles on our library catalogue
- **Online Journals:** The Library subscribes to tens of thousands of full-text academic journals through our databases.
- **Databases:** Databases available via the Library website: Academic Search Complete (IReL), ACM Digital Library, APA PsycArticles, Business Source Complete (IReL), ARTSTOR Digital Library, ASABE Technical Library, Emerald Insight, Bloomsbury Applied Visual Arts; British National Formulary, IEEE Digital Library, Drama Online, British National Formulary for Children, IHS Markit (Irish Construction IS), Ebook Central (Proquest), CINAHL Complete & Health Source: Nursing Academic Edition, JSTOR Ireland Collection, MathSciNet, Clinical Skills / Clinical Key Nursing, Science Direct, Medici TV, Health Research Premium Collection, SPORTDiscus, OmniFile Full Text, Isurv RICS, Self Care Collection (ebooks), SAGE Business Cases, MEDLINE Complete, RILM Music Encyclopedias, SAGE Research Methods, Nexis Uni, Scopus, SAI Global (NSAI), SocINDEX with Full Text, Westlaw.ie Most of our databases can be searched simultaneously through our **MultiSearch** search box
- **Building Standards:** Full text building standards available via HIS (Construction Information Service Online).
- **Past Exam Papers** The library offers access to past exam papers for all the courses for the previous 5 years.
- **Subject Guides (LibGuides)** Subject specific information is available through the subject guides on the Library Web Page—accessed via the **LibGuides** Link.
- **Referencing, citations and avoiding plagiarism (LibGuides)** Available online through the web page via the **LibGuides** Link, this page includes links to all the Institute's Referencing information including the IMCP guidelines.

## Canvas

The Library Information Page on Canvas includes links to the library's **Multi Search** and **Catalogue search** pages. It also features links to some of our key LibGuides.

## Inter Library Loans

If any journal article or book is not available in the library then you can request the item you require by logging in to your My Library account. All students are entitled to two free book loans per year via the IoT Inter Library Loan system. For staff and postgraduate students' Inter Library loan procedures and limits, please see the library website for details.

## Photocopying and Printing

Photocopier/Printers are located throughout both libraries. Your university card is required to photocopy/print. Details of charges are available at: <https://library.ittralee.ie/services/copy-print/>

**T-Cards top-ups** Credit for your university card can be purchased online at <https://tcard.ittralee.ie>

## Library Resource Rooms

### Reading/Research Rooms - The Cube North Campus; South Campus Reading Room

Both the North and South Campus offer Reading Room/Research access with PC and wi-fi laptop connectivity outside normal library opening hours: The Cube in the North Campus; the main Library Reading Room area in the South Campus. All study spaces and Pcs need to be booked

### Audio Visual Room North Campus

Open access room with 3 PCs and 2 Apple Macs; dual format VCRs; Blu-ray DVDs; headphones available. There are 2 bookable pcs in this area

### Assistive Technology Room North Campus

Open access resource room with 3 PCs; two scanners, magnifier. Software including: Kurzweil 1,000; Inspiration; Word Shark; Words Work; Dragon naturally Speaking; JAWS; Zoom Text; Duxbury; Dolphin Easy Converter; Text Help Read & Write Gold. The room has to be booked as a whole space.

### User Education Room / Training Room — North Campus

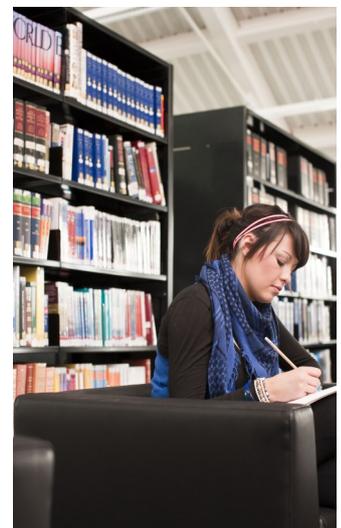
Bookable by staff for specialist tutorials, training, presentations: 20 PCs; blu-ray DVD; surround-sound; videoconferencing facilities; interactive whiteboard. Book online on library website. Please note: not bookable for general classroom use.

## Click & Collect Service

This services enables students and staff to request available general lending books from the North Campus Library and collect them at the Click and Collect Collection points on either campus. Please see the library website for details.

## Scan & Deliver Service

Staff and students can now make a request for items that are available in the library print collections and receive it electronically within copyright guidelines. Please see the library website for details.

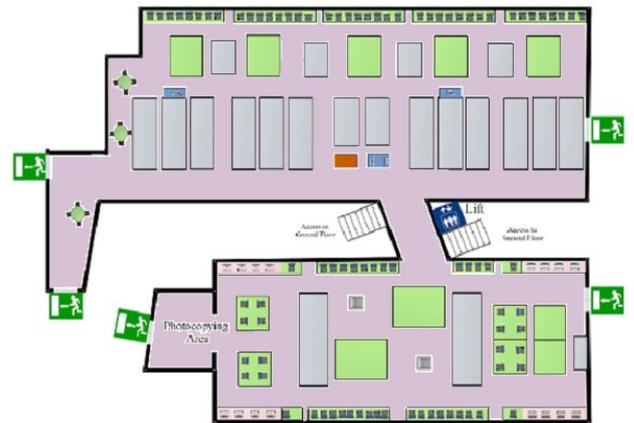


## Floor Plan of the North Campus Library

### First Floor



Back Issues of journals and newspapers and official publications are held on the **Second Floor**



The **Ground Floor** holds the Ground Floor Main Collection comprising of books up to dewey 339, the Short Loan, Reference, AV & Careers Collections. You can also browse the most recent edition of newspapers

### Ground Floor



You can find the First Floor Main Collection lending books from dewey 340 on, the EU Collection and the current year's Journals on the **First floor**

### Key

-  Book Shelf
-  Study Area
-  Study Area with Lap Top Access
-  Library Catalogue
-  Computer Area
-  Lift
-  Emergency Exit
-  Display Area
-  Self Issue Unit

## Floor Plan of the South Campus



The **South Campus Reading Room** holds over 60 relevant titles in a Self Issue cabinet, books can also be requested from the North Campus to be collected at the Click and Collect Collection Point in the Reading Room