



TEHRAN UNIVERSITY  
OF  
MEDICAL SCIENCES

## **School of Public Health (SPH), TUMS**

### **Regulations for membership, loan, use of resources and settlement for foreign students attending for short-term courses at SPH**

#### **How to join the library?**

In order to become a member, students must go to the relevant library, submit a photo, present the original and copy of the student card (or university ID card), and complete the membership form to receive the membership card and use the services of the university's libraries.

Note: In addition to the documents mentioned in the above item, guest students can become a member of the library and use the library services by visiting the relevant library with a written letter of introduction approved by the vice-chancellor.

The membership card of the library members must be presented by the card holder when using the loan service.

If a person's membership card is lost, it must be reported to the relevant library within 15 days at the latest. In this case, to prevent any misuse of this card, the membership file of these people will be blocked and unusable until the duplicate card is issued.

#### **Membership period**

The membership period of each member of the affiliated libraries of the university is as follows:

Students of different educational levels: validity period of student card

#### **Number and duration of borrowed books**

Guest students from other countries can borrow 2 books at the same time after becoming a member of the library.

Note 1: If a book has many applicants and the number of its copies is limited, this book will be placed in the library and will be loaned based on the decision of the responsible librarian.

Note 2: Reference books will not be loaned for use outside the library, and users are required to read them at the library, and borrowing these resources is possible only with the approval of the responsible librarian.

Sub-libraries can request resources from other libraries only when these resources are not available in their own libraries. In order to facilitate the work, it is necessary to specify the destination library after searching the resources in the comprehensive library software, and if the official of the destination library agrees, the resource will be provided to the applicant.

## **Book renewal and reservation**

If the library members want to renew the book, they should do so before the deadline for returning the book to the library. In addition, the book loan period will be extended with the opinion of the librarian.

If the renewal is done exactly on the return date, it is mandatory to bring the book with you.

If the book requested by the applicant is on loan, the applicant can reserve the book.

The applicant is required to visit the library on the designated date to get the reserved book. The library is also obliged to keep the requested book for the 3 days specified for the applicant.

If the applicant does not return after the set deadline, the library can provide the reserved book to another applicant.

## **Resources that are not loaned**

- Rare and unique books (old books)
- Reference books
- magazines
- Academic theses
- Research projects
- Audio-visual materials

## **Loss or damage to resources**

Damaging the resources of university libraries is considered a violation and in addition to the penalties provided in the public property law, the library can force the violator to deprive the library services and compensate for the damage.

If the borrowed resources are damaged, such as annotations, markings, leaving the pages of the book, drawing, pouring water and liquids on it, or copying that causes damage to the book, while receiving damages from the borrower according to the amount damage, his membership card will be blocked for 2 to 10 weeks and the possibility of using library services will be taken away from him.

If a part of the book or the pages and pictures of the book is cut or incomplete, the responsibility for it lies with the borrower and he is obliged to prepare the original and deliver it to the library.

If the borrowed resources are lost, the borrower is obliged to prepare the same and deliver it to the library. In addition, the borrower is obliged to pay the late payment penalty for the missing resources.

Note: If it is not possible to obtain sources in the market, the borrower is obliged to arrange another source that has an equivalent value to the same source within 15 days in coordination with the relevant library official. Otherwise, in addition to providing the source, it will also be subject to a fine.

## **Lateness and costs of delay in returning books and other resources**

Considering the limited resources and the need to comply with the rules and regulations related to lending books, if the borrower does not return the book within the stipulated time, as the case may be, the following crimes will be included in his case:

In the case of sources that are lost by the borrower or damaged according to the opinion of the library expert, the borrower is obliged to prepare and deliver the latest edition of the relevant source to the library within a maximum period of one month from the date of return of the book.

Doing any kind of fraud and changing the source and presenting it instead of the original source to the library is considered fraud and the violators will be dealt with.

Due to the limited resources and the need to comply with the rules and regulations related to lending books, if the trust resources are not returned within the stipulated time, the borrower will be dealt with as follows, depending on the case:

In the case of members who are late for the first time, first a written warning and sending a message through e-mail, or a phone call will be done, and if the book is not returned within 10 days, the person's membership card will be blocked for 3 months and their membership will be suspended. will be suspended, and after that these people will have to pay a fine as follows, and until the late fine is paid, the person's membership will remain suspended.

Guest students from other countries: 30,000 Rials.

## **Student settlement**

Students in all levels of education should go to their respective library along with the library membership card and the university settlement form when they leave their studies and after the necessary checks and the approval of the educational and research vice-chancellor of the relevant unit, they should receive the settlement.

Transfer students, transfer students, guests, deprived of education, etc., whose profile is active in the library software, must settle with the relevant subsidiary library.

## **The rules and responsibilities of members**

In order to preserve books and the library, all members are obliged to observe the following rules in the library:

- Avoid eating and drinking in study halls
- Avoid disturbing other members
- Respect for library staff
- Maintaining silence and peace
- Avoiding behaviors contrary to Islamic and moral principles
- Maintaining order and cleanliness of the library
- Not using a personal laptop in the study hall