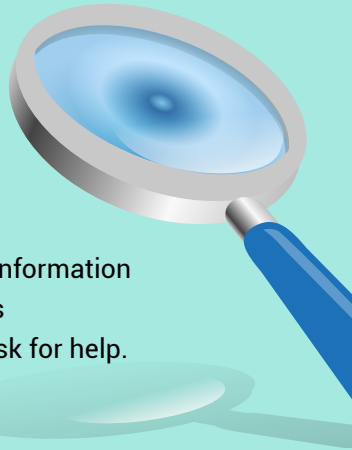


How can I find the books I need?

1. Check the Library catalogue at <https://mbru.ac.ae/library>
2. Check if the book is available
3. Note down the location and the call number
4. Find the book on the shelves
5. Use self check out machines or head to the information service desk to check out the required books
6. If you can't find what you are looking for – ask for help.



How do I borrow from the library?

You must be a registered user to borrow from the library. Please check the information desk for more information or email the library at library@mbru.ac.ae. Items may be checked out at the information desk or via the self check-out counter.

How many books can I borrow?

Undergraduate: 5 Books
Post Graduate: 5 Books
Faculty: 10 Books
Others: 5 Books



How long can I borrow a book for?

STANDARD LOAN:
2 weeks, 3 renewals allowed if no hold is in place

SHORT LOAN FOR COURSE RESERVES: 2 Hours

Check your registered email regularly for due notices, recalls, requests and other messages from us. Use your credentials for login to the library account.

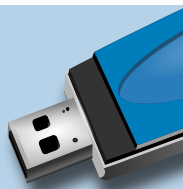
How can I find articles?

The best place to start is Smart Search, which searches most of the library's resources at a time. A librarian is assigned to assist in selecting the most relevant database and using effective search strategies to find literature.

How do I register for services?

All members of the Dubai Healthcare City Community (DHCC) are eligible to register for services upon completion of licensure with Dubai Healthcare City Regulation (DHCR). Registration form is available online on the library website and can be filled and submitted to the library.

Can I save documents on the library computers?



Any documents saved on the **C drive** will automatically be deleted when the computer is turned off. You may copy the documents on any external hard drives or copy the files to the temporary folder available on the T Drive. Consult the library staff for assistance.

How do I login to use e-resources?

MBRU students, faculty and staff may use University Email and Password to login. Non-MBRU patrons can login using username and password assigned by the library.

Is there a fee for registration?

There is currently no registration fee to use the Library.

Where do I return the books I borrowed?

Books may be returned through the book drop available in the library first floor or at the information desk.



Can I bring drinks in the Library?

Food is not allowed in the library however you are welcome to enjoy covered drinks. Cafeteria facilities, vending machines and lounge areas are available on the ground and first floor.

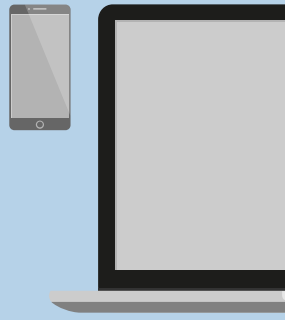


How can I book a group study room?

Group study rooms are available for MBRU Students and Faculty. Rooms may be booked at the library's information desk. Rooms are available on a first-come, first-served basis.

How can I connect my laptop to the Library wireless network?

The staff at the information desk will guide you for the wifi connection. If needed, the staff will also assist you to configure the wireless network options on your laptop or any other mobile devices.



How can I get a training on the use of library resources?

Orientation sessions are available for an introduction on how to use the library's services and how to access its resources. Sessions may also be arranged on an appointment basis. Sessions will be developed according to client needs. Information on all library outreach and training activities is available and accessible via the website.

I need to install a program onto one of the library computers, how can I do this?

You may consult the library's IT staff to install a program on the library computers, however it will automatically delete when the computers are off.

Where can I get access to a computer?

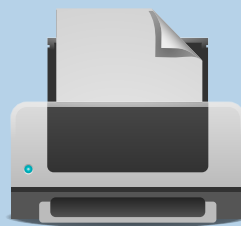
The library has a number of computers available to access the library's e-resources. Members are requested to adhere to the fair use of the computers and restrictions are in place for the use of personal software.

Can the public use the library?

The library is open to the public. Everyone is welcome to use the facilities. Visitors are required register at the information desk and present a valid photo ID.

Where can I print my documents?

Photocopying and printing facilities are not available however you may use multifunctional devices available in the library for scanning your documents.

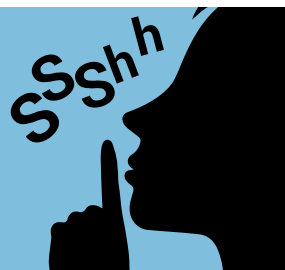


How do I suggest a title?

Resources may be suggested using the online form available on the website.

Are there designated quiet areas?

The library has one designated quiet study room. Seven group study rooms and two individual study rooms are available on the second floor.



Did you know?

Reference services may be accessed via email, phone, and the website or by visiting the library. An ask a librarian service is also available via the website. Librarians are also available in person for consultation for in-depth queries. A literature request form is available for onsite consultations.

It's your library – use it well!

- Observe the silent and quiet zones
- Set mobiles to silent and take conversations to the atrium.
- Consume only drinks with secured lids/covers.