



**AMERICAN
UNIVERSITY
of ANTIGUA**

COLLEGE OF MEDICINE

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&

AMERICAN INTERNATIONAL COLLEGE OF ARTS AND SCIENCE – ANTIGUA

**HEALTH SCIENCES LIBRARY
<http://library.auamed.net>**

HANDBOOK

**University Park
Jabberwock Beach Road
P. O. Box W-1451
Coolidge, Antigua, West Indies**

August 2024

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1. INTRODUCTION

The Health Sciences Library of the American University of Antigua is established to serve students and faculty with biomedical resources and information. The library was established on the principle that the faculty and the students should have timely access to biomedical resources, information, research and its dissemination. The primary objective of the library is to meet the information needs of students and faculty by providing excellent library services and information resources that advance the mission of the AUA College of Medicine and AICASA.

The library acquires information resources including collections of online textbooks, clinical knowledge bases, interactive anatomy databases, education databases, and online journals. In addition, the library maintains a collection of print books that correspond to the needs of the curriculum and the subject specialties taught by the faculty.

The Health Sciences Library occupies spaces on the second and third floors of the main university building at University Park, Jabberwock Beach Road, Coolidge, Antigua. Separate library space is also maintained at AICASA.

This handbook includes library policies and procedures. The handbook's purpose is to inform library users about these policies and procedures, and the services provided by the library. All students, faculty, and staff are encouraged to become familiar with library resources, services, and policies, to maximize their educational and research experience.

The library will review, regularly, the validity of any policy or procedure and revise it from time to time to ensure that these are up-to-date, relevant, and current.

2. MISSION STATEMENT

- To effectively evaluate, procure, and provide quality information resources to the students and faculty.
- To provide online resources whenever possible, to maximize access and promote life-long learning and research skills.
- To integrate information resources into the curriculum in the most seamless manner possible, to the benefit of students and faculty.

3. LIBRARY HOURS

The opening hours of the library are as follows:

Monday - Sunday 8:00am to 7:00am. *Cleaning and maintenance are done between the hours of 7:00am – 8:00am daily.*

The AUA library is staffed from **8:00am until 4:30pm on weekdays.**

Hours during term breaks may vary and will be posted.

The library observes AUA and Antigua national holidays and staff area will be closed on those days.

4. THE COLLECTION

The library offers a robust collection of e-resources, 95% of AUA textbooks are available online. These include several premier collections of online textbooks, including;

- ClinicalKey, by Elsevier
- LWW Health Library, by Wolters Kluwer
- AccessMedicine, by McGraw-Hill

The print collection of the library currently includes recent editions of required textbooks, recommended books in basic medical sciences, and other books related to the curriculum.

Students and faculty are encouraged to make recommendations for books, journals, or other information resources. Suggestions can be given to the library staff at the public service desk, who will convey them to the Director of Library Services & Professor.

- Several interactive anatomy databases, including

- Acland's Video Atlas of the Human Body
- "Visible Body" Human Anatomy Atlas
- VHS dissector
- The reference and Qbanks database provided by the library includes
 - ScholarRx
 - DynaMed Plus
 - UpToDate
 - Bates Visual Guide to Physical Exam
- eJournals
 - Subscription to major journals such as Academic Medicine, JAMA, New England Journal of Medicine, BMJ etc.
 - Subscription to thousands of ejournals available in collections such as OVID, EBSCO and MEDLINE databases.
 - Biomedical quality Open Access journals are included in the eJournal listings.
 - AUA Library no longer subscribes to print journals

Access to Online Resources

All online resources are available both on and off-campus to all current students and faculty. Using the OCLC proxy server, EZproxy, AUA can configure URLs of all e-resources listed on the library webpage to make them accessible from off-campus. Use is seamless for on-campus users. When off-campus, users will be prompted to supply their AUA Network ID. This will be the same username and password used to access the WIFI network on campus. Network IDs are assigned by the AUA IT Department

Circulating books

Books designated as circulating may be checked out to students and faculty during staffed hours.

- The student loan period is 1-7 days
- The faculty loan period is one year
- Books may be renewed if not reserved by another patron. All books must be returned to the public service desk to be renewed.
- Fines will be assessed for overdue materials
- Fines for books damaged or lost will be assessed. The amount of the fine will be the replacement cost of the book, plus a USD 10 shipping fee, plus a USD 25 processing and cataloging fee. This fine applies to all borrowers.

Textbooks and general reading materials are classified as "Circulation" and these circulate for seven days, and can be renewed for the next 7 days, if not reserved by another student. A student can borrow only 3 books at any given time.

Course Reserves

A certain number of textbooks designated as either "Required" or "Recommended" reading in a course will be classified as "Reserve" material. These texts are located behind the public service desk on the 2nd floor and may be requested there

- The student loan period is two hours
- Books may be renewed if no other student has requested the item
- All books designated as on reserve must be returned to the public service desk 15 minutes before that desk closes (currently 10:45pm)
- Fines will be assessed for late returns
- Fines for books damaged or lost will be assessed. The amount of the fine will be the replacement cost of the book, plus a USD 10 shipping fee, plus a USD 25 processing and cataloging fee. This fine applies to all borrowers.

Collection Arrangement in the Library

The library book collection is arranged in a classified order on shelves, based on the US National Library of Medicine Classification System.

Practice Question Banks

The AUA library provides ScholarRx Qbank in addition to Qbanks from etextbooks.

Note: AUA urges the student community not to consider these as the only source to prepare themselves for the final examination. All such practice questions should be considered as supplemental to textbooks, assigned readings, classroom activities, and faculty lectures.

Important URLs

Library Home page, and access to the online catalog:

- <http://library.auamed.net/>

Database page

- <http://library.auamed.net/e-resources/databases/>

eJournal page:

- <http://library.auamed.net/e-resources/e-journals/>

5. LIBRARY SERVICES

Photocopying

The AUA Library provides photocopy facilities for the students, faculty, and staff. *The US copyright law is observed and students are required to make copies in accordance with Fair Use rule No. 108 of the Copyright Law.* Current rates are \$.25 per side for black and white, and \$.50 for color per side. These rates are revised from time to time taking into consideration, rentals, and consumables by the library.

Printing

All computers are connected to Network Printers. To print, select “FollowYouStudent”, proceed to the Color Printer to retrieve color jobs. Students, who registered their laptops with IT Department, can print directly from their Laptops. Students must pay per side of a page for color or black & white prints.

Training and orientation

Library staff will take part campus orientations, provide training sessions on using library resources, literature search and information literacy sessions. Faculty can write to librarian@auamed.net for organising such sessions for your department.

Interlibrary Loan

The AUA library's collection of journals is geared towards the education mission and is not a research collection. Faculty may request articles in biomedical journals, or other journals related to the curriculum, or the educational work of AUA, may be requested from the Director of Library Services & Professor.

6. IT FACILITIES

The library has several computer workstations located in the library hallway on the 2nd floor.

The AUA library and campus are connected to a WIFI network, and WIFI connections are available everywhere on the campus. Students have to compulsory register their laptops with IT department.

Internet at Residences

The state of Antigua & Barbuda has three major vendors supplying Internet connection and services. Some housing units do provide internet access, but others do not. Students who desire to have a personal Internet connection should contact the respective vendors directly. Students will be responsible to establish their accounts with the vendors of their choice.

7. GENERAL RULES AND GUIDELINES

Library Spaces

Students need a variety of study options. To accommodate different study needs, discrete library spaces have been designated, with different rules for quiet, and different rules for eating and drinking.

Block B, 2nd Floor

- Block B is designated as an **Ultra-Quiet** study space. No talking and cell phones are on silent.
- Drinks are allowed but must be in spill-proof containers, such as a water bottle with a lid or flip top, or a coffee in a thermos with a stopper. No open containers of beverages.
- No eating. Food may be brought into the room, but must be in a smell-proof container, and may not be consumed in the room.

Block C, 2nd Floor

- Block is designated as an **Ultra-Quiet** study space. No talking and cell phones are on silent.
- Drinks are allowed but must be in spill-proof containers, such as a water bottle with a lid or flip top, or a coffee in a thermos with a stopper. No open containers of beverages.
- No eating. Food may be brought into the room, but must be in a smell-proof container, and may not be consumed in the room.

Library Hallway, 2nd Floor

- The library hallway is designated as a **silent** study space. No talking and cell phones are on silent.
- Drinks are allowed but must be in spill-proof containers, such as a water bottle with a lid or flip top, or a coffee in a thermos with a stopper. No open containers of beverages.
- No eating. Food may be brought into this space, but must be in a smell-proof container, and may not be consumed in the space.

Dr. Majid Pathan Reading Room, 3rd Floor

- Dr Majid Pathan Reading Room is designated as an **Ultra-Quiet** study space. No talking and cell phones are on silent.
- Drinks are allowed but must be in spill-proof containers, such as a water bottle with a lid or flip top, or a coffee in a thermos with a stopper. No open containers of beverages.
- No eating. Food may be brought into the room, but must be in a smell-proof container, and may not be consumed in the room.

Library Commons, 3rd Floor (access points: near Executive Suite and near Education Department)

- The Library Commons is designated as a **Conversation and Collaboration** study space. Talking is allowed. Meetings and study groups are welcome to use this space.
- Drinks are allowed.
- Food and eating are allowed.

Share the space, and respect your fellow students

The AUA library has 750 seats. Students must share for everyone to have the study space they need. Therefore, rules relating to sharing spaces are as follows:

- No saving/reserving spaces.
- A student is entitled to one seat only. If a student is seated at a table with four chairs, they must allow (and preferably encourage) other students to join them at the table.
- Personal items left unattended will be removed and stored on the cubbies. Students should also store their personal items on the cubbies, in case they plan to come back to the library on the same day.
- AUA is not responsible for any item left unattended or stored on the cubbies.
- Only service animals are allowed in the library.

- Students are not allowed to bring their own equipments (such as fans, coolers, coffee makers, cooking pans, furniture etc) to use in any areas of the library, including commons area.
- Any disrespect shown to staff or fellow students while in the library spaces will be considered an act of unprofessional behavior and reported to the Dean of Students Affairs for further action.

Library Visitors

- Visitors duly permitted to enter AUA campus by the Security, need to get a permission from the Director of the Library Services & Professor to access the library spaces for the purpose of study and research. Write to librarian@auamed.net for permission.

8. SUGGESTIONS, QUESTIONS, AND CONCERNS

Please direct your suggestions, questions, and/or concerns to:

Dr. J. K. Vijayakumar, M.L.Sc, M.Sc, Ph.D
Director of Library Services & Professor
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Health Sciences Library, American University of Antigua
<http://library.auamed.net>

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