Viewing your record/renewing an item

If you wish to check how many books you have out, when they are due, if you have fines or if you wish to renew library books you will need to login to your library account. This facility is available from the library homepage.

You will need to enter your IT Carlow network login details and click on the Login button. The items that you have checked out will be displayed and you have the option to renew items from the General Lending collection as long as they are not overdue or have been placed on hold by another borrower. Short Loan items cannot be renewed.

EDS Search
The EDS Search facility on the library homepage allows you to search for quality information from online journal articles, databases, e-books and other resources. Connect to EDS using the following link http://www.itcarlow.ie/library/services/eds.htm

Please see the leaflet on EDS for more information on using this service.

Need more information?
Please ask Library Staff for assistance if you have any difficulty in using the Library Catalogue.

Contact us by calling at the Library Issue Desk or by telephone or e-mail
Tel: 059-9175760
Email: library@itcarlow.ie
Using the Library Web Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) lists the holdings of I.T. Carlow libraries and it includes books, journals, theses, Government & Official publications as well as audio-visual material. The library catalogue is the starting point for locating information on a particular subject as it allows users to search simultaneously across all these holdings. The online library catalogue also acts as an information portal to quality web-based resources and our subscribed e-journals and databases. The library catalogue is available from any internet enabled computer at:

http://www.itcarlow.ie/library/home.htm

OPAC terminals are located on the ground floor of the library and beside the Library Desk.

Searching the OPAC

The default search on the Quick Search Menu is a SIMPLE search. This search can be used to research a topic if you do not have a specific author or title in mind. Click the SEARCH button to execute the search. The list of results will be sorted by relevancy. When you click on a result, the full item details of that item are displayed. These include author, title, publisher, edition, description and the general subject area.

To go directly to the Library catalogue search screen link into the “click here” option.

Information on the library in which the item is to be found is displayed as well as the Dewey shelf number and whether it is available for borrowing or out on loan.

Keyword / Advanced Searching

The SIMPLE search allows you to locate material by using a keyword. In order to be more specific in your search query, the ADVANCED search option can be used. To execute an advanced search, use the “click here” link beside LIBRARY CATALOGUE search options.

➢ The search screen below will be displayed.

➢ The drop down menu (left hand side of the text box) provides a variety of options to search against such as author, title, subject etc.

➢ Enter search terms (author, title, keywords) in the boxes provided.

➢ Search terms can be linked together using the Boolean operators—AND, OR, NOT (drop down menu right hand side of text box).

➢ You can also limit by item type, publication date range as well as library location.

➢ To limit by item type, click into the check box beside the item types you wish to include.

➢ To limit by date range, language or library location, use the filters at the bottom of the page.

➢ When you have filled in as many options as you require click on the button in the middle of the screen.

➢ A results list is then displayed and you can click into any of the individual results to find details of library location, shelf number, availability etc.

Placing a hold

If the item you require is on loan to another borrower it is possible to request that it be held for you on its return. To place a hold login to your account before searching for the required title. You will be asked to login to your account using your network user name and password. Once you have found the title, use the Place Hold button.

When the book is returned to the Library Issue Desk, an email notification will be sent to your college email account and you will have three working days to collect it before it is returned to the shelves for other borrowers to use.