



The Third Level Library: A survival guide

Why learn how to use a Third Level Library?

1. It can help you access a wide range of resources
2. It can make things less stressful when you're trying to complete an assignment
3. It increases your chance of getting better grades.

Lesson 1: Borrowing a Book.

To check if the book is available you can ask at the library desk or check the online library catalogue (there's usually a link on the library website).

The screenshot shows a library catalogue entry for the book 'Social Networking: Law, Rights and Policy'. The page includes a book cover, title, author, ISBN, and a table of holdings. Callouts highlight specific information:

- Length of loan:** A red box points to the '3 Day Loan' in the 'Item type' column of the holdings table.
- The building where the book is:** A blue box points to 'Aungier Street' in the 'Location' column.
- The exact location of the book:** A green box points to 'Aungier Street Main Lending' in the 'Collection' column.
- Status of the book:** A dark blue box points to 'Available' in the 'Status' column.

Item type	Location	Collection	Call number	Status	Date due
3 Day Loan	Aungier Street Ray 5B	Aungier Street Main Lending	343.0999 LAM (Browse shelf)	Available	

Borrowing a book: Some Tips

1. If it's on your reading list get it ASAP. Otherwise someone might get there before you.
2. If it's not available you can *reserve* it online or at the library desk.
3. Most libraries charge fees for late returns. Make sure to bring your books back on time or *renew* them online.
4. If the actual book you are looking for isn't available, check for an alternative title.

Lesson 2: How to access a journal article.

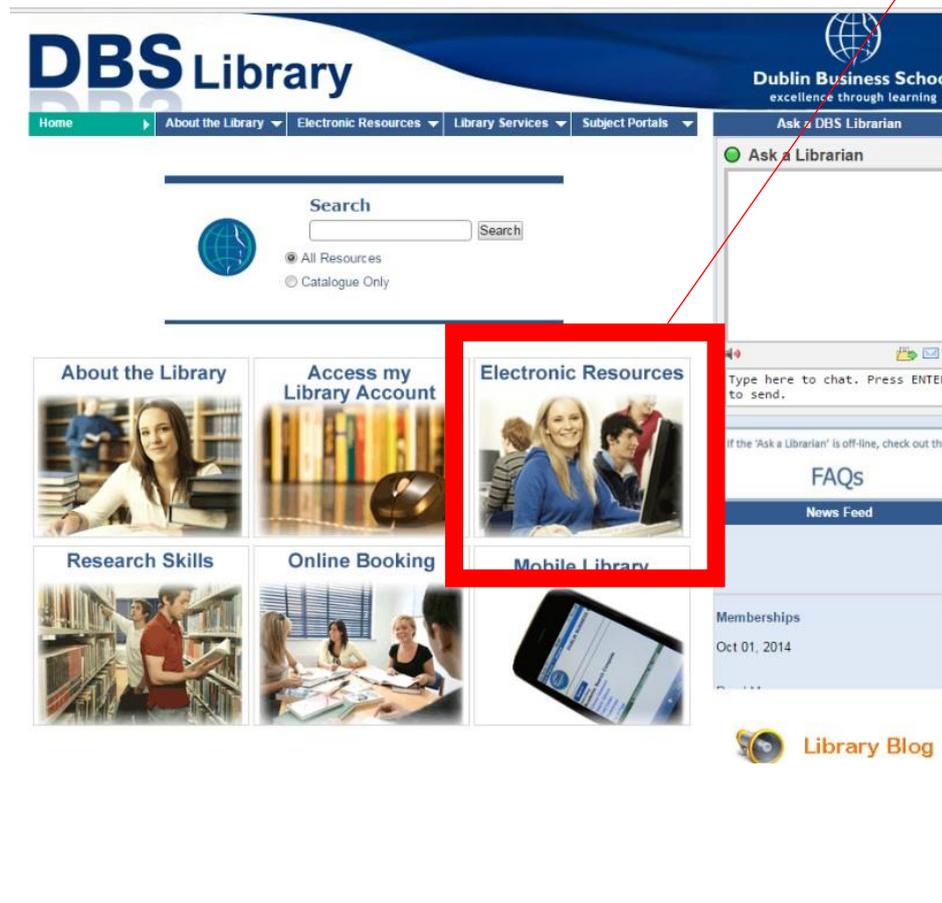
1. You might be able to get it from a **Print Journal** (physical copy) if it's available in the library. Just go to the library catalogue to see where it is located



The screenshot shows a library catalogue entry for "Encyclopedia of U.K. and European patent law. [loose-leaf]". The entry is identified as a "Print Journal" from 2010. A "Library Holdings" popup window is open, displaying the following information:

Field	Value
Shelfmark	PR 24849
Library Has	2010-2012 UNFILED SUPPLEMENTS ONLY no.68 (Dec. 2010) - no.72 (Nov. 2012)
Latest Received	November 2012 no.72
Location	Santry Stacks (use call slip)

2. You might also be able to get it from an **Online Journal** which can be accessed on the internet, usually via the library website/ catalogue.



The screenshot shows the homepage of the DBS Library website. The header includes the logo "DBS Library" and the text "Dublin Business School excellence through learning". A navigation menu contains links for Home, About the Library, Electronic Resources, Library Services, and Subject Portals. A search bar is located below the navigation menu. The main content area features several tiles: "About the Library", "Access my Library Account", "Electronic Resources" (highlighted with a red box), "Research Skills", "Online Booking", and "Mobile Library". A right-hand sidebar contains an "Ask a Librarian" chat window, "FAQs", "News Feed", and "Memberships".

EBSCO Support Site

Dublin Business School

Log in with your student number and date of birth (in format dd/mm/yyyy). If you cannot login, please contact the library

Student Number

Password

Login

Supported Browsers
Recommended minimum screen resolution: 1024x768

Learn more about EBSCO Information Services Product & Services

You will be given a username and password, which you will need to access any database/ online resource available to you..

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Publications

Sign In Folder Preferences Language Help Exit

DUBLIN BUSINESS SCHOOL

Searching: Library Publications

Enter title, subject or ISSN/ISBN Search

Full Text Finder

Publications

Browse By Discipline

Find resources available from the library's collection

Agriculture & Agribusiness (496)	Consumer Health (2)	Information Technology (486)	Political Science (336)
Anatomy & Physiology (125)	Dance (12)	Language & Linguistics (221)	Police & Government (1974)
Anthropology (187)	Diplomacy & International Relations (267)	Library & Information Science (469)	Public Health (303)
Applied Sciences (262)	Drama & Theater Arts (45)	Life Sciences (488)	Religion & Philosophy (739)
Architecture (80)	Earth & Atmospheric Sciences (335)	Literature & Writing (678)	Science (381)
Arts & Entertainment (180)	Economics (1262)	Marketing (399)	Social Sciences & Humanities (1930)
Astronomy & Astrophysics (59)	Education (1263)	Mathematics (739)	Social Work (207)
Biography (13)	Engineering (961)	Military History & Science (100)	Sociology (979)
Biology (1129)	Environmental Sciences (474)	Mining & Mineral Resources (49)	
Biotechnology (129)			

Once you have logged in, you can search for your article

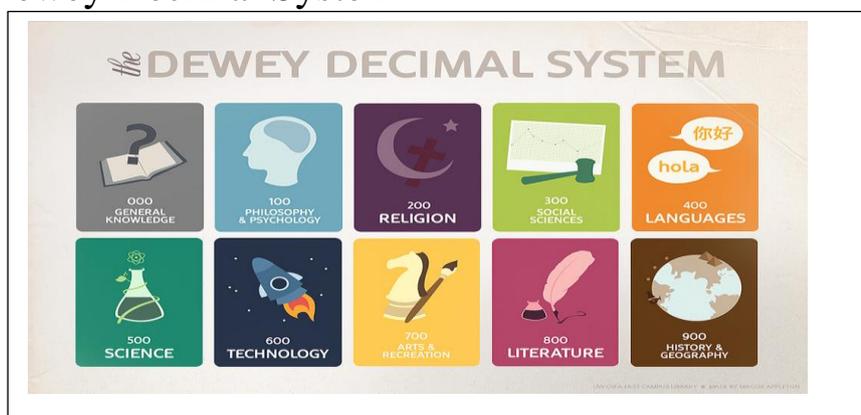
Accessing a Journal article: some tips

1. Accessing online articles will differ slightly between each institution
2. Some older articles might only be available in print format
3. The online articles you can access via your library catalogue or website require a subscription which your university/college pays for. Articles available via the college database are more likely to come from trustworthy resources. Simply googling the article will probably only give you access to an abstract version.
4. You can narrow your search by, for example, selecting subject area, full text only and specifying the date range.

Lesson 3: Where to begin?

Your first trip to the library can be daunting, especially in large libraries. Here are some of the things you can do:

1. Take a library tour. Usually librarians offer these at the beginning of the term
2. Learn how to access online resources and be sure to keep your username and password in a safe place.
3. Take at least one library class. You could learn things such as: how to avoid plagiarism, evaluating resources and referencing skills.
4. Find out where the books are shelved relating to your subject area. Usually books are shelved according to a classification system such as the Dewey Decimal System



5. Find out where the reference section is.
6. Learn how to navigate the library website or library catalogue. You might find useful libguides, subject guides, online tutorials and help sheets.
7. Be nice to librarians – their help can go a long way.

Lesson 4: Some useful definitions

Webpage = A hypertext document connected to the World Wide Web

Website = A connected group of webpages.

Database = An organised collection of information.

Print Journal = A journal in print format

Online Journal = A journal that can be accessed online

Electronic/Online Resources = Resources that can be accessed online

Peer-reviewed = A process whereby a scholarly work is checked by a group of experts in the same field to make sure it meets the necessary standards before it is published or accepted.