

## Electronic resources

Under the terms of our user licenses with publishers, some electronic resources are not available to external readers. There are a number of general and subject-based resources on the library website which are freely available:

### Library website:

<http://library.ittdublin.ie>

### Subject guides

<http://library.ittdublin.ie/screens/sg.html>

### Subject internet gateways

<http://library.ittdublin.ie/screens/sig.html>

## How to apply

Please complete the external reader application form and return it along with the appropriate fee to the:

Institute Librarian,  
IT Tallaght,  
Dublin 24,

or to the library desk.

Please note that membership can be withdrawn at the discretion of the Institute Librarian and that the Institute reserves the right to refuse admission to the library.

## Opening Hours

For up to date library opening hours please see our website at:

<http://library.ittdublin.ie/screens/open.html>

Notices about changes in the opening hours will be displayed on library notice boards and web-site.

You can access the library catalogue and electronic resources anytime at:  
<http://library.ittdublin.ie>

## How to contact us...

Library Desk: +353 1 4042203

Email: [library@ittdublin.ie](mailto:library@ittdublin.ie)

Fax: +353 1 4042238

<http://library.ittdublin.ie/>

Please note that the content/accuracy of the information contained on external sites is not the responsibility of the library. The inclusion or exclusion of any particular site from these guides does not imply any endorsement or disapproval of the organisation providing the site.



## Library guide for external users

Library  
Institute of Technology  
Tallaght



## Introduction

The prime responsibility of the ITT library is to provide library and information services for the benefit of Institute staff and students. However it is important to offer a service to external users.

## Eligibility

- Graduates of ITT Dublin (Alumni)
- Graduates of other third level Institutes and colleges
- Persons engaged in scholarly research
- All other members of the public

All those eligible to join the library may join as an **external reader** or an **external borrower**

## Fees per year

### External reader

Individual	€10
ITT Graduate	€5
Students of other 3rd level institutes	€10
Concessionary (OAPs etc.)	€5

### External borrower

Individual	€40
ITT Graduate	€25
Students of other 3rd level institutes	€30
Concessionary (OAPs etc.)	€25

## Borrowing entitlements for external borrowers

### Library regulations

Please familiarise yourself with the Library Regulations:  
<http://library.ittdublin.ie/screens/libreg.html>

Each external borrower is entitled to **2 items** from the general collection, or official publications.

These may be borrowed for **2 weeks** and may be renewed **twice** (subject to recall). Material may be renewed at the library desk or by telephone. **All items are subject to recall.**

Books are issued to you by staff at the library desk or by using the self-service machine.

### How do I know what's available?

Information on library holdings may be obtained via the library on-line catalogue:  
<http://library.ittdublin.ie/search/>.

Check what books, journals, videos, student projects etc. that are held in the library, whether it's available and where it is shelved.

You may search by keyword, author, title or subject. Further assistance can be obtained by contacting the library by phone, email, or in person.

## What do I have access to?

You have access to books from the **General Collection**, which is the main body of library stock. Material from the **Short Loan, Reference, and Journal Collections** are also accessible at any time.

## Journals

The library has a collection of more than 100 print journals.

Back issues to journals are kept in storage. If you wish to consult a back issue please fill out a journal retrieval form at the library desk.

## Study facilities in the library

- General Study area
- Silent Study area
- Journal reading area

## Video and DVD viewing

The library has an extensive collection of DVDs which are shelved near the issue desk.

There are two video players and one DVD player which may be used for viewing any of the library collection.

## Inter-library loans

External users are not permitted to request inter-library loans.