

October 2020

Dear Learner,

Please note that various library services are available to you as a student of Griffith College Cork. By logging onto www.mygriffith.ie, accessing the Library section, and logging into your account in the library catalogue section, you can:

- search the catalogue for books in stock - those available to Cork students show a location of Cork
- search online resources for articles and journals (your lecturer can guide you through this)
- place a hold on a book (only available for books that are already out on loan). You will be emailed when the book is ready for collection.

You may borrow up to 6 books/DVDs at a time. You will need to present your student card when borrowing. When you borrow a book, the librarian will write the due date of return on the book. There is an automatic renewal system in place, which means your current borrowings are extended automatically (up to a maximum of 3 times).

Please note that Reference Only books (yellow sticker on book-spine) are for use within the library only, and may not be borrowed. Also, please note that a strict fines policy is implemented for all books and DVDs which are overdue. Although the library system automatically generates an email reminding you that a book is late, it will state that you have a zero fine, as it is unable to calculate the fine until you return the book. You will be informed of the fine once you return the book to the library. In general, the fines are 50c per day for a long-term book, or €1.50 per day for short-term books (red dot on book-spine) and DVDs. Unfortunately, you will not be able to borrow another book if you have any outstanding fines.

Please note the library opening hours are advertised on the library door.

Hopefully that clarifies the library system, but if you have any queries, or any issues accessing the library resources, please call into the library and let any of the library team know:-

Fernanda Menezes
Wendy Daly
Clare O'Brien

Kind regards
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