RAK MEDICAL & HEALTH SCIENCES UNIVERISTY
LEARNING RESOURCE CENTRE
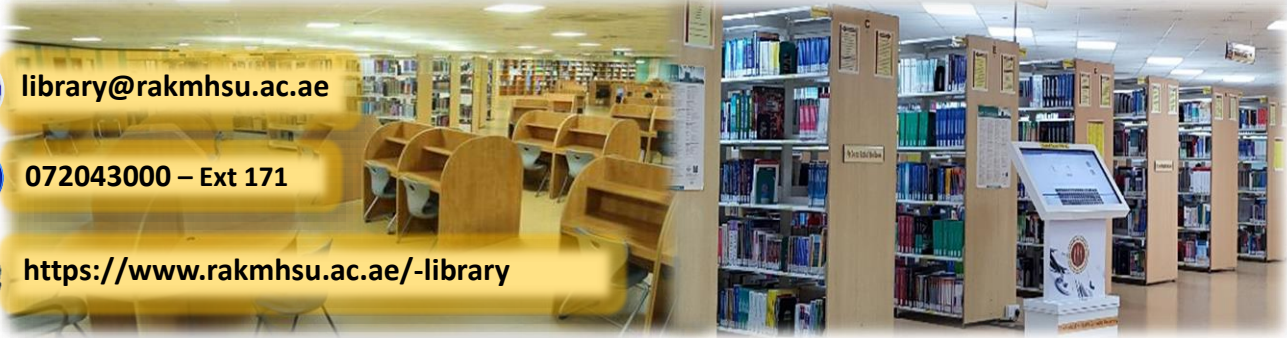
library@rakmhsu.ac.ae

072043000 – Ext 171

https://www.rakmhsu.ac.ae/-library

CODE OF CONDUCT

- Bags and personal things must be placed on the property counters outside located at the entrance of the library.
- Silence and discipline must be maintained in the Library Premises.
- For any Group discussion, use the dedicated TBL discussion area and maintain silence in the quiet study area.
- Use of eatables in the library is strictly prohibited.
- Users are requested not to reshelf by themselves. Just leave it on the table, library staff will reshelf it.
- Photocopy service is available only for Library material against payment through their multi-purpose university ID card which can be recharged from the accounts office.
- To avoid the violation of the Copyright Law only 10% of a book is allowed to be photocopied.
- Handle the books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same is strictly prohibited.
- Newspaper and Magazines will not be issued and can only be consulted for reading within the library premises.
- Books for TBL will be issued for specific time and the same must be returned immediately.
- Reference material will not be issued for any reason.
- Maximum of 4 books will be issued to one reader for 14 days only.
- User must possess his/her library card while making use of the library facilities and show the same as and when asked by the staff.
- The fines on overdue will be calculated according to library policy and the user has to follow it.
- Users have to take care of their belongings. The library is not responsible for the loss or misplacement of their personal belongings.
- All overdue fines (if any) should be settled before taking any NO DUES Certificate from the library. Failing to which the Examination Hall Ticket will not be issued.
- Please try to make all communication for any Library purpose through University E-Mail IDs only.
- User are requested not to displace the seating arrangements.

WORKING HOURS

Central Library

Sunday to Thursday : 8:30 am - 10:00 pm
Saturday   : 9:00 am - 05:00 pm
Friday   : Closed

### Satellite Libraries (Saqr Hospital & Obaidallah Hospital)

Sunday to Thursday : 8:30 am - 02:30 pm
Friday & Saturday   : Closed
The Library will be closed on all UAE national holidays and official University holidays.
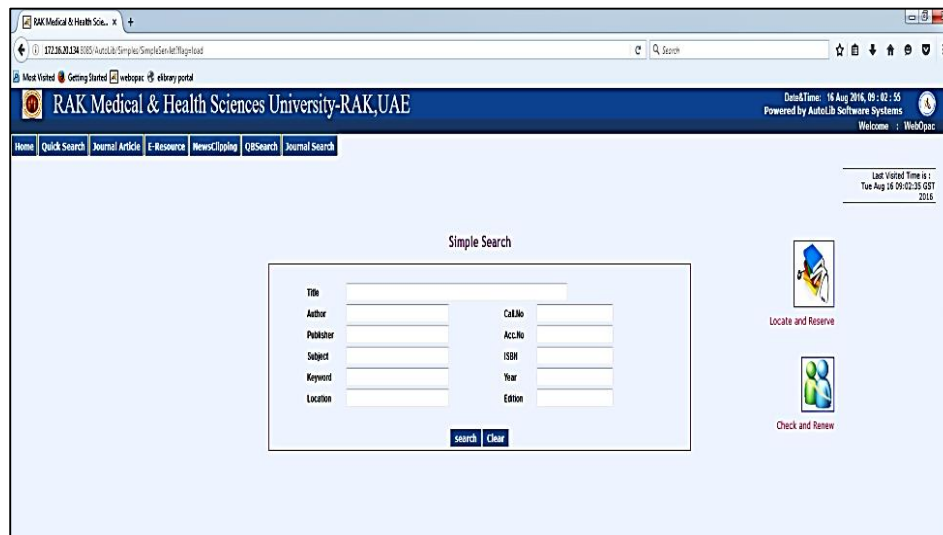
CIRCULATION OF RESOURCES

- **Find Your Book:** You can easily browse the library catalogue through internet by using OPAC service. It is accessible through University website or self-check OPAC kiosk situated inside the library.
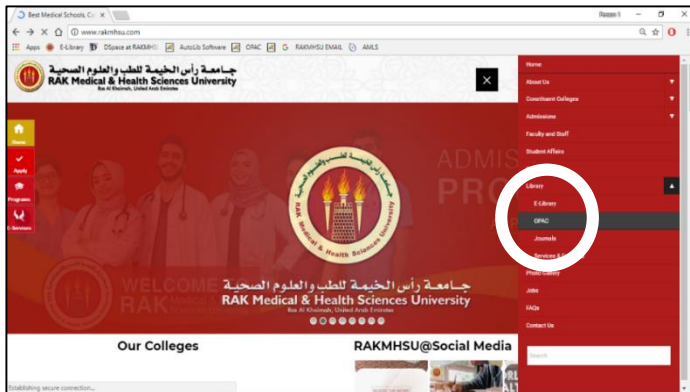
| **https://www.rakmhsu.ac.ae/opac-library**	**Library Self – Check OPAC**

You can use the OPAC for

- Searching the books through author/title/subject/.
- Getting information of subscribed online databases.
- Accessing your library account details.
- Renewing the books due in your account (if it is not reserved) utmost twice only.
- Reservation of the book
- Getting information about open & free resources related to medical & health sciences.

How to Locate Your Books

- All search results of OPAC are containing the location details also.
- Kindly refer this diagram to locate the resource easily in four steps
  1. Locate the **Bay Guide (Program wise);**
  2. Locate the **Bay ID (Alphabetical);**
  3. Refer to the **Rack List** (list of subjects available on the racks);
  4. Find the required **Shelf Number**.

How to Locate your Books
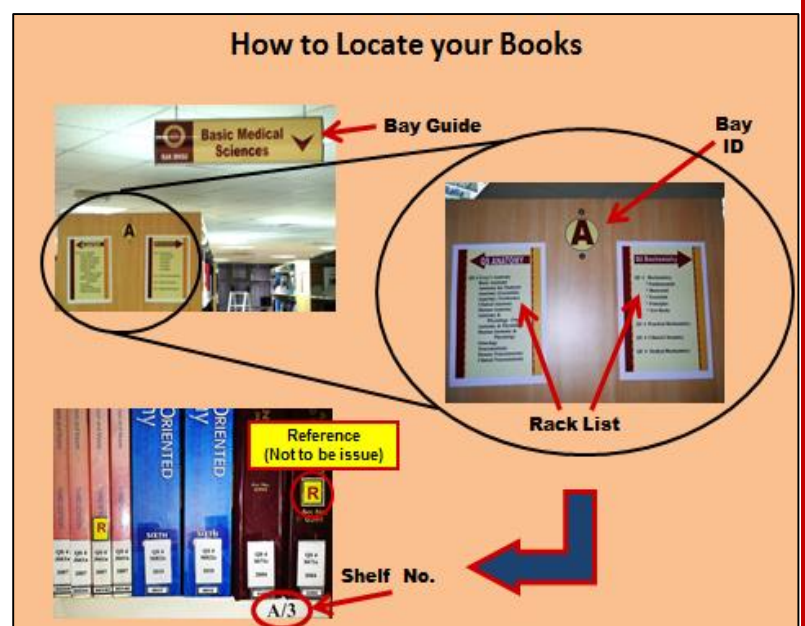
Borrow your book:
- Place Your University ID Card on the slot beside the screen.
- Your Library Account will appear on screen.
- Place Your Books and it will issued in your account automatically and you will get a confirmation tone.
- Check the Due Date & Press 'END' button

Resources	Qty	Duration	
		Students	Faculty
Books & Text Books	4	14 Days	30 Days

Renew Your Book:
- Place Your University ID Card on card slot.
  Your Library Account will appear on screen. Then press 'RENEW' button
- Press the green button in front of book you want to renew and press 'OK'.
- Check the Due Date & Press 'END' button

Return the Book
- Place the books on black shelfs in Vertical position.
- Titles will be display on monitor means your books are returned successfully and you will get a confirmation tone.
- Books returned beyond the due date will be entitled for the fine amount as follows:
  Text Books: AED 2/- per day — Other Books: AED 1/- per day

Reserve your Book:
Reservation is possible only if the book is on circulation. Book available on the shelf cannot be reserved. Reservation can be made either by
  (1) By sending reservation request Email to library
  (2) In person by visiting the library counter
  (3) Through Library OPAC

REFERENCE SERVICES
- Library provides reference service to students, faculty and staff to search the information in the library as per their requirements. RAK MHSU Library also coordinating with other medical libraries to get the information through resource sharing and inter library loan.

INTERNET SERVICES & Wi-Fi CONNECTIVITY
- Library is having 35 Desktop computers with internet connectivity to be used for academic purposes.
- Wi-Fi is also available throughout the library premises for the convenience of the users to connect their Smart Phones, Laptop and PDAs with the internet.

REPROGRAPHY SERVICES (Photocopy & Printing)
- Printing, scanning and photocopying is also provided for the utilization of the users. However, it is specially meant for educational purpose only.

- Method: Self-operated system by using your University ID Card
- Charges: B&W (A4 page) = 25 Fills
  Color (A4 Page) = AED 1/-
- Payment: will be made through your Multipurpose ID card which can be recharged from the accounts office with minimum AED 50/-. (VAT @ 5% will be deducted from the recharge amount).

BEFORE PRINTING
On the self-operating print system

PLEASE CHECK!!!
- NUMBER OF PAGES and copies you want to print
- PPT is in HANDOUT MODE or SLIDE MODE
- Check the Print Properties – for Color and B&W option

METHOD
After checking all above points
1. While giving print command by default it is B&W, if you need to take color go to print properties and change setup into color.
2. After clicking the print, a pop will appear for you. Please enter your ID number and press sign-in button
3. Now, go to printer and touch/Swap you card and select print.
4. After finishing the print don't forget to Log out

Pending Jobs: 1
Enter Pin to Login:
<YOUR UNIVERSITY ID>
LOGIN

Access Library E-Resources
(E-Journals, E-Books, Online Databases, OPAC)
Through Single Login
@

RAKMHSU E-Library Portal

(www.rakmhsu.com → Library → E-Library)

Advantages & Feature:
- No Need to remember different credentials for accessing online resources.
- Just one single authentication will enable you to access all E-resources.
- At present the collections are: 3000+ E-journals, 70+ E-books, 8 Online Databases, Library OPAC and Open Source materials etc.
- Strong Search Bar to help you to search your all your documents from a single query.

ONLINE DATABASES SUBSCRIBED BY RAKMHSU

ProQuest Health and Medical Collection
Access to 2400+ full text titles and of these, over 900 include MEDLINE® indexing.

UpToDate
An evidence-based clinical information resource covering over 11,000 topics across 25 medical specialties.

PEPID
It provides healthcare professionals access to the most comprehensive, accurate, and current pharmacological and clinical information at the point-of-care via personal data assistants (PDAs).

ExamMaster
Web-based exam preparation systems for Medical, Nursing, Pharmacy and Dental - USMLE, NBDE, NAPLEX & NCLEX.

CINAHL Complete
Full text for more than 1400 journals in the field of nursing & allied health research with archives since 1937.

Acland's Video Atlas of Human Anatomy
Unembalmed human specimens to illustrate anatomical structures • Video teaching aid with high quality 3D images.

EBSCOHOST E-books
Comprehensive resource for e-books from Recommended & Reference Textbooks with full text access to 70+ titles.

Turnitin Software
Turnitin is a plagiarism checking software. It checks for the unoriginal content by comparing student submitted papers with several databases and provides feedback. It also enables students learn how to avoid plagiarism and improve their writing.

Practical Training Session are available Central Library, Saqr Hospital Library and Obaidallah Hospital Library For   ☑Online Databases   ☑OPAC   ☑Effective use of library resources