

## Ordering stock.

1. Open the Lyit Library Homepage: <https://library.lyit.ie>
2. Click on **getting started**, then **staff**
3. Select **Buying Books**
4. Download **book order** form
5. Click on the book supplier links. Usernames and Passwords are as follows

### **Proquest is the main book supplier**

Username: sta1502

Password: dex172

---

### **YBP ebook Supplier**

Username: [allstaff1@lyit.ie](mailto:allstaff1@lyit.ie)

Password: allstaff1

---

**Dawsonera** for ebooks not available from YBP

Username: [academicstaff@lyit.ie](mailto:academicstaff@lyit.ie)

Password: academic

---

**Booknest** has open access

Booknest.ie

## Buying books for your use in the classroom

- ▶ Download the book order form
- ▶ Check the book supplier ProQuest for the book entering ISBN, author, title etc.
- ▶ If available fill out the form and get approved and signed by your Head of Dept. only
- ▶ Take the form to the Department Administrator to be ordered through Agresso
- ▶ The item will go directly to you when it arrives and it will be for your sole use in the classroom
- ▶ It is **not** part of the library collection

# Buying books for your students' use

- ▶ Download the book order form
- ▶ Check the book supplier ProQuest for the book entering ISBN, author, title etc.
- ▶ If available fill out the form and get approved and signed by your Head of Dept. **and the College Librarian**
- ▶ Take the form to the Department Administrator to be ordered through Agresso
- ▶ When the item arrives you will be contacted by a member of staff in the library to confirm loan status you require ( Reference/3 Day Loan/normal Loan etc.)
- ▶ The item will be in the library collection for general use

Record stock orders for personal use on a separate order form.