

Ordering stock.

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

Proquest is our hard copy book supplier

Username: cbl0502

Password: mlb411

YBP is our main ebook supplier

Username: library@lyit.ie

Password: allstaff2

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

Buying ebooks

- ▶ Download the book order form
- ▶ Check the ebook supplier YBP 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 ebook MARC record arrives it is put on the catalogue, and you will be contacted by a member of staff in the library.
- ▶ The item will be available in the library ebook collection for general use