



## External Use of Library & Study Facilities

### Welcome

The National College of Ireland is pleased to extend the use of its Library services and collections to accredited external readers.

External Membership is available on two levels:

1. Membership one which includes borrowing rights will be offered at the charge of €150 per annum per individual (Alumni €95),
2. Membership two which allows use of library facilities for study access and reference purposes only will be offered at €75 per annum per individual (Alumni €45)

This will allow each individual to receive a valid ID card which will allow them access to the library facilities, borrowing rights (if applicable) and also the facility to book the Library seminar room for study group purposes. This card will be valid for one calendar year from the date of membership.

External membership gives each individual access to one of the most modern academic libraries in Ireland. The Library and information service of the NCI offers a wide network of access to information for students, staff and corporate members. The L.I.S. (Library and Information Service), specialises in the areas of Human Resource Management, Employee Relations, Trade Union Studies, and Informatics, as well as the associated fields of Sociology, Economics, Psychology, Law, Accounting, Languages (French and German) and Gender Studies. The library has holdings of over 60,000 books and reports organised by the Dewey Decimal Classification System, and subscribes to over 200+ paper periodical titles. A fully integrated library management system (Horizon) is in operation in the library, which allows an automated system of lending.

#### With External Membership each individual

- ▶ May use books, journals, newspapers to support their reference purposes.
- ▶ May have borrowing rights ( three books per individual)
- ▶ May have access to study space.
- ▶ May book the Library Seminar Room for group study purposes (maximum number of users 6) and this may be booked through the Library Services Desk
- ▶ May photocopy relevant journal articles or reprints held by the NCI library subject to the Copyright and Related Rights Acts, 2001 and the Intellectual Property Act 1998 regulations.
- ▶ May expect advice and access to library publications.
- ▶ May expect a high standard of service at all times
- ▶ Charges for Photocopying are separate and may be topped up at the library services desk using valid ID Card

All external readers must comply with current Library regulations and may expect courteous service and to be treated with respect at all times.

The Library Opening hours are: 8.30am – 9.00pm Monday to Thursday; 8.30 am – 5.00pm Friday; and 9.30am – 5.00pm on Saturdays. The issue desk closes 15 minutes before closing time. These times may change out of term and are widely advertised on our web-site and Library notice boards.

NAME : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

\_\_\_\_\_

WORK ADDRESS : \_\_\_\_\_

\_\_\_\_\_

HOME PHONE : \_\_\_\_\_ WORK PHONE : \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Membership option: (Please tick box)

Membership 1 (Access with Borrowing rights)

Membership 2 (Access only)

Are you a graduate of the NCI? YES  NO

Year of Graduation (If applicable) \_\_\_\_\_

Name of Course taken (if applicable) \_\_\_\_\_

Are you a member of the NCI graduate Association?

YES  NO

Graduate Association Membership no. \_\_\_\_\_

Association you are connected with (if applicable)

\_\_\_\_\_

General area of interest \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Office Use Only*

Membership Number EXT \_\_\_\_\_

Fee Paid € \_\_\_\_\_ (not applicable) Receipt No. \_\_\_\_\_

Membership Expires \_\_\_\_/\_\_\_\_/\_\_\_\_ Membership Card Complete

Library Staff : \_\_\_\_\_ Date: \_\_\_\_\_

**Norma Smurfit Library,**  
 Mayor Street, IFSC, Dublin 1  
**Telephone: 01 4498590 Fax: 01 4498563**  
**Email: library@ncirl.ie**  
**NCI homepage <http://www.ncirl.ie>**

