

## **WELCOME TO THE IPA LIBRARY AND INFORMATION SERVICE**

The Institute's Library provides information, reference and lending services to students, members and staff of the Institute. The collection consists of books, periodicals, official reports and statistics in the area of public management and related subjects. These include sociology, politics, economics, law, criminology, public services, central and local government, health and social policy, finance and accounting, management, personnel and marketing.

### **LIBRARY OPENING HOURS**

**Monday to Thursday: 9.15 a.m – 8.30 p.m**

**Friday: 9.15 a.m – 5.30 p.m**

**Saturday: 10.30 a.m – 2.30 p.m (except Bank Holidays)**

**Sunday: 12.30 p.m – 2.30 p.m on Tutorial and Masters Weekends**

**Out of term (Mid-May to Mid-September) opening hours**

**Monday to Friday 9.15 a.m – 5.30 p.m**

Before planning your visit to the library, for the most up to date information re opening hours please check with the library or the library catalogue at [www.ipa.ie/library](http://www.ipa.ie/library).

### **USING THE LIBRARY**

The Library has a range of services to assist you in meeting your information needs. If it is not possible to come to the Library in person you may request material by letter, fax, phone or by e-mail. The library staff can offer help and guidance where appropriate.

A postal service is available for our **distance education** students. Distance education students who live in or near Dublin may be able to come to the Library in person. This allows you to select material from a wide range of books and journals and is the most satisfactory way of using the library.

## Library Catalogue

- The Library's online catalogue and the internet may be accessed via a number of terminals. These are located in the reference room. Individual instruction in the use of the library catalogue is available from staff on duty at the issue desk.
- The Library's catalogue can also be accessed remotely on the IPA's internet website at [www.ipa.ie/library](http://www.ipa.ie/library)

## Loan Collection

The Library has a large stock of books based on the various course syllabi, which are available for loan.

- Up to three books may be borrowed for **two weeks** for home use. Books available for borrowing are shelved in the two reading rooms on the **2nd floor**. To borrow a book, bring it to the issue/information desk, which is in the **reference room** on the **1st floor**.

## Requests by Phone and E-Mail

- Give your **name, address and student number** and full details of the material you require:
- **Books:** Author, title, publisher and date.
- **Periodical Articles:** Author, title of article, name of periodical, volume number, issue number, date and page numbers.
- All **distance education students** may have material sent by post from the Institute's Library. Please post them back to the Library on or before the date marked inside the book. **You will be responsible for the safe return of the books. They should be carefully packed and clearly addressed to the Library. You will be required to pay the cost of replacing books that are lost.**

## Reserving Books / Waiting List

- If the book you need is not on the shelves, please enquire at the issue desk. If you wish, the books will be reserved for you. When the book is available, the library will contact you, either by phone or e-mail. Please ensure we have up to date contact details.
- In the case of distance education students, the book will be sent to you as soon as a copy becomes available.

## Reference Collection

- A copy of most books on our student reading lists is kept in a reference collection in the Library. This is in addition to loan copies for library users.
- Also in the reference collection is a range of dictionaries, directories, annual reports, Dail Debates, Acts of the Oireachtas and law reports.

## Journals / Periodicals

The Library receives about 250 journal titles each year. These are shelved in the reference room in alphabetical order by their titles. Journals are only available for consultation in the Library. Most of the journals are now available electronically in the Library.

## Photocopying

- Photocopying is permitted within the limits of the **Copyright and Related Rights Act 2000** for private study or research. Photocopies may only be provided by libraries in accordance with the provisions of the Act and its related Statutory Instruments. Any request to the Library for a photocopy must be made on a **Copyright Declaration / Request Form**, personally signed by the requestor. Forms are available from the library and also to download from the library home page on the website.

- Charges for photocopies are:

**6 cent per page for IPA students**

**15 cent per page for IPA members**

**25 cent per page for non-members**

- Distance education students will be invoiced for the cost of photocopying. It is important that these payments are addressed to the Library i.e. **cheques should be made payable to the Institute of Public Administration and sent to the Library in Lansdowne Road.**
- Issues of the IPA's quarterly journal **Administration** are available for loan.

### **Information Services**

The Library provides a general information service, so if you do not know of particular books or articles on your topic the library staff will assist you in finding appropriate information. For instance, if you are preparing an essay or assignment and there is no suggested reading or if the recommended texts are all on loan, it may be possible to find other books or periodical articles which will give the information you need. Postgraduate students and staff involved in research or dissertation work should contact the Librarian or Assistant Librarians for information on a range of information sources that might be of relevance. Please do not hesitate to ask - by phone, fax, E-mail or in person.

### **Electronic Databases**

- A number of databases are available to search internally in the IPA Library.

### **Change of Address**

- If your contact details should change during the year, please notify the library. This can be done by e-mail to [library@ipa.ie](mailto:library@ipa.ie) or via the library website at <http://www.ipa.ie> .

## LIBRARY STAFF

|                  |                          |
|------------------|--------------------------|
| Patricia Trotter | Librarian                |
| Marie Kilcullen  | Assistant Librarian      |
| Trudy Pirkl      | Assistant Librarian      |
| Rosemary Warner  | Assistant Librarian      |
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