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# Library Rules and Regulations

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The *John Paul II Library* was opened in 1984 and is the main College and University Library, named after the Pope who blessed the foundation stone during his visit to the College on 1<sup>st</sup> October 1979. A major €20 million extension was completed in 2013.

The *Russell Library* is a research Library containing the early printed books, manuscripts and archives, and a collection of about two-thousand bibles in over six-hundred languages.

The *John Paul II Library* contains approximately 1,500 reader places and more than 200 PCs available in the Library. Print book stock current numbers in excess of 420,000 volumes, the library provides access to over 300,000 electronic books and over 40,000 journals primarily in electronic format. The Library is a beneficiary of the statutory deposit provisions of the Copyright and Related Rights Act, 2000.

Books are arranged according to the Dewey Decimal Classification and most are available for borrowing. The reference books for each subject area are shelved at the beginning of the sequence. Books in heavy demand for undergraduate courses are clearly identified and have a restricted loan period so they will be available for the use of as many readers as possible.

The Library provides a wide range of services to the staff and students of the College. Detailed information leaflets are available from library staff. To follow the latest news about the Library log onto our website at <https://www.maynoothuniversity.ie/library>, follow us on Twitter or 'like' our Facebook page. Statistical information is available in the Librarian's Annual Reports. These and other publications are available from the Library website.

Guided tours are provided during the first weeks of the academic year, and cover general library use and location of material. The Library provides a range of training throughout the academic year including Library Information Skills Tutorials (LIST) and subject-specific sessions. Online versions of these tutorials are available from the Library website. Members of Library staff are available to help with general enquiries at the desks in the foyer. There is a team of subject librarians to help with detailed subject queries and to provide training in using the library resources.

*Library Search*, available from the Library homepage, provides access to a range of print electronic resources held in the Library. Details of how to access this information off-campus is provided on the web-site. Access to other academic libraries can be arranged and inter Library lending facilities are available for material not held in the Library.

## Library Rules and Regulations

### 1. Library Admission

- 1.1. All registered Maynooth University (MU) and St. Patrick's College Maynooth (SPCM) staff and students are entitled to access Maynooth University Library. Other categories of membership are available and may incur a fee
- 1.2. All users must have a current approved access card to gain entry and exit to the Library
- 1.3. The Library foyer is open to all members of the public including children. However, children are not allowed past the Library turnstiles and must be supervised at all times
- 1.4. With the exception of Guide Dogs, animals are not permitted in any part of the Library
- 1.5. Maynooth University Library reserves the right to refuse admission  
*Further information can be found at*  
<https://www.maynoothuniversity.ie/library/using-library/information-visitors>

### 2. Borrowing and Consultation of Library Information Resources

*As a user of Maynooth University Library you are expected to:*

- 2.1. Use our digital and electronic resources such as, but not limited to, online databases, e-journals and e-books within their specified terms of use
- 2.2. Be responsible for the material that you borrow and ensure it is returned correctly by the due date and time. Fines will apply for late, unreturned or damaged material
- 2.3. Only remove items from the Library that have been borrowed correctly

- 2.4. Return all items correctly
- 2.5. Return items that are recalled within the time requested on the recall notice
- 2.6. Handle all rare and sensitive material according to the specified guidelines and as directed by Library staff
- 2.7. If you have a fine of more than €5 on your account, you will be unable to borrow  
*Further information can be found at:*  
<https://www.maynoothuniversity.ie/library/using-library/borrowing>

### 3. Conduct in the Library

*As a user of Maynooth University Library you are expected to:*

- 3.1. Respect your fellow users and Library staff at all times
- Treat all Library materials and the Library building with respect
- 3.2. Ensure you have your MyCard or approved access card with you at all times and produce it if requested by a member of Library or Security staff
  - 3.3. Refrain from reserving study spaces in the Library
  - 3.4. Use PCs in the Library according to the Public Access Computer Rooms (PACRs) Acceptable Use Policy and Code of Conduct  
<https://www.maynoothuniversity.ie/it-services/public-access-computer-rooms-pacr>
  - 3.5. Take responsibility for all of your personal belongings, particularly electronic items, and not leave them unattended at any time as MU Library cannot be held responsible for their loss or damage
  - 3.6. Only consume food or drink on the Ground Floor of the Library. With the exception of bottled drinks, food and drink is not allowed in the Library past the turnstiles. Liquids are not permitted in the Russell Library or the Special Collections Reading Room
  - 3.7. Keep noise to a minimum so as not to disturb other users
  - 3.8. Keep your phone/mobile device on silent. Phone calls can be made and received outside the turnstiles on the Ground Floor and in designated phone zones only
  - 3.9. Produce Library material in your possession to a member of Library staff if the book alarm sounds
  - 3.10. Co-operate with Library and Security staff if the fire alarm sounds and vacate the premises as requested
  - 3.11. Smoking and the use of e-cigarettes is prohibited in the Library Building and in the no-smoking zone outside the Library in the vicinity of the revolving door

### 4. Study Room Regulations

Group Study Rooms, the Postgraduate Reading Room, Training Rooms and the Silent Study Room are for the use of Registered MU and SPCM students and staff only, as outlined below:

#### Group Study Rooms:

- 4.1 Group Study Rooms are for group work purposes only and should not be used for teaching
- 4.2 Users must book Group Study Rooms via the Library website using their MU email address  
[http://nuim.libcal.com/booking/MU\\_GroupStudyRooms](http://nuim.libcal.com/booking/MU_GroupStudyRooms)
- 4.3 Group Study Rooms should be used by groups (maximum of 8, minimum of 3) only
- 4.4 Group Study Rooms cannot be reserved for individual use
- 4.5 Each Group Study Room reservation is for a maximum of two hours per day
- 4.6 All personal belongings should be removed and the room should be left tidy. Material should not be attached to the walls or windows
- 4.7 Any user in a Group Study Room without a reservation must leave if requested by a group who has a reservation

#### **Postgraduate Study Room:**

- 4.8 The Postgraduate Study Room is for the use of registered MU and SPCM postgraduate students (taught Masters level and above) and staff only
- 4.9 Access is granted at the Admission Desk on Ground Floor of the Library
- 4.10 The door to the Postgraduate Study Room should be kept shut at all times

#### **Training Rooms:**

- 4.11 Training rooms must be vacated when a training session is scheduled
- 4.12 Users are expected to check availability on the booking notice outside each door before entering.

### 5. Russell Library & Special Collections Reading Room

- 5.1. Users of the Russell Library and the Special Collections Reading Room must adhere to their specific terms of use  
<https://www.maynoothuniversity.ie/library/collections/russell-library>  
<https://www.maynoothuniversity.ie/library/collections/special-collections-and-archives>

*Material in the Russell Library and the Special Collections Reading Room...*

- 5.2. May be viewed during official opening hours and by appointment only
- 5.3. Is for reference only and may not be borrowed
- 5.4. May not be photocopied. Photographs may be made available at the Librarian's discretion