

- **Library Opening Times**

Monday-Thursday	9.00am-7.30pm
Friday	9.00am-4.00pm
Saturday	11 am-1.00pm

<i>Closed for lunch</i>	<i>1.00pm-1.30pm</i>
<i>Tea breaks</i>	<i>11.00am-11.15am and 3.30pm-3.30pm</i>

- **Admittance**

All staff and registered students of the Institute may consult and borrow books. ID cards must be shown to library staff on request.

External readers may apply for library membership, with borrowing privileges, through the external membership scheme.

Readers are required to notify the library of any change of address.

Library guides are available in hardcopy in the Library.

- **Borrowing**

A student may borrow up to 5 books for a 1 week period and must return or renew them by the date due.

Books may be renewed twice if not requested by other borrowers.

Upon receipt of an urgent email, a book must be returned within 24 hours if requested by another student.

An overdue fine of 20 cent per book per day will be incurred.

All fines must be paid before books are issued or renewed.

Students print account will be suspended until all overdue books are returned and fines paid.

The borrower is responsible for the safekeeping of a book until it has been returned and the loan record cancelled. Borrowers may not transfer an item they have borrowed to another person.

If a reader is found damaging or losing a book belonging to the Library. A standard fine of €25 will be imposed and they will also be liable to pay the cost of a replacement copy.

Journals, reference material and videos may not be borrowed.

A library security system is in operation so please ensure all items you want to borrow are checked out at the library desk.

The Librarian may, at their discretion, stop the lending out of books in immediate demand and reserve them for consultation within the library.

Borrowing privileges may be withdrawn on infringement of these regulations.

- **Internet Terminals**

Students can only access Library internet terminals for 1 hour per session per day and they must also sign on using the relevant documentation. If you don't sign on you may be asked to vacate the terminal.

There are no applications on Library terminals. These applications are available in the computer labs.

Access to Library internet is for research and educational purposes.

E-mail is not a Library function. All students have e-mail accounts in the computer labs.

No software other than that installed by library staff is to be loaded onto internet terminals.

Only one person may sit at an Internet terminal at any one time.

Searching sites offering pornographic / abusive material is strictly prohibited. Please report immediately to library staff the presence of pornographic or other abusive material on your internet workstation.

- **General Rules**

Silence must be observed at all times.

Mobile phones must be switched off in the library. A on the spot fine of €5 is in operation.

Eating and drinking (except for bottled water) are prohibited in the library.

Chewing gum is strictly prohibited.

Bags are allowed in the Library, but must not obstruct walkways.

All personal property is left unattended at owner's risk.

Any instance of theft or willful damage to library resources, equipment or furniture will be referred to the GMIT Disciplinary Committee.

Anyone found defacing a book will be fined €25 and must also pay the cost of replacement.

If paper is jammed in the photocopier please don't attempt to fix it but call Library staff for assistance.

Books being taken out of the Library must be shown to staff if requested.

The Librarian may for good cause, and subject to appeal to the Library Committee, suspend any person from use of the library.

Fire exits must be kept clear at all times.

Readers must vacate the Library and the building immediately by the nearest emergency exit when asked to do so because of an emergency or the threat of fire.

The instructions of Fire Marshals must be followed.