

## **Policy of the Medical Information Consulting Unit**

### **1. Establishment of the Information Consulting Unit in the Central Library**

The Information Consulting Unit began its activities in line with educational and research activities and with the aim of providing services to the respected members of the faculty, dear students and hardworking researchers of the university.

This department began its activities in 2019 and in October 2025, it began its new activities with a new approach and by forming the first specialized committee of consultants and information providers of the Central Library and the Documentation Center in cooperation with the University's Information and Scientific Resources Management. This center strives to provide continuous service in order to support researchers and respond to their information needs in the research process.

### **2- Objectives of the Information Consulting Unit:**

- Increasing the information literacy of researchers in research
- Increasing the scientific ability of faculty members, researchers and students in writing articles
- Improving the skills of searching in databases
- Improving the ability to identify reputable journals and the possibility of publishing scientific articles in these journals

### **3- Scope of the Information Consulting Center's services:**

Accordingly, all respected faculty members, students and researchers who need training in the services of the Information Consulting Unit will first resolve their problems and ambiguities through comprehensive information at the university level and holding virtual training sessions to resolve problems through webinars or in-person workshops, as well as offering to watch videos of previously held webinars, and then, if necessary, they will be referred to members of the Advisory Committee to resolve the problems.

### **4- Duties of the Information Consulting Center:**

#### **A: Major and Strategic Duties**

1. Continuous Needs Assessment: Continuous identification and analysis of the information and research needs of various target groups (faculty members, students of various levels, researchers, and librarians).
2. Continuous Evaluation and Improvement: Monitoring the quality of services provided and systematically implementing the process of receiving feedback and optimizing services.

#### **B: Specialized and operational tasks:**

- 1- Formation and management of the "Center Advisory Committee"
- 2- Empowerment of librarians, consultants and clients of the center
- 3- Launching and providing consulting services

- 4- Development of educational content and information resources
- 5- Information, marketing and audience attraction
- 6- Participation in the development of a systematic review search strategy
- 7- Launching and managing the AI hub in research
- 6- Monitoring the performance of the consulting center

### **5- Consulting and information unit services:**

- 1- Training in searching in databases
  - Guidance in developing search strategies
  - Improving users' search skills
  - Assistance in selecting appropriate keywords for searching
  - Assistance in selecting databases appropriate to the discipline and subject areas
  - Assistance to users in using the facilities of various databases, including WOS, Scopus, PubMed, and .
- 2- Training in citation software
  - Familiarity with citation styles
  - Training in the use of citation software including Endnote, Mendeley, etc.
- 3- Training on reputable journals and article acceptance
  - Providing solutions for identifying reputable journals
  - Guiding users in finding suitable journals to submit articles
  - Introducing invalid and fake journals
- 4- Empowerment in the use of artificial intelligence in research activities
- 5- Using various research tools and other library services
- 6- Monitoring the performance of the consulting center, which is carried out through a survey link after each consultation.

### **6- Types of services of the Information Consulting Department:**

- 1- Level one services, which are provided by completing the non-face-to-face and face-to-face consultation forms available on the Consulting Center website, in the consultation request section at [infoconsult.kmu.ac.ir](http://infoconsult.kmu.ac.ir).
- 2- Level 2 services: which are carried out in the form of virtual problem-solving sessions through holding meetings in the form of virtual webinars with the center's consultants and raising problems and questions