



Library Guides@UCD

Using the Health Sciences

Health Sciences Library, Belfield

Your Keys to the Library

Your Library Card



Your Student ID card is your Library Card.

You need your card to:

- Access the Library
- Borrow Books



Your UCD Connect account

Your UCD **Connect** gives you access to the 24/7 online Library, also available off campus. Select the *My Library* tab on UCD Connect to:

- Access electronic journals, databases, e-books, reference tools
- A range of services, account details, subject portals and news.

Studying

How do you like to study?

- **Keep the head down?** Try the Individual study desks: 64 on 1st floor and 180 on 2nd floor.
- **Collaborate and chat?** Try the Group Study rooms. 6 on first floor and 5 Problem Based Learning rooms on ground floor. Bookings at Information Desk. Groups must be a minimum of 3 to 10 people. Rooms can be used if free but need to vacate if a booked group arrives.
- **Lounge and sprawl?** Try the casual seating scattered throughout the Library, armchairs and couches on the ground & 1st floors, 7 benches on 2nd floor.

Borrowing Services

Borrow, renew or return your books at the Loans Desk or at the Express Service machine on the ground floor.

Getting Connected

You have loads of options:

- Bring your own laptop. The Library has full wireless coverage and most desks have power and data points. You even have a 13 seat laptop study room.
- Borrow a laptop. The Library offers a laptop lending service. Enquire at Issue Desk.
- Use the 20 PC IT Services computer lab.
- Use the Library's Public Access PC's for searching the Library's catalogue, webpage and to access electronic resources. 14 scattered on all 3 floors. Hint: Head for the concrete pillars to locate them.

Printing and copying

The photocopier and printing room is on the 1st floor. Copypoint cards can be purchased from a dispenser in the room.

Use the Copypoint printer to print from the Library's 14 Public Access PC's.

Use the IT Services printer to print from laptops.

The Print Kiosk for topping up your account is located in room B0.06. (Outside the Library).

Safeguard your card

Never leave your Library Card unattended, nor borrow books on behalf of a colleague. If your Library Card is used by another person it will be confiscated. You are responsible for all unreturned books and/or fines. Report **lost cards** immediately to (01) 716 6588 and Library staff will advise you of the necessary procedures.

Your Undergraduate Borrowing Entitlements

Long Loan Items (Late fines of €0.30 per day per book)	8 Books	2 Weeks	Renew up to 5 times
Week Loan Items (Late fines of €2.00 per day per book)	3 Books	1 Week	Renew up to 2 times

Note 1: Postgraduates and staff have longer borrowing entitlements. Check Library website for more information.

Note 2: Lending conditions and fines vary in the 5 UCD Libraries.

Note 3: Fines remain on your card and must be paid in full for borrowing rights to be restored. Fines will accumulate to a maximum of €50 per item. If you have a query about a fine, please check before paying as paid fines cannot be refunded.

Renewing Books

You can renew your Health Science Library books up to 5/2 times, if:

- They are not required by another reader
- You have no overdue books or outstanding charges accruing.

How to renew your books

- Through your UCD Connect account. Select My Library tab.
- Through the Library catalogue. (PIN number required – collect at Loans or Information Desk).
- At the Loans Desk or Express Service machine.
- Telephone (01) 716 6588

Returning Books

- Return books to the Loans Desk. Wait until the book is cleared from your account.
- Return books through the Express Service machine. Keep your receipt as proof of return.
- Use the book returns box when the Library is closed.
- You can return Health Sciences books to any of the 5 UCD libraries.

Reserving Books

- If all copies of the book you require are on loan you can place a reservation.
- The book will be held for you when it is returned to the Library.
- You can reserve a book yourself, using UCD Connect or on the Library Catalogue (PIN number required – available at the Loans Desk).

(Do not confuse **Reservations** with the **Reserve Collection** which is small collection of very high demand books located behind the Loans Desk for Library use only)

- Check the details on the Catalogue screen carefully. It may be in store or even in another UCD Library!
- Complete and hand in a query docket to either the Loans or Information Desk.
- Library staff will inform you when to expect a response. Normally next day but some store items may take longer to retrieve.
- Library staff will look for the item. When located, books are held for you at the Loans Desk for 7 days.

Fair Use and Etiquette

Quiet Please: The Library is a place of study. Please keep noise to a minimum especially on staircase and landings.

Mobile phones: Please set your mobile phone to silent. Making & receiving voice calls is forbidden and subject to penalty charge of €10.

Food and Drink: Consumption of food and drink is forbidden. (Exception bottled water).

Unable to find a book or journal?

Illness

If you are unable to return or renew Library loans due to illness, you should contact the Library as soon as possible at (01) 716 6588. A doctor's certificate or hospital letter may be required.

Opening Hours

- Opening hours vary. Consult the Library website for details
- Opening hours are also posted on notice boards in each Library
- Please note – service desk closes before the Library closes

Keeping up to date

- Keep an eye on the plasma screens for news and information
- Check your subject portal for useful links to resources tailored to your needs
- Check the My Library tab in your UCD Connect for Library news and updates
- Check out the Library's website at www.ucd.ie/library
- Talk to the Library staff and give us your feedback and suggestions.

Need more help?

Ask at the Loans.

Phone: (01) 716 6588

[E-mail: hsl@ucd.ie](mailto:hsl@ucd.ie)

Contact the Liaison Librarian for your subject.

University College Dublin
An Coláiste Ollscoile
Baile Átha Cliath

www.ucd.ie/library

on campus and online