Contents

Introduction ........................................................................................................................................... 5
About DBS Library .............................................................................................................................. 6
  Where is the Library located? ........................................................................................................... 6
  What does the Library collection contain? ....................................................................................... 6
  Library Opening Hours ...................................................................................................................... 6
  How do I contact the Library? .......................................................................................................... 7
Resources available to you at DBS Library ....................................................................................... 8
  How to locate books and DVDs in the Library ................................................................................ 8
  How do I access the Library PCs and my Library account online? ................................................ 9
  What computing facilities are available in the Library? .................................................................. 9
  Wireless network in the Library and DBS ....................................................................................... 9
  What Library online resources are available while I am studying in the Library? ................................ 10
  What online resources can I access from home/the office? ............................................................ 10
Can I search electronic resources directly on my smartphone? ....................................................... 10
  Library catalogue ............................................................................................................................ 10
  Alumni databases on your smartphone. ........................................................................................... 11
Is there any audiovisual software for users with disabilities available in the Library? .............. 11
How can I print/photocopy in the Library? .................................................................................... 11
  Printing facilities ............................................................................................................................. 11
  ‘follow me’ printing ....................................................................................................................... 11
  Wireless printing .............................................................................................................................. 11
  Photocopying facilities .................................................................................................................. 12
Borrowing rights for Alumni Borrower members ........................................................................ 13
  What are my borrowing rights? ....................................................................................................... 13
  How am I notified of the due date of the items I borrowed? ............................................................ 13
  How do I borrow/return Library materials? .................................................................................... 13
How do I renew books? ................................................................. 13
Can I reserve Library material? ......................................................... 14
Can I access my Library account online? ........................................ 14
How can I be sure that I can access Library materials when I need to? 14
Can I borrow DVDs and use Teaching Resources? ............................. 15
Can I pay Library fines or purchase print/photocopy credit by debit or credit card? ................. 15
Other services available from the Library to all Alumni members .............. 16
Library support with essay writing, referencing and avoiding plagiarism .......... 16
Esource: DBS Institutional Repository ............................................... 16
How can I learn more about using DBS Library? ............................ 16
Library Regulations ....................................................................... 17
Appendix ......................................................................................... 18
List of Database Subscriptions ....................................................... 18
Free Databases ............................................................................... 18
Reference Management Resources .................................................. 18
Introduction

Welcome to DBS Library.

The Library service looks forward to assisting you with your information enquiries.

DBS Library service employs full-time library staff and part-time staff who have professional library qualifications and/or significant library experience and are therefore highly experienced at dealing with the type of information enquiries that you have.
About DBS Library

Where is the Library located?
The Library is located on the second floor of the building.
A map indicating the Library location is available on the Library Website, under the ‘About the Library’ tab.

What does the Library collection contain?
The library collection encompasses arts, business and law. They include:

- More than 50,000 books;
- More than 1,900 DVDs;
- an extensive and ever expanding e-book collection;
- 56,000 e-journals, available via an extensive portfolio of online databases;
- 33 print journals.

Library Opening Hours
The following opening hours apply during term-time (including all reading weeks):

Monday: 9.00am – 10.00pm
Tuesday: 9.00am – 10.00pm
Wednesday: 9.00am – 10.00pm
Thursday: 9.00am – 10.00pm
Friday: 9.00am – 9.00pm
Saturday: 9.30 am – 5.00pm

Open on Sundays and bank holidays in the run up to exams

The following opening hours apply during summer-time:

Monday: 9.00am – 8.00pm
Tuesday: 9.00am – 8.00pm
Wednesday: 9.00am – 8.00pm
Thursday: 9.00am – 8.00pm
Friday: 9.00am – 5.15pm
Saturday: 9.00am – 5.00 pm

Closed on Sundays and bank holidays

Please consult the Library calendar available under the ‘About the Library’ tab on the Library website, or the Library notice boards for further information.
How do I contact the Library?
The library has a dedicated information point where staff can assist you with your enquiries. You can also contact Library staff by phone, email or via the ‘Ask a Librarian’ Library’s instant messaging service on the Library website.

The Library ‘Ask a Librarian’ instant messaging enables you to chat live with Library staff via the Library Website.

You can also follow Library developments via:
- the Student Blog: http://dbslibrary.blogspot.com/
- Twitter: @DBSLibraryTwits
Direct links are also provided directly on the Library Website.

Telephone numbers:
DBS Library Information Desk 01 -4177572

Email: library@dbs.ie

Website: http://library.dbs.ie
Resources available to you at DBS Library

How to locate books and DVDs in the Library
Books in the Library are arranged by ‘call number’ (following the Dewey classification system) and all the information you need to locate an item in the Library can be found via the Library online catalogue (aka Koha) that is searchable directly on the homepage of the Library Website, by selecting the ‘Library catalogue only’ option.

The Library catalogue (Koha) is also available directly at: http://books.dbs.ie
Here is a sample of a book record on the catalogue highlighting the useful information:

When using the catalogue you should take note of the following information:

- **Item type:** this tells you what the type of copy the item is (it can be either a ‘reference only’ = for use in the library; a 1 week loan item; or a 2 week loan item)
- **Collection:** where in the Library will you find the item
- **Call number:** this is the item’s number on the shelf, where you will find it in the Library.
- **Status:** this tells you if the item is on loan or available in the Library

**NB:** if the status of the item is ‘checked out’ (= on loan), then the date due is also highlighted

**How do I access the Library PCs and my Library account online?**
To login to the Library PCs or your Library account online you must login with:

- **Username:** your alumni number
- **Password:** [Alumni first name+ year of birth ex John2000]

**What computing facilities are available in the Library?**
There are 14 PCs and 5 quick print stations in the Library. All computers are connected to the Internet. These computers are also equipped with software such as Microsoft Office 2010 (Word, Excel, Access and Power Point), SPSS (quantitative research software), QSRNvivo 10 (qualitative research software), SniffyLite – the virtual rat (software program that gives students a virtual laboratory experience), Sage Accounts 2013 (business accounting management system), TASBook (business accounting management system) and more.

**Wireless network in the Library and DBS**
You can access the DBS wireless network in the library by using the login key **dbsstudent**.
What Library online resources are available while I am studying in the Library?
Both Alumni Readers and Alumni Borrowers have access to the Library online resources when in the Library.
Just login to a Library PC with your login details and you can then access the online databases via EBSCO Discovery: on the subject portals page, or via the ‘Search all resources’ on the Library homepage.

What online resources can I access from home/the office?
Alumni members who subscribe to one of the ‘borrower’ memberships also have remote access to three online databases:
EBSCO Academic Search Alumni Edition,
EBSCO Business Source Alumni Edition,
Dawsonera
The databases can be accessed by selecting “About the library” and then “membership”.

You can access all these resources by using your student number as username and your date of birth with forward slashes as password.
Username: [alumni number ex A1234567]
Password: [Alumni first name+ year of birth ex John2000]

Can I search electronic resources directly on my smartphone?
Library catalogue
All alumni users can search the Library Catalogue from their mobile phone.
Alumni databases on your smartphone.
Alumni borrowers can also access the two EBSCO alumni databases, Dawsonera e-book collection with their smartphones. The details are outlined above.

Is there any audiovisual software for users with disabilities available in the Library?
The following resources are available in the Library for users with disabilities:
- **Freemind**: mind-mapping tool which could be useful for those with learning difficulties such as dyslexia as well as those who like to visualize their thoughts
- **Virtual Magnifier**: a screen magnification tool designed for the visually impaired and others who need to magnify parts of the screen.
- **Web Anyware**: reads webpages to you.
- **Library catalogue** (Koha) allows you to adjust the font size
- **Dawsonera** eBook collection offers text to speech functionality using the Adobe Reader 'Read Out Loud' function.
- **Ebsco** databases also offers text to speech functionality.

How can I print/photocopy in the Library?
Papercut is DBS’ printing and photocopying management system.
If you would like to purchase print credit to print out materials, you can do so by buying Papercut tokens at the Library information desk.
Papercut tokens are available for purchase for €1.00, €3.00, €5.00 or €10.00 (which gives you the value of €11.00 of printing).
Guides for managing your print/photocopy account are available in the Library.
Cost of printing/photocopying:
- Black & White: 7c per page
- Colour: 25c per page

Printing facilities
‘follow me’ printing
Each computer in the Library and the College is connected to the ‘follow me’ print server. So when you send a job to print from a College PC, your print job enters a queue on the server, and you can then go to any printer in the Library or the College, login to the photocopier/printer with your PC login details, and your print job will appear on the printer screen. You can then decide to print it or to cancel it.
It’s easy, and fast!

**NB:** you will have 4 hours to release your print job from the print queue, after which the print jobs on your account will automatically be deleted and no credit will be taken from your account.

**Wireless printing**
DBS Library also offers wireless printing which enables users to print off directly from their laptops. To set up the wireless printing option on your laptop, check DBS Computer Services
webpage on the ‘Current Students’ intranet pages to install the wireless printing patch on your laptop.

*Photocopying facilities*

There are 4 printers/photocopiers in the library; each one provides high quality colour and/or black and white photocopies.
**Borrowing rights for Alumni Borrower members**

**What are my borrowing rights?**

As an alumni borrower you can borrow up to 4 Library items as follow:

<table>
<thead>
<tr>
<th>Account blocked when</th>
<th>Loan Type</th>
<th>Max. items of this category allowed per account</th>
<th>Max. renewals allowed</th>
<th>Fine incurred per item per day late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine amounts to €10.00 or above</td>
<td>2-week loan (aka standard loan)</td>
<td>4</td>
<td>5</td>
<td>€0.60</td>
</tr>
<tr>
<td></td>
<td>1-week Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DVDs (1-week Loan)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3-Day Loan Law Collection (DS Library)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7-Day Loan Law Collection (DS Library)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How am I notified of the due date of the items I borrowed?**

When you borrow items at the self-issue stations you receive a print receipt indicating when each of your items is due back. This receipt is the official notification of the due date of your items so please retain it until you return all your items to the Library. The lending category of the books/DVDs is also displayed on the spine (if a book has no sticker on its spine it means it is a 2-week loan item).

**How do I borrow/return Library materials?**

Materials can be borrowed and returned at the self-issue stations located in the Library. Instructions on how to use these stations are provided directly on the touch-screens of the self-issue stations and Library staff can also show you how to use them.

**How do I renew books?**

Alumni borrowers are permitted to renew their books up to 5 times unless the item is reserved by another Library user in which case the items cannot be renewed. Please note as well that you cannot renew a book where there is an outstanding fine of €10 and above on your Library account.

You can renew books by the following methods:
- Yourself online via the Library Catalogue using your alumni number and password (details on how to login to your Library account available in the next pages)
- In person at the self-issue stations
- In person at the information desk in the Library
- By phone (please note that you must speak to a member of staff in person for your renewal to happen over the phone – voicemails are not permitted for renewals)
Can I reserve Library material?
As DBS Library’s primary responsibility is information provision to registered students, we cannot offer reservation rights to Alumni borrowers.

Can I access my Library account online?
Yes, you just need to login to your Library account via the Library catalogue Koha with the same login as you use for the PCs. When logged in, you can access and manage your Library account online and renew items on your account.

How can I be sure that I can access Library materials when I need to?
To ensure that you can access Library materials in a timely fashion:

- Textbooks are available for various lending periods: reference only, 1-week loan and 2-week loan, to allow fast access to resources to all users;
- The Library also acquires an e-book version of recommended textbooks if available. Dawsonera, the Library’s e-book platform, provides on- and off-campus unlimited access to textbooks 24 hours a day, 7 days a week;
- To ensure the prompt return of Library materials so that they can be accessed by as many users as possible, fines are levied on overdue items at a rate of €0.60 per item per day for all library items;
- In the run up to exams, fines are doubled to prevent retention of key Library materials by users;
- A book return box is available outside of each Library site to allow users return books outside of Library hours.
**Can I borrow DVDs and use Teaching Resources?**
The Library has a very large collection of DVDs that may be borrowed for 1-week (renewable up to 12 times), or that can be viewed in the Library.
A Teaching Resource Collection is also available for lecturers to use in class, but students who wish to view resources from this collection may do so at one of the 2 viewing stations in the Library or on their laptops in the Library (the student’s card will be kept at the desk while the DVD/video is in use by the student in the Library).
To retrieve any of these materials, search the Library Catalogue using the following keywords:
- **DVD COLLECTION** to see a list of all DVDs;
- **TEACHING RESOURCE** to see a list of teaching resource titles.

**Can I pay Library fines or purchase print/photocopy credit by debit or credit card?**
It is possible to pay fines, purchase photocopying tokens etc. by credit card or debit card onsite or over the phone.
(please note that card payments can only be made for a minimum of €3.00)
Other services available from the Library to all Alumni members

Library support with essay writing, referencing and avoiding plagiarism
The Library has a dedicated information skills team that provides classes on various topics such as essay writing, avoiding plagiarism, etc. and Library alumni members are welcome to attend these classes. To see the full range of classes please consult the research skills section of the Library Website for the weekly schedule of classes.

Esource: DBS Institutional Repository
The Library has developed Esource – DBS Institutional Repository – which was launched in September 2011 – and showcases research conducted both by DBS students and staff. Here you can access Master, Higher Diploma and third year theses/dissertations marked 2.1 and above, as well as course material and notes, picture from students’ projects, etc. Esource is directly available at: http://esource.dbs.ie/

How can I learn more about using DBS Library?
- Library online tutorials: tutorials developed by DBS Library Information Skills Librarian are also available on the Library website. Topics covered currently are: avoiding plagiarism and referencing and more are being developed.
- Library guides: guides on how to use various Library resources as well as guides on essay writing, referencing, avoiding plagiarism, conducting a literature review, etc. are available on the Library website and in hardcopy in the Library.
- **Information points**: each library has an Information point that is manned by professional staff who are there to help you get the most from the Library resources and facilities. Please feel free to approach the desk with any Library query... big or small. Alternatively you can phone, email or instant message the Library.

- **Ask a Librarian instant messaging**: this is available via the Library website. Just type in your question and a member of the library staff will message you back straight away.

- **Databases online tutorials**: various databases also provide users with online tutorials and help guides on how to use their search and browse facilities and much more.

**Library Regulations**
The following is a brief overview of library regulations. Please ensure you are familiar with all rules and regulations, especially in relation to overdue material and accumulated fines. A leaflet detailing all regulations is available in the Library.

- Users of the Library and its facilities must be in possession of a valid user card issued by the Library.
- The Library is a study area. Users should not disturb or inconvenience others.
- Mobile phones must be powered off before entering the library. If your mobile cannot be powered off, it should be set to silent mode. The first violation of this regulation will see a warning placed on the student’s record. A fine of €5.00 will be incurred for subsequent violations.
- Food and drink is strictly prohibited in the Library and will be confiscated by staff.
- Desks may not be reserved for others.
- Library users are not permitted to act in an aggressive or abusive manner to fellow Library users or Library staff.
- Alumni users are not permitted to book study rooms.

It is the responsibility of the individual to consult and familiarise themselves with the rules and regulations of this service prior to using the Library. Library regulations are available on the Library Website and in print in the Library.

If a request to comply with the library regulations is not followed, members will be subject to the sanctions outlined in the library regulations.
Appendix

List of Database Subscriptions

(a full description of each database is provided on the Library Website)

A to Z electronic journal list
Academic Search Complete
ABI/Inform Complete
Business Source Complete
Computer and Applied Sciences Complete
Dawsonera e-book collection
EBSCOHost Discovery Service
EBSCOHost Integrated Search
Emerald
Film and Television Literature Index
GreenFile
Hospitality & Tourism Complete
Justis

Lexis Nexis Professional
Library & Information Science Source
Mintel
Passport GMID (Euromonitor)
PEP Archive
PsycARTICLES
PsycINFO
Regional Business News
SocINDEX
WARC
Westlaw UK
Westlaw.ie

Free Databases

(a full description of each database is provided on the Library Website)

Alcohol Studies Database
Cogprints
Directory of Open Access Journals
Education Resources Information Centre (ERIC)
Intute
Labordoc
Project Gutenberg
Pubmed
PSearch

Reference Management Resources

(a full description of each reference management resource is provided on the Library Website)

CiteULike
Mendeley
Zotero
Manage your library account online.
Chat online with a Librarian: via our instant messaging service “Ask-a-Librarian”.
Mobile Library: many resources searchable via your smartphone or tablet.
DBS eSource: Open access to DBS research and dissertations.
Library Classes, Online Tutorials & Guides on essay writing, research, referencing, plagiarism, etc.
Information Points: One-to-one assistance at the library info desk.
Online PC Booking: PCs equipped with a wide variety of software
Photocopying and printing in colour and black & white.

And much more!