

## PART E. UNIVERSITY FACILITIES

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### MaynoothWorks

MaynoothWorks is focused on commercialising the research at Maynooth University and continues to lead a national knowledge consortium with partner institutes Athlone IT, Waterford IT and IT Carlow. MaynoothWorks remit includes developing links with industry, protecting and exploiting MU generated Intellectual Property via licensing, creating spin-out companies and promoting a culture of research commercialisation within the University. MaynoothWorks Business Innovation Centre is a state-of-the-art incubation facility supporting both spin-in and spin-out companies and entrepreneurs.

MaynoothWorks also engages with the undergraduate and postgraduate community to promote a culture of research commercialisation. The MaynoothWorks team delivers a generic skills module GST10: Innovation and Research Commercialisation for research students. The module aims to provide early career researchers/students with the skills required to identify the impact of their research, commercialise a research outcome, effectively interact within a team, engage with industry and improve their ability to innovate and act with an entrepreneurial mindset.

Contact: [maynoothworks@mu.ie](mailto:maynoothworks@mu.ie)

### International Office

The International Office consists of number of friendly and diverse staff supporting approximately 1000 international students on campus.

The International Office provides information to students with regard to visas, immigration, study abroad programmes, on-campus services and much more. The Office can also provide support and cultural information to help with integration to Irish society. The International Office team work together with academic departments and support services across the University to ensure that all students have an enjoyable and beneficial experience of studying at the university.

You will find more details of our services on our website: [www.maynoothuniversity.ie/international](http://www.maynoothuniversity.ie/international)

Contact: [international.office@mu.ie](mailto:international.office@mu.ie)

### IT Services

IT Services are based in the Eolas Building on the North Campus. IT Services supports the operation of the University by providing information technology and communications resources and services to students, lecturers, researchers, administrative/support staff and where appropriate, to the general public.

### General Student Computing Facilities

IT Services network hosts over 2000 PCs and workstations throughout the University. Support and services are offered to all research, teaching and administration functions. IT Services provide student computers in a number of Public Access Computer Rooms (PACRs), on the North Campus in: Arts Building and the Callan Building and on the South Campus in: Long Corridor and the Library. A wide variety of software applications are installed on the PACR machines ranging from Microsoft Office 365 to specialised software, which is used to support the teaching and research requirements of individual departments.

Computing Assistants (CAs) are available to assist with IT issues during the Academic Year in the Library, Monday – Friday, from 09:00 to 21:30 and the Arts Building, Monday – Friday from 09:00 to 17:00.

Further details: <https://www.maynoothuniversity.ie/it-services/public-access-computer-rooms-pacr>.

### Wireless Computing

Wireless connectivity is available extensively on campus. All students and staff with a valid network logon username and a suitably wireless enabled device can access the wireless network. Services available over the wireless network include the Office365, e-learning (Moodle), electronic library resources, and printing.

For detailed instructions on how to connect to Maynooth University wireless network or for information on forthcoming IT clinics that can assist with any issues, visit: <https://www.maynoothuniversity.ie/it-services/wi-f>.

### Printing

A copying and printing service is available for all students. The system is fully integrated with the MyCard system thus providing a convenient means of paying for copying and printing. For detailed instructions on how to use the print system, see <https://www.maynoothuniversity.ie/it-services/copy-and-print-service-cps>.

### Usage Policy

As with any shared resource, usage of the University computing facilities is subject to some regulations. These services are provided to facilitate a person's work as a member of staff or as a student of Maynooth University or of the Pontifical University, Maynooth and may be used for educational, training or research purposes. All users of Maynooth University IT resources are expected to abide by the Code of Conduct for Users of Computing Facilities and the Policy for Responsible Computing available on <https://www.maynoothuniversity.ie/computer-centre/responsible-computing-policy> & <https://www.maynoothuniversity.ie/computer-centre/code-conduct-users-computing-facilities>.

Contact IT Services Mon - Fri - 09:00 to 17:00 by mailing [servicedesk@mu.ie](mailto:servicedesk@mu.ie) 01 708 3830

## **Library**

MU Library is a popular place to meet, study and conduct research in with a variety of study spaces, meeting rooms and a Starbucks located on the ground floor. It provides [bookable group study rooms](#) for students (perfect for project-work) as well as a dedicated postgraduate room, on Level 2.

Updates/changes to Library Services available are posted on the Library homepage. In the [updates section](#).

For opening hours check the Library homepage <https://www.maynoothuniversity.ie/library>.

**MU library** is also a portal to a vast collection of resources in print and online through its searchable catalogue called *LibrarySearch*. The library homepage has a comprehensive range of information, training, supports and services that students can explore. There are also dedicated **Subject** (under the Learning Resources tab) & **Research Support** guides on the library webpage (under [Guides & Tutorials](#)) which students are advised to use and bookmark.

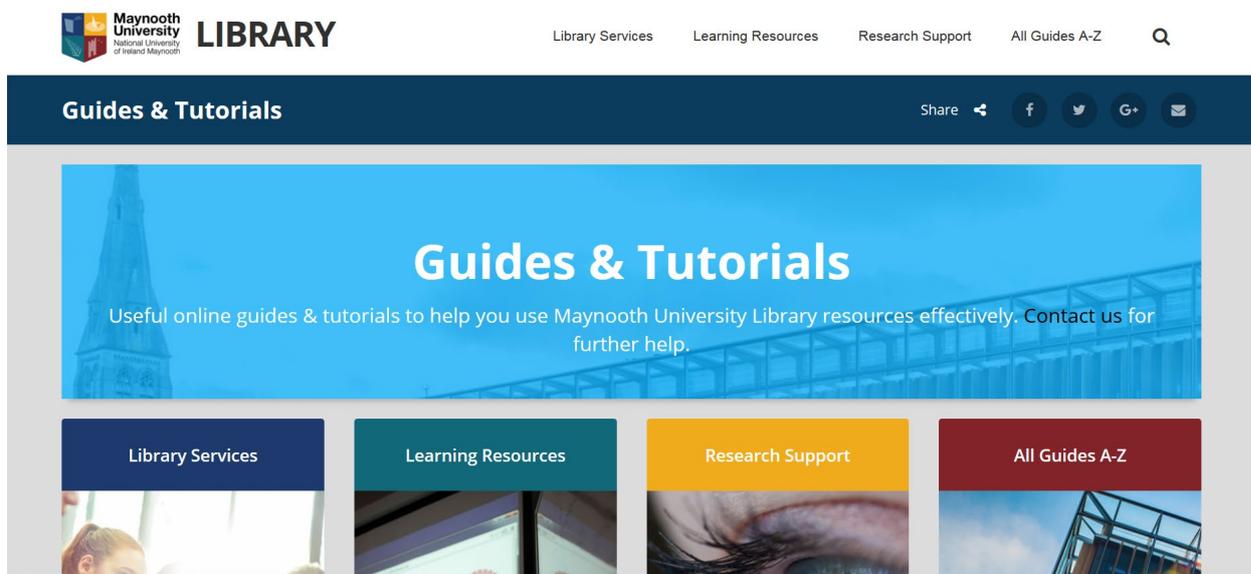


Figure 7. Learning Resources (Inc. Subject Guides) & Research Support Guides



Figure 8: The search-box, LibrarySearch; it searches the entire collection in MU Library

**LibrarySearch** is a discovery tool which allows students to find and access many thousands of books and e-books, journal articles, e-journals and subject-databases. Students can access the [content](#) on or off-campus. There are options for basic and [advanced searching](#). There is also a live Chat-box on the library homepage to access assistance.

The Library runs [LIST \(Library Information Skills\) tutorials](#) during the academic year. If a student has any queries about finding research material, they should contact the Research Support Librarian Ciarán Quinn ([ciarán.quinn@mu.ie](mailto:ciarán.quinn@mu.ie)) for individual & group consultations/training. Ciarán facilitates an accredited Research Skills & Awareness module: GST2: *Finding Information for your Research*, which is part of the [Research Skills Development Programme](#). These include information searching, doing literature reviews, using referencing software, measuring research impact and research data management.

The student's *Mycard (library card)* entitles students to borrow material from the Library. A student can ascertain how many books they can borrow; by clicking [Using the Library](#), see Figure 9 below.

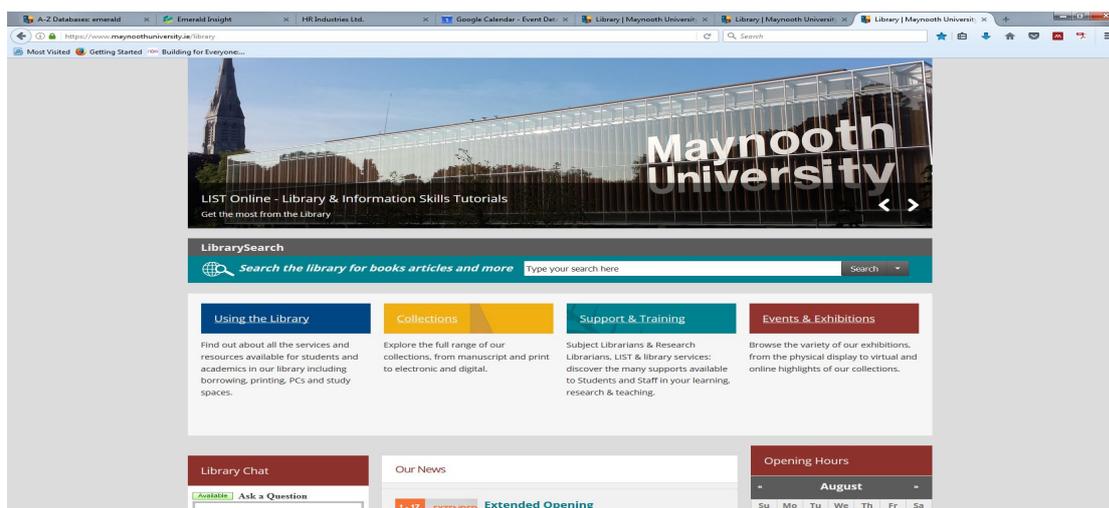


Figure 9: Using the library

Students can access (On & Off Campus) our extensive collection of [e-journals](#) – see the [eBooks and eJournals](#) button on the library homepage. Most of these journals are in full-text format and students can read the article on the screen or print/save/e-mail the article. As well as electronic journals we have electronic dictionaries, encyclopaedias and e-books. Students can browse the full list of our databases and e-books by selecting the [Collections](#) link on our website. Students are advised to explore the green box [Guides & Tutorials](#) for a subject guide, containing suggestions and lots of subject-support.

If a student requires an item that is not held in this Library, they can get the item either:

- Through an [Inter Library Loan](#) (ILL) – this process allows students to borrow an item from another Library. Students can request an item from another library and it will be sent to the library to borrow. Students can make this request either online or in the Library. There is no charge for this service.
- By visiting the Library that holds the item. This service is available to staff and postgraduates who hold an [ALCID card](#). This card allows users to visit libraries in Ireland and consult their material.
- By applying for a [SCONUL card](#). The SCONUL Research Extra (SRX) scheme gives academic staff and research postgraduates borrowing facilities in most of the higher education libraries in Ireland and the UK.

Students can borrow a laptop to use within the Library or logon to one of our many PCs. The Library is wireless so students can use their own laptop here. We have a 3D printer available (ask as the Library desk) as well as a colour photocopier, in addition to numerous black and white photocopiers.

#### Useful Links:

Library Updates: <https://www.maynoothuniversity.ie/library/news/library-update>

Library homepage: <https://www.maynoothuniversity.ie/library>

Guides & Tutorials: [https://nuim.libguides.com/guides\\_tutorials](https://nuim.libguides.com/guides_tutorials)

LIST online: <http://nuim.libguides.com/list-online>

Inter-Library loans: <https://www.maynoothuniversity.ie/library/using-library/inter-library-loans>.

#### Contact:

Research students and staff contact: Ciarán Quinn: [ciaran.quinn@mu.ie](mailto:ciaran.quinn@mu.ie)

Academics contact: Helen Farrell: [helen.farrell@mu.ie](mailto:helen.farrell@mu.ie)

## Research Development Office

The function of the [Research Development Office](#) (RDO) is to strengthen and continue to develop the research culture in the university through supporting faculty members with their research. In particular, the Office is responsible to the research community for:

- Assisting faculty in locating and securing funding for research; Using the [Research Professional](#) tool all staff and students can search for global funding opportunities. The RDO also co-ordinates submission for postgraduates for [Irish Research Council Funding](#)
- Managing the Research Information System (RIS); [The Research Information System](#) tracks all of our research projects, academic profiles and our ethical approval process.
- Developing and implementing [research-related policies](#); The Research Ethics Policy and the Research Integrity Policy and two key documents that will guide all researchers to ensure they meet best practice in carrying out their research. Other related policies to consider are the Conflict of Interest Policy and the Intellectual Property Management and Exploitation Policy
- Providing research-related information, communications/publicity; Check out the [Maynooth University Research and Innovation Reports](#) to see the scale and international standard of our research
- Coordinating and submitting institutional bids for large-scale funding;
- Coordinating University Research Ethics Committees; all research that involves human participants or their data and animals require ethical approval before the research commences and protocols are submitted via RIS. For information and help in preparing your protocol please go to the [Research Ethics website](#)
- Developing and promoting research culture;
- Miscellaneous research-related activities and projects.

### Related Links

Research Development Office Website -

<https://www.maynoothuniversity.ie/research/research-development-office>

Research Ethics Website - <https://www.maynoothuniversity.ie/research/research-development-office/research-ethics>

Research Professional Guide - <https://www.maynoothuniversity.ie/research/research-development-office/research-funding/finding-external-funding>

Research Information System (RIS) Guides -

<https://www.maynoothuniversity.ie/research/research-development-office/ris-guide>

Research Policies - <https://www.maynoothuniversity.ie/research/research-development-office/policies>

Maynooth University Research and Innovation Reports -

<https://www.maynoothuniversity.ie/research/research-and-innovation-maynooth-university/research-reports>

Irish Research Council Funding - <https://www.maynoothuniversity.ie/research/research-development-office/irc-postgraduate-postdoctoral-funding>

