

Hormozgan University of Medical Sciences

Rules & Regulations of Central Library and Affiliated Libraries

Introduction

Considering the importance of books and libraries, legalization and integration of library services, optimal use of available resources and dissemination of medical information in Hormozgan province, the Deputy of Research and Technology of Hormozgan University of Medical Sciences has set this regulation to be implemented as follows:

Article 1: Definitions

- **Central Library:** The central library of Hormozgan University of Medical Sciences located in the 'Pardis campus' with more than 32 years of experience under the supervision of the 'Deputy of research and technology' is active and has various departments including technical services, electronic resources training hall (Kharazmi Hall), deposit section, thesis section, consulting and reference information, Persian and Latin resources (in all fields in the university) and the study hall for all students and members of the board Science provides services.

Central Library website address: <https://centlib.hums.ac.ir/>

Digital Library Website Address: <https://diglib.hums.ac.ir/>

- **Faculties Library :** Faculty libraries are located in the building of each faculty and are supervised by the head of the faculty. It has various sections including technical services, information center, deposit section, thesis section, reference section, Persian and Latin resources and study hall.

Hormozgan University of Medical Sciences has six college libraries including:

Faculty of Nursing and Midwifery Library, Faculty of Paramedical Faculty, Faculty of Pharmacy Library, Faculty of Dentistry Library, Library of Faculty of Public Health, Bendarlangeh School of Nursing Library, Minab Health Higher Education Complex, and Bastak Health Complex.

Faculty of Nursing and Midwifery Library: <https://nurslib.hums.ac.ir/>

Faculty of Pharmacy and Pharmaceutical Sciences Library: <https://pharmlib.hums.ac.ir/>

Faculty of Public Health Library: <https://healib.hums.ac.ir/>

Faculty of Paramedical Library: <https://piralib.hums.ac.ir/>

Nursing and Midwifery Faculty of Bandar Langeh Library: <https://lenglib.hums.ac.ir/>

Dental School Library: <https://dentlib.hums.ac.ir/>

- **Hospitals Library** :The hospital library is located in the hospital building and operates under the supervision of the head of the hospital
- It has various departments including technical services, information center, deposit section, thesis section, reference section, Persian and Latin resources repository (emphasis is on providing resources that are useful in treatment and clinical care of patients) and study hall.
- Provides services to doctors, nurses, laboratory technicians, paramedics and other medical professionals.

Hormozgan University of Medical Sciences has three hospital libraries including Shahid Mohammadi Hospital Library, Shariati Hospital Library and Children's Hospital Library

1. **Shahid Mohammadi Hospital Library:** <https://hosplib.hums.ac.ir/>
2. **Children's Hospital Library:** <https://childlib.hums.ac.ir/>
3. **Shariati Hospital Library:** <https://shlib.hums.ac.ir/>

Article 2: Membership

Members of the libraries of Hormozgan University of Medical Sciences include all students, faculty members, residents, and teaching staff and staff of the university.

Article 3: Terms of Membership and Use of the Library

	Members	Registration instruction
1	Faculty Members	Complete the registration form Recruitment order Photo File (3*4) Membership fee (50,000 Rials)
2	Students	Complete the registration form Upload the scan file of the student card or the last course selection tab Upload photo file (3*4) Membership fee (50,000 Rials)
3	University Staff	Complete the registration form Recruitment order Upload photo file (3*4) Membership fee (50,000 Rials)

The use of the study hall of university libraries for members is subject to membership in libraries.

Article 4: Validity and duration of membership

The validity period of membership of the members is until the settlement of the university.

Article 5: Conditions of Trust in Books

Library Membership

Considering the extent of Hormozgan University of Medical Sciences and the diversity of the community using the university's libraries, the number and duration of lending books is presented in the table below, which each borrower is obligated to observe according to the items in the table.

	Borrower	Maximum duration	Number of borrowed books
1	Faculty Members	20	7
2	Medical Students, Doctorate Professional, Specialized and Fellowship, Master of Science	15	6
3	Undergraduate and Associate Students	10	5
4	Employees	10	2

- If the library resources are not booked, the loan period can be extended up to three times. Also, books that are in low demand and books with many copies can be borrowed more than the mentioned time, at the discretion of the library trustee.
- Library members are obliged to personally borrow books.
- One copy of each title of the book is used only in the library's location and is not borrowed.
- If a book has many applicants and the number of copies is limited, this book will be reserved in the library and will be lent for a maximum of 1-3 days (at the discretion of the librarian in charge of the lending section)
- Books that are on the reservation list are not extended and are kept in the library for up to 24 hours.
- Educational atlases are borrowed for a maximum of three days, according to the librarian's discretion.
- Reference books (encyclopedias, rare books and theses) will not be borrowed for use outside the library and users are required to read them in their respective positions at the library's site.

- Single-copy books, at the discretion of the lending officer, are lent from the end of office hours until the start of office hours the next day. In case of delay, a fine of 100,000 Rials will be charged per day.
- Given that the library resources are shelved once a year in August (Mordad), during the shelving period (ten days in August each year), the lending section of the libraries is inactive.

- During the shelving of resources, the lending section of the central library will provide services as needed, at the discretion of the library head and in coordination with the Research and Technology Deputy.

Article 6: Delay in timely return of the book

- In case of delay in returning the book, a fine of 15,000 Rials will be charged per day of delay.
- A delay of more than twenty days will result in a verbal warning for the first time, and after twenty days, it will lead to the suspension of the membership card for a period of two months. It is obvious that the applicant will be deprived of borrowing books until the fine is paid.
- At the end of each semester, the names of the employed academic staff who have borrowed books and have not returned them will be reported to the head of the relevant unit to return the book.

Article 7: Loss and damage of resources

- In case of a book being lost, the borrower is obliged to purchase exactly the same book (the latest available edition) and return it to the library, and also pay the late fee.
- For a book or multi-volume books (series), if one volume is lost and it is not possible to procure it, the borrower is obliged to pay the price of a complete series of the book at the current rate.
- If any of the borrowed resources are damaged and images from it are cut or incomplete, the borrower is obliged to procure the original or the latest edition and deliver it to the library.
- If the borrowed book is damaged (annotations, marking, folding the book, drawing, pouring water and liquids on it, or photocopying the book that causes damage to the binding and spine of the book), in addition to receiving compensation from the borrower depending on the amount of damage, their membership card will also be blocked for two to ten weeks and they will be deprived of using library services during this period.
- If the lost or damaged book is not found, at the discretion of the librarian, a book of the same price in the subject area needed by the library should be procured.
- The borrower must compensate for the damage as soon as possible, and until the result is achieved, their membership will be canceled and they will be deprived of borrowing resources.

Article 8: Illegal Withdrawal of the Book

If a person withdraws resources from the library without complying with the provisions of the trust, he will be introduced to the disciplinary committee of the university and deprived of all library services until the situation determined by the committee.

Article 9: Method of delivery of thesis/dissertation to the library

- Submit a printed and electronic copy of the thesis/dissertation in the university's specified format.

- The approval pages of the jury members, the thesis/dissertation printing regulations, the thesis/dissertation property rights regulations, and the thesis/dissertation grade should be signed on the file.
- If the thesis or dissertation is the result of collaboration with clinical research development units (Shahid Mohammadi Hospital or Children's Hospital), it is necessary to appreciate their services on the appreciation and thanks page.
- The title stated in the thesis should exactly match the title on the jury approval page.
- The prepared file should be copied from the first page to the last page on a CD in both pdf and word formats.
- Upload the complete file of the thesis/dissertation in the "Azarsa" library software and the "Pajoohan system".

Note: Observance of all the obligations mentioned above is necessary when submitting the thesis/dissertation. If not observed, the central library is excused from receiving the thesis/dissertation and signing the settlement form.

Article 10: Settlement of Accounts

Group One: Faculty members who are transferred, retired, bought back, or sent on a mission for more than three months must complete the settlement form with the central library and deliver it to the university administrative affairs, as appropriate.

Group Two: Students at the end of each academic level, as well as when changing their academic status, such as transfer, withdrawal, or the like, must settle accounts with the central library and faculty libraries and deliver the relevant form to the general education administration.

Group Three: Official and contractual employees who are transferred to another organization, retired, or bought back, must settle accounts with the central library and deliver the relevant form to the university recruitment.

- The final library settlement with the member is subject to the settlement of late penalties.
- The librarian of the lending section must enter the name, surname, and settlement date in the settlement form at the time of student account settlement, and confirm it with the library stamp and signature.
- For the first settlement, one must refer to the central library and in case of no debt to the subsidiary libraries, the settlement is done through the central library.

Article 11: Reading Room Regulations

In order to preserve the status of the book and the library, all members are obliged to observe the following in the library environment:

- Avoid behaviors contrary to Islamic and ethical principles.
- Observe the preservation of hijab and Islamic sanctities.

- Users are only allowed to use scientific websites. Using websites that are in any way contrary to the laws of the Islamic Republic and Islamic and societal ethics is considered a violation and will be legally dealt with.
- Maintain complete silence and tranquility in the library (talking on mobile phones in the library is prohibited).
- Maintain the order and cleanliness of the library.
- Respecting and treating librarians and staff well increases the motivation to serve among library colleagues.
- Refrain from causing inconvenience to other members.
- Refrain from eating and drinking in the reading room.
- University libraries have no obligation towards the personal belongings of visitors.
- When using library resources, refrain from scattering books on the shelves.

Central Library Working Hours:

Saturday to Wednesday: 7:30 to 20:00 Thursdays: 7:30 to 14:00

From the end of July (Tir), the library is only available in the morning shift.