

St Andrew's College

Welcome to The Library!



Librarian – Ms Ryan (kryan@st-andrews.ie)

I'm here to help you make the best possible use of the Library and its resources during your time at St Andrew's College.

The Library houses thousands of books, plus journals, DVDs, CD-ROMs, an online encyclopedia and the EBSCO online research database.

There are 24 Apple Mac Pro laptops for student use – search the catalogue, access World Book Online Encyclopedia, EBSCO and search the internet. The MS Office suite is available for your use.

Why use the Library?

- Browse
- Read
- Borrow books
- Research a project
- Access the internet
- Type up assignments
- Study quietly

When to use the library

Opening hours are 8.00am – 6.00pm. If the library is closed at any other time, a notice will be posted on the door. There are no restrictions on access to the library either **before/after school** or during **break/lunch** times, though students must comply with library rules at all times. During **class time** the following restrictions apply:

- Sixth Year Students – Permission from Librarian.
- Students from all other year groups must have permission from supervision **and** from the Librarian and sign in when entering the library.

Finding your way around the Library

Non-fiction resources are arranged by subject according to the *Dewey Decimal* classification system (also used in your local public library). Here's a broad summary of the system:

- 000 General Works
- 100 Philosophy
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Science
- 600 Applied Science
- 700 The Arts
- 800 Literature
- 900 Geography & History

The **Fiction** collection is shelved separately in alphabetical order by author's last name.

Oliver

The library catalogue (called 'Oliver') is accessible on the school network (www.sacdublin.com). Use the catalogue to find out:

- What resources are available on a particular subject
- If a particular book or author is in stock

You can search by author, title or subject. Search results will give the location and availability of the item.

Fill out a 'Dear Librarian, Please buy for me...' form if the resource you want isn't in the Library.

Borrowing

Every student is issued with a library borrowing number (R_____) that is valid until you leave St Andrew's College. Most materials are available for borrowing, with the exception of reference material and magazines.

Students can borrow four items. The loan period is fourteen days. Items borrowed are the borrower's responsibility. Lost and damaged items must be paid for or replaced.

Items may be renewed on request if not reserved by another student.



Returns

Students who do not return items on time will be notified via email and at registration by their Form Teacher. Failure to return an item may result in the student being charged for a replacement copy.

Reservations

Items already out on loan may be reserved. You may do this yourself using Oliver.

Electronic Resources

The library has access to and/or subscribes to a number of electronic resources including:-

- World Book Online Encyclopedia



- Ebsco Research Databases (Advanced Placement, History, Literary and Science)



- Library Blog (<http://librarysac.wordpress.com>)



All students are encouraged to use these resources.

Library services

IB & Leaving Certificate

- IB Extended Essays, History RSR and LC Religion essay
- Advice on information seeking strategies and resource location