Welcome to UCD Library

Josh Clark
Outreach Librarian

www.ucd.ie/library
5 locations:

- James Joyce Library (main)
- Richview Library
- Health Sciences
- Veterinary Medicine
- UCD Library, Blackrock
When Are We Open?
longer hours around exams...

reduced hours in summer & between terms
Forgot Your Library Card?

Get a temporary one!
Structure:

- Client Services
- Collection Services
- Research Services
- Planning & Admin
- Cultural Heritage & Special Collections
What we do

• **Study space at 5 libraries** for learners & researchers

• **Physical & digital collections** & search & discovery interfaces
What we do

- **Range of services & expertise supporting study & research** – desk services, information skills training, specialised researcher support services, guides & tutorials

- **Important role regarding Irish cultural heritage**
Collections: print and digital

- 800,000+ printed books
- A Short Loan Collection
- Around 100,000 journal/e-journal titles
- 250,000+ e-books available through various packages
- 320+ databases
- Other formats: maps, DVDs, music scores..
Borrowing limits
www.ucd.ie/library/use/borrowing

Recently increased to **60** (long-loan) books for **60 days** for UCD academic & admin staff...
• Staff & Student eZines

• Notices, posters & plasma screens

College Liaison Librarians are the main channel of communication at specific College and School level regarding academic matters: collections, training, etc

https://www.ucd.ie/library/contact/clls

Communication with our users
Contact us!

www.ucd.ie/library/contact
www.ucd.ie/library
on desktop....
...and mobile!
Academic Integrity - Referencing, Citation & Avoiding Plagiarism:
Academic Integrity

This guide explains what referencing and citation is and how to use the APA, Chicago, Harvard, MLA and Vancouver Styles. It includes a short interactive tutorial on each style.

Academic Integrity - what is it?

*The University upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others. (UCD Registry, 2005, p. 2). Students, researchers and staff achieve academic integrity through sound academic writing, appropriate citation.

Reference


- UCD Plagiarism Policy
  Full UCD Plagiarism Policy from the Academic Secretariat.

Academic Integrity Guide - what it covers
Welcome to UCD Brightspace

Brightspace - UCD Library guide: Books and eBooks

This useful guide will demonstrate the different options available for integrating UCD Library resources into Brightspace.

Your Feedback

The aim of this guide is to demonstrate various options for linking to Library resources from Brightspace. As we are still learning about Brightspace, we welcome any feedback or questions you may have about the content, or suggestions/questions you may have about linking to our resources. Send email feedback to james.molloy@ucd.ie

Our Copyright Guide provides advice on legal requirements on the use of resources in your VLE.

Books and eBooks

It is important to link directly to OneSearch for books and ebooks. By using the permanent link you ensure that the links will not go out of date and will work off campus. See also the Off Campus FAQs for further information and assistance.

Find the item in OneSearch

Step 1 Click "Permanent Link": then "Copy"

Step 2 In Brightspace select "My Learning" from the top menu

Step 3 Click "Upload/Create" and then "Create a Link"

Step 4 Add a title, then paste the URL and select "Open as External Resource" and click "Create"
Your College Liaison Librarian

Your Liaison Librarian is your primary contact for teaching and learning support and will:

- help you with developing the information and research skills of your students
- work with you to support your module and programme learning objectives
- provide classroom or online supports
- Contact your College Liaison Librarian
Services and Guides for Researchers

**Bibliometrics** - Find out about bibliometrics, and how to make your research output more visible

**Citations** - Learn how to cite correctly and which citation style to use

**Copyright** - Check our guide explaining what copyright is and how copyright protection applies to a range of materials

**Data Management Plans** - Follow our Data Management Checklist to help you write a DMP

**Digitisation Projects** - Read this guide on the process of digitising materials from initial planning to capturing metadata and publishing online

**EndNote** - Manage your references and get Library support for both EndNote Online and EndNote x7

**FAIR Data** - See our guide to the guiding principles for making data Findable, Accessible, Interoperable, and Reusable.

**Funding Applications** - Explore our services which assist with your funding applications

**Geographic Information Systems (GIS)** - Visualise your data with maps using GIS - find out how with our guide and get links to spatial data sets

**Google** - Get the best out of Google Scholar and its range of features

**Google Scholar** - Search sources of academic information such as journals, books and conference proceedings with Google Scholar

**Inter-Library Loans** - Obtain items not held in UCD Library's own collections
Book Ordering & all about our collections

libguides.ucd.ie/collection_services

Collection Services, UCD Library: Introduction

This guide provides information on the Collection Services Unit and the services it offers to academics, researchers, and undergraduates.

What is in this Guide?

This guide provides information on the collection services UCD Library offers to academics, researchers, and undergraduates, including ordering books, journal subscriptions, inter-library loans, etc.

Search Across Our Collections

OneSearch

Books, articles, DVDs and more...

Search

Problems searching? Click here

What is the Collection Services Unit?

The Collections Services Unit is responsible for the management of all material published after 1930 held in UCD Library. This includes:

- Collection development, or the selection and acquisition of both print and online materials;
- Cataloguing of print and electronic resources to ensure ease of access;
- Decision making on the retention and disposal of materials in our collection;
- Managing and maximising the library's resources budget;
- Participation in relevant national bodies and consortia, i.e. IREL (Irish Research Electronic Library).

Collections Services staff are responsible for selecting, ordering, and processing Library materials at every stage of their lifecycle. We will work with you to help you make the best use of the Library's existing resources and to select the most appropriate collections for your teaching, learning and research needs.

The Collections Services Unit does not look after UCD's special or archival collections. Any queries relating to Special Collections, the National Folklore Archive, or UCD Archives should be directed to the relevant department.

Other Related Guides Available
Keep up with our new arrivals!

newbooks.ucd.ie – every Wednesday
Quick Tasks!
The Library in UCD Connect

Community | Library | Registry | Teaching & Learning | Research & Innovation | IT Services | Students' Union | Student Help

InfoHub | SISWeb | AppsAnywhere | Software Download | OneSearch | Library Account

UCD Directory | People Learning & Development | Faculty & Staff Intranet | Office 365 | Careers Connect | Banner
Self-service online tools
A full range of search tools
If we don’t have it...

- **Ask us to buy it** – follow the link on the home page Quick Links bar to Ordering Books

- **Ask us to obtain it via inter-library loan** – web page info & form is online, costs €6 – your School MAY pay..

- **Visit another library** – see our web pages about the schemes we have
SCONUL Access

www.sconul.ac.uk/sconul-access

SCONUL Access

SCONUL Access is a scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme. To find out more about the scheme, who is eligible, and how it works, explore the links on the left-hand side of the screen.

To apply for SCONUL Access:

- First, complete the two steps below and click ‘Find’
- Select the library you wish to use. Note: once your application has been approved, you can use any of the libraries on this list. You need not reapply for each library.
- Click ‘Apply for Access’ and complete the form.

Your application will be processed by your home institution library. Waiting times vary; for more information, contact your home institution. Once your application is processed, you will receive an approval email with further details on how to take part in the scheme.

STEP #1: tell us what kind of user you are:

I am...

STEP #2: Tell us the name of your institution:

I am attending...

STEP #3: You are eligible for the following universities and colleges:

Select any filter and click on Apply to see results.
The ALCID scheme

www.conul.ie/resources

ALCID SCHEME

All members of CONUL are members of the ALCID cooperative access scheme. ALCID is a co-operative access scheme between the libraries of:

- Dublin City University
- Technological University Dublin
- Mary Immaculate College
- Mater Dei
- National University of Ireland, Galway
- National University of Ireland, Maynooth
- Royal College of Surgeons in Ireland
- Royal Irish Academy
- St. Patrick’s College, Drumcondra
- Trinity College, Dublin
- University College, Cork
- University College, Dublin
- University of Limerick
- University of Ulster

ALCID enables access to the collections of each of the participating libraries, without formality, on production of a common ALCID membership card for academics, academic-related staff and registered students reading for postgraduate degrees.
Cultural Heritage
4 Cultural Heritage Units:
National Folklore Collection
UCD Special Collections
UCD Archives
UCD Digital Library
Something for everyone!

- **Irish history** titles including popular titles
- **Film on DVD**, music CDs
- **Health & Wellbeing** titles
- **Travel guides & cookbooks**, good gardening section
- Outstanding **birdwatching & ornithology** collection
- **Literary Fiction** – Dublin Literary Award titles, Booker Prize titles, Irish authors
- **Poetry Collection**
- **Book swap** outside James Joyce Library
- **Coming soon: parenting collection**
Let’s Go Green

Hot and cold drinks in reusable containers with securely sealed lids are now allowed in all UCD Libraries.
Thanks!
Healthy UCD

#healthyucd

OUR VISION
A global health promoting university that ensures the holistic health and well-being of every member of the UCD community.

Be Active
Be Mindful
Help & Support
Keep Learning
Eat Healthy
Connect

healthyucd@ucd.ie  @healthyUCD  healthyUCD  www.ucd.ie/healthyucd
• Health and well-being are vital to support individuals to flourish and create a sustainable work-life balance.

• Employee wellbeing is a high priority at UCD due to its positive impact on health.

• 4 out of 5 employees note a positive link between their health and wellbeing and their work productivity.

What does Healthy UCD do?

- UCD Staff Engagement Event
- Healthy Eating Week
- Mental Health Awareness Week
- Physical Activity, Step into Autumn
Health Opportunities in UCD

- Healthy UCD Woodland Walks
- Healthy Eating Options on Campus
- EAP (Employee Assistance Programme)
- UCD Sport and Fitness Facilities
- Boot Camps/Step Challenge
- UCD Staff Clubs - Tai Chi, tennis, golf
- Cycle to Work Scheme
- Quit Smoking Support
Coffee Time!
RESEARCHERS WHO THINK BIGGER

At University College Dublin our researchers make a positive impact on the world around us

UCD Research and Innovation
http://www.ucd.ie/research/portal/
MEET THE TEAM

Meet the Team

Office of the Vice President for Research, Innovation & Impact
- PROF ORLA FEELY
  VICE PRESIDENT FOR RESEARCH
- TRIONA MCCORMACK
  DIRECTOR OF RESEARCH
- TOM FLANAGAN
  DIRECTOR OF ENTERPRISE AND INNOVATION

Research Programmes Team (Proposal Support & EU Research Office)
- RESEARCH PARTNERS TEAM
- GRANT REGISTRATION TEAM
- RESEARCH FINANCE & OPERATIONS

Research Analytics & Impact Team
- KNOWLEDGE TRANSFER TEAM
- INDUSTRY, NEW VENTURES ENGAGEMENT & COMMUNICATIONS
- CONSULTUCD
- INNOVATION OPERATIONS & FACILITIES
- CALL SPECIFIC CONTACTS

https://www.ucd.ie/research/portal/meettheteam/
Research Programmes

Pre-Award Supports:
- Proposal Support Team
- EU Research Office
- Advanced Budget advice

- Enable access to alert you to the right funding opportunity for you at the right time
- Help you to increase your chances of success in the preparation of your funded research proposal
- Ensure that your proposal is fully costed to meet your objectives
- Ensure that your proposal is timely, compliant and correctly submitted.
- Think in advance and provide a service that this is effective, efficient and expert
ID the RIGHT Funding Opportunity for YOU!

• **READ** the Research Bulletin!
• **REVIEW** the UCD Research Portal
• **SPEAK** to your peers
• **LOGIN** into YOUR Research Professional (Training)

• **USE** the EC Funding and Tender Opportunities Portal
Peter Scott: The Research Partners

Support and catalyze an increase in the quality, quantity, and impact of UCD’s interdisciplinary research, scholarship and innovation, in important areas of national and global need, in conjunction with local, national, and international partners.

This will be achieved via:

▪ Supporting the planning and development of research.

▪ Supporting the creation of ‘flagship’ large-scale collaborative research programmes.
Research Partners

Peter Scott, Senior Manager
Loraine Smith, Health
Colm McMahon, ICT

Justin Synnott, Culture Economy Society

Peter Conlon, Energy & Manufacturing
Sinead McGinley, Agri-Food
Research Operations & Finance

Grant Registration Coordination Team

MACIEK SZYDŁOWSKI
TEAM LEAD
Maciek is responsible for School of Medicine, School of Nursing Midwifery and Health Systems, School of Public Health, Physiotherapy and Sports Science.

RAFAELA BRANCO
RESEARCH ADMINISTRATOR
Rafaela is responsible for the College of Arts and Humanities, College of Business, College of Engineering and Architecture.

CLAIRE GIBNEY
RESEARCH ADMINISTRATOR
Claire is responsible for the College of Social Sciences and Law, the School of Agriculture and Food Science, and the School of Veterinary Medicine.

SUAD TAIMUR
RESEARCH ADMINISTRATOR
Suad is responsible for the College of Science and the Research Institutes.

Dr MEADHBH O’HALLORAN
Meadhbh is responsible for School of Medicine, Nursing Midwifery
Email: Meadhbh.ohalloran@ucd.ie

Grant Registration Finance Team

RESEARCH ADMINISTRATOR

RESEARCH ADMINISTRATOR

PAULA MURPHY
Finance Administrator
Responsible for Financial and Budget review on award of grant, Set up of Account and Financial Risk Management

Carol Moore
Finance Assistant
Responsible Set up of Accounts and Cost Extensions

TONY MALONE
SENIOR MANAGER, RESEARCH OPERATIONS & FINANCE

Finance Assistant
Responsible for setting up of accounts and cost extensions

Currently Vacant

Finance Administrator
Responsible for setting up of accounts and cost extensions
Objective:

To ensure all grants are registered in an efficient and effective manner to enable the PI have proper oversight of the project finances and which ensures the University, and its researchers, are appropriately protected from associated legal and financial risks.
Operations: Research Project and UCD Support Offices

- Principal Investigator → Principal Investigator → Principal Investigator → Principal Investigator → Principal Investigator

[Diagram showing the process flow from Proposal to Project live, with various support offices and teams involved.]
• Coordinate the contract review and associated risk
• Review Finance elements of contracts/agreements, including VAT determination
• Advise PI of account structure options (HR Development Workspace impact)
• Set up research accounts
• Support with initial mobilisation (Completion of RAF, Payment of Stipend, Fees)
• Point of contact once a Letter of Award/Grant Agreement is issued
• Review new terms and conditions from funding agencies and coordinate input from other review offices (e.g. new T&Cs from SFI, EI, HRB, etc)
• Coordinate internal funding programmes
Mission
The team help to promote the research reputation of the university, inform research strategy and performance through advanced analytics and embed a culture of research impact in the university.
Create your researcher profile

Researcher Profiles enables research and academic staff to maintain an up-to-date online profile to showcase their research expertise on the UCD website

https://www.ucd.ie/research/portal/researchprofiles/
Recognise that many of the day-to-day costs of research activity are not covered by research grants.

Output-Based Research Support Scheme (OBRSS) to disburse research support funds to faculty based on their research outputs, as captured through publications and PhD supervision.

OBRSS 2019 TIMELINE

17th July
OBRSS Preliminary Statements

27th September
Deadline for updating profiles

2nd September
Reminder Email to update and publish profiles

16th October
OBRSS Final Statements

November-December
Setting up Grants
Capture Impact

The annual Research Impact Case Study Competition encourages all researchers, regardless of discipline to celebrate their research impact.

[link]

https://www.ucd.ie/research/portal/outcomesandimpacts/captureimpacts/
Overview

- Where to get advice & help
- Your UCD Connect account
- UCD Connect
- Your Computer
- Connect your equipment
- Services for Researchers
- VLE – Brightspace
- Apps
- Training Courses
- UCD Policies and Procedures
- IT Security
UCD IT Services

www.ucd.ie/it

Welcome to UCD IT Services
Get Help, Advice & Support

STUDENT IT GUIDE
This guide is designed to introduce the key IT services available to students and help you get started using IT at UCD.

OUR SERVICES
UCD IT Services provides all central IT applications, support and infrastructure for staff and students throughout the University.

UCD CONNECT
UCD Connect provides access to a wide range of University services and information.

GET CONNECTED
Information on accessing the wireless network, getting an account and using computer equipment.

QUICK TASKS
GET AN ACCOUNT

SUPPORT
IT Services Customer Services aims to provide efficient and professional IT support to staff and students at UCD.

DISCOVER IT
Welcome to UCD IT Services
Get Help, Advice & Support

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HOW CAN WE HELP YOU?

Service Announcement
Daedalus Data Centre - Extended Maintenance, 25-28 September
25 Sep

Network Maintenance on the University DHCP/DNS servers, Saturday, 30 September, 08:00-13:00
22 Sep

Outage: Patching of infohub framework. Tuesday, 3 October, 17:00-18:00
27 Sep

Students with iCloud/mailme email accounts not receiving College/Targeted Communications emails
31 Aug

Security Advisory notification: Windows XP and Vista machines - end of security updates and technical support
19 Sep

IT Services Weekly Maintenance Window - Every Tuesday between 17:00 & 19:00
5 Sep

Please Read More
UCD IT Helpdesk:

t: 01-716-2700

e: ithelpdesk@ucd.ie

9.00am – 5.30pm Monday to Friday
IT Centres, Belfield Campus:

- **Daedalus Building**  
  (08:30am – 17:30pm)

- **Health Sciences**  
  (09:30am to 13:00pm, 14:00pm-17:30pm)
Your UCD Connect account

Known as **Connect username** and password

- Gives access to a number of important services and many applications on the network.

- Your email address and account will remain open for the duration of your academic career here in UCD.

*Access depends on your role in the University - access [here](http://www.ucd.ie/itservices/newtoucd)*.
UCD Connect

www.ucd.ie/connect
Your Computer

- If you need to buy new equipment, please see [www.ucd.ie/it](http://www.ucd.ie/it) and [www.ucd.ie/procure](http://www.ucd.ie/procure) for details for the contracts in place.
Connect your equipment

**Wired Network**
- Devices must be registered with IT Services to access the wired network

*Register your computer at [http://netreg.ucd.ie](http://netreg.ucd.ie)*

**Wireless Networks**
- UCD Wireless – open
- Eduroam – authenticated access
Services For Researchers

Specialist Research IT services are available through our dedicated Research IT support team.

The services provided include:

- Research IT Data Centre for hosting IT equipment
- Dedicated High Performance Computer clusters
- Collaborative facilities
- Mass data storage
- Training and consultancy
- Cloud Services
Virtual Learning Environment (VLE) – Brightspace

Used to provide e-learning services to students in UCD.

Module Co-ordinators assign roles to staff as co-lecturers, module assistants, assistant graders and tutors for access to their modules (Brightspace) via the Module Access Management system.
Apps

- UCD Mobile – the UCD App
- Google Mail & Calendar App
- Google Drive
- Brightspace Pulse App
IT Security: [www.ucd.ie/itsecurity](www.ucd.ie/itsecurity)

**Protect your Password**
UCD passwords should be unique, strong, never shared and changed regularly.

**Protect your Account**
Never use your UCD email address or password for non-UCD websites or apps.

**Protect your Device**
Apply software updates when they are due and install Anti-Virus software. Enable remote find and lock features. Encrypt your laptop!

**Protect your Information**
Beware of Phishing, Encrypt your files and **Backup** frequently.

**Protect your online identity**
Check your privacy setting.
Training

UCD IT Services provide a wide variety of courses on the following topics:

- VLE – Brightspace
- IT training for researchers
- Microsoft Office
- Education Technology & Multimedia
- InfoHub
- Web & Content Management system
- IT Security
- IT Induction for new staff

Most are available to book on the UCD Connect Homepage – People Development link
UCD Policies and Procedures:

A brief list of IT policies and procedures to safeguard essential services and protect the privacy of both students and staff, while complying with contractual requirements and legislation.

https://www.ucd.ie/itservices/ourservices/security/policiesandprocedures/

This list includes:

(a) Acceptable Usage Policy
(b) Administrative Information Security Policy
(c) Information Handling standard
(d) University Password Protection Policy
(e) IT Services Disaster Recovery Plan
(f) Data Access Request
Summary

- www.ucd.ie/it
- IT Helpdesk – 2700
- ithelpdesk@ucd.ie
- IT Centres
- @ucditservices