



ACCESSING THE LIBRARY ONLINE

*“To aim at excellence,
our reputation, and friends, and all must
be ventured; to aim at the average we
run no risk and provide little service”.*
Oliver Goldsmith (1728-1774)

Email: library@ait.ie
<http://libmain.ait.ie>

In order to avail of any of the AIT library's online services you must set up your own personal library record on the library webpage

This permits you to:

- Access examination papers online.
- Access all library databases and library electronic journals/magazines.
- Renew your on loan material.
- Reserve library material
- Request inter-library loans from other libraries.
- Record your reading/loan history

MY LIBRARY /MY RECORD

Please note that your personal library account is different to the student email account.

The Library Catalogue is available at <http://libmain.ait.ie> or

Via the Institute's website: www.ait.ie. under **Quick Links** (on bottom right of screen) click on **Goldsmith Library**.

Click on "**My Library** " and then "**My Record**" on the library homepage. You will be asked to enter the following information:

Your Name: and then press TAB key.

Student/Staff card no.:(Number shown on your Athlone ID Card)

Enter your PIN: First-time users will be prompted to create a **PIN**, which can be any combination of alphanumeric characters.

Note: The **PIN** must consist of at least 4 characters. We suggest you use a **PIN** you will remember, such as your date of birth, or computer password. You will be asked to enter the **PIN No.** twice more. This is for validation purposes only.

Reading History: this option is automatically available and it allows you to review your previous loan history with the AIT library. Click on text **OPT OUT** if you do not want to record your reading history.

You will now have access to your online library record & the many online library services.

RENEWING ONLOAN MATERIAL

N.B. Material can only be renewed if it is:

1. not overdue **or**
2. not on hold (reserved) for another patron **or**
3. not renewed past the item's renewal limit

Note: Materials can only be renewed during the second half of the loan period. Log into "**My Record**" as shown above. Your record should now appear on the screen.

Select Item(s) currently checked out . A list of items on loan should then appear.

Select either an individual item or click on **RENEW ALL** if you wish all items renewed.

A new return date should then appear on your record (If the items cannot be renewed a message will appear in red to explain the reason why. Contact the library directly if you have any queries).

RESERVING MATERIAL CURRENTLY OUT ON LOAN

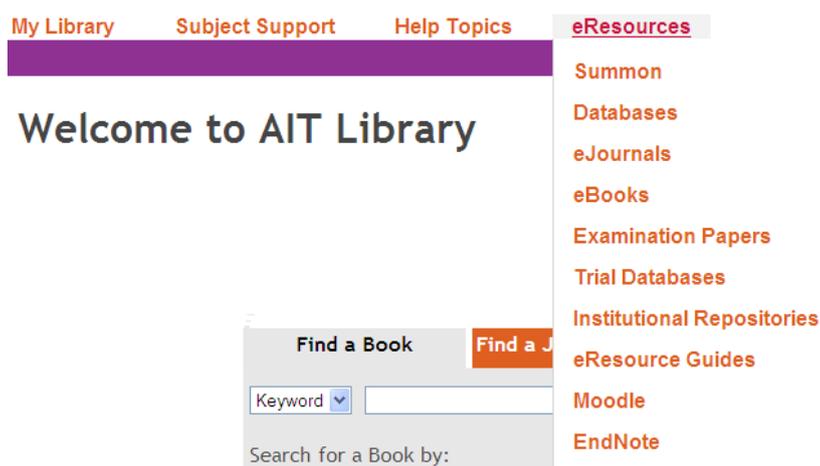
Search for the item you require under any of the search options e.g. Author, Title etc. Click on the required item and the book details will appear on screen. If all copies are currently out on loan then you may place a reservation or hold. Click on **REQUEST** button.

REQUESTING INTERLIBRARYLOANS

Access the Library web page: <http://libmain.ait.ie>. Click on “**My Library**” and click on “**Inter Library Loans**”. This screen provides links to additional information on Inter Library Loans and includes a Tab detailing “**Copyright Law**” Choose the item type required eg. journal, book, conference proceedings etc. You will then be required to submit your **Log In** details. Another screen will appear requesting details of the item required, title author etc., enter the details and click “submit request” button. A message will then appear which informs you that your request has been successful.

ELECTRONIC RESOURCES INCLUDING EXAM PAPERS

Click into **eResources** on the library website and from the drop down menu select **Databases** to access the full list of AIT library databases. These can be accessed from any PC in the college and also off campus/remotely.



Examination papers from 2002 are available online.

GENERAL LIBRARY TERMINOLOGY

Check in = **Return** *Check out* = **Borrow**

Place a hold or request an item = **place a reservation**

Patron = **member or borrower**

Database = Collection of data organised especially for rapid search and retrieval

(as by computer). For library use, a database provides bibliographic information (sometimes full-text) from indexes and abstracts.

OPAC = Online Public Access Catalogue

The [Summon™](#) service, found on the Library homepage, permits you to search the Library's online content – books, articles, databases and more from a single search box. The service provides credible results in one relevancy-rank list that can then be refined using multiple methods, such as filtering, faceting and sorting

OPENING HOURS

Opening hours can be viewed on the Tab at the bottom of the Library web page:

<http://libmain.ait.ie>

Please note that library opening times may vary throughout the year.

Nursing Library, East Campus:

Mr Michael Doheny, Ms Fiona Morrissey

Tel: 090 64 71822.or 0906471825

Email: nursinglibrary@ait.ie

Athlone Institute of Technology Library Main Campus

Tel: 090 6468210

Email: library@ait.ie

URL: <http://libmain.ait.ie>