

# NMCI Library General Information

## Library Membership

- Reading
  - All students attending courses at NMCI
  - All staff of NMCI
  - External and graduate members of CIT Library
  
- Borrowing
  - INS and CIT students attending courses greater than 10 days duration at NMCI
  - All staff of NMCI
  - External and graduate members of CIT Library

## Borrowing Entitlements

- Books, CDs and Videos can be borrowed
- Books marked with an 'R' on the spine are Reference books and cannot be borrowed
- Books marked with a red sticker on the spine are Short Loan books and can be borrowed for one day only
- Journals, Reports and Statutory Instruments cannot be borrowed

<i>Patron Type</i>	<i>Number of items</i>	<i>Loan Period</i>
Years 1 – 3 Short term courses	3	2 weeks
Year 4	5	2 weeks
Postgraduate courses	5	4 weeks
Staff Permanent / Full-Time	10	3 months
Staff Part-Time	5	3 months
External & Graduate Members	2	2 weeks

## Fines

Fines will be incurred by the patron for overdue items.

- 10c per day overdue is charged on each item
- €1 per day overdue is charged on short loan books

## Photocopying

Photocopying is charged for through the purchase of photocopying cards from the library desk or reception. Cards cost €3 for 32 copies.

## IT Access

The course that you are taking will determine your entitlement to IT Access.

## Printing

All computers in the Library are networked to the printer. Printing should be used for bona fide academic purposes only.

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### Audio Visual Materials

Videos can be viewed using the television/ VCR combo unit. Ask at the library desk for a remote control and earphones. CD-ROMs and DVDs can be played on the open access computers.

### Lost and Found

NMCI does not take responsibility for any personal items lost or misplaced. If you have lost something, please check with library or reception staff.

### Library Catalogue

Use the library catalogue to search for books and to view your own library record  
<http://library.cit.ie/>

### Opening Hours

<i>Book Store</i>		<i>Study Space &amp; Open Access Computers</i>
<i>Mon – Thurs</i>	<i>Fri</i>	<i>Mon - Fri</i>
09:00 – 09:45	09:00 – 09:45	08:00 – 21:30
10:45 – 14:00	10:45 – 14:30	
15:00 – 18:00		

Books required for use after hours in the Learning Resource Centre must be checked out 15 minutes before closing

### Books from CIT Library

Books that are held by CIT Libraries on the Bishopstown Campus, at the Crawford College of Art and Design and at the Cork School of Music can be borrowed by NMCI students and staff. Please enquire at the NMCI library desk.

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