

## **Library Policy**

TAU COM library has open access system and provides a setting conducive to independent learning and resources for users, both within the library and throughout the University. The library is open and available to faculty and students during the academic year. In addition, students have access to multiple databases and library resources from the library's website online.

## **Circulation Procedures**

TAU COM library is fully automated, and students can access books by producing their IDcards when borrowing books from the library.

Students who have outstanding balances may be subjected to the following consequences:

- Not allowed to take final examinations
- Examination results will be withheld
- Transcripts will not be issued

## **General Collection (Issuing Books)**

Students may borrow up to four (4) books from the library at any given time. Books may be kept for a period of five (5) days and can be renewed for 5 (five) more days only if the book is not on request. Students can reserve the books in advance online or in-person at the library Circulation center. Students are allowed to reserve one book at a time.

A fine of GYD \$200 for the first 3 (three) days per book will be charged after books are kept after the due date. If books are kept after the 3 (three) days has elapsed students will be charged GYD \$500 for books kept after the fourth day per day. If a book is overdue for 8 (eight) days or more the student will pay GYD \$1000 per day until the book is returned.

If a book is lost the student will be required to replace the book with the same or latest edition or pay double the cost of replacement.

## **Reference Collection**

Journals, Magazines, Reference books, Compact Disks, Newspapers, and other materials placed under restricted categories will not be lent out from the library. Students can refer to the reference book only in the library.

Each student will be issue 1 (One) Reference textbook for a weekend, i.e., Friday after 4 pm. or on a holiday, with the condition, the book is returned to the library by the next working day in the first hour. Otherwise, the student will be penalized for the same as per norms.

### **Online Collection**

TAU library has access to multiple online databases, e-journals, and other online resources. Students will be provided with username and password upon registration for accessing online resources.

### **Research and library services for clinical students**

TAU COM has established a clinical library at clinical office for the clinical rotations students to access the physical collections of textbooks and digital learning resources such as ProQuest – MEDLINE Database, JAYPEE Digital Explore Health Science Database, and HINARI Database. Clinical Students can also access to multiple databases, e-journals, etc. for their research and clinical activities through the library webpage it includes, TEXIDIGIPEDIA, PUBMED, BioMed Central, Geneva Foundation for Medical Education and Research Collection, Thesis and Dissertations.

Library webpage - <https://gy.tauedu.org/library/>

### **USMLE Preparation**

Academic Support Services Resource Center: A variety of resource books are available to assist students on USMLE Steps 1 and 2 board preparation. Students can access electronic resources through the library's webpage.

### **Photocopying/ Scanning**

Library staff assists the students in printing/ photocopying/ scanning the documents by payment on subsidiary charges.

### **Locker Facility**

The library has provided locker facility for all the students. Locker keys can be uplifted at the circulation desk in library after signing the rules and regulations. Failure to adhere to the rules will result in penalty

### **Copyright Restrictions**

The copyright law of the United States (title 17, United States Code, The US copyright act of 1976) governs the making of photocopies or other reproductions of the copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. The institution reserves the right to refuse to accept a copying order if, in its judgement, the fulfillment of the order would involve violation of copyright law. Under the purview of said law, the school restricts bulk copying of books or copying a major portion of a book.