Most of the activities of the Central Library Orders are related to the preparation of books, electronic printed magazines and Latin and Persian databases.

Selection, preparation and ordering of foreign journals.

Requesting journals based on the needs of all relevant departments and units.

Prioritize the journals required by the university

Review and prepare the final list to sending dealers and receive bills.

Holding a tender and choosing a Latin magazine dealers.

Concluding a contract with Latin magazine dealers.

Follow up and receive until the last issue of the requested journals.

Send purchased magazines to relevant units.

Data Bases

Estimating the use of available databases.

Identify other databases required by university users.

Providing the necessary crediting and direct preparation of some databases that are not part of the consortium.

Collaborating with consortium of the Ministry of Health and Medical Education.

Prepare a list of necessary e-journals in shared databases that are not available and pursuing to add them to the relevant databases.

Checking review of databases & pursuing database problems from relevant publishers.

Provide credit for accessing to Iranian databases.

Noted that since 2008 most e-journals are purchased through a consortium by the relevant ministry.

Checkout with dealers and accounting department of the university after receiving the full sources of purchasing domestic and foreign books.

Collecting the list of necessary sources and gets the catalog from the publishers.

Reviewing and preparing the final list of the mentioned books and sending them to the representatives of publishers and dealers inside Iran.

Crediting the necessary funds to prepare the required books through the Vice Chancellor for Research of the University.

Following (pursuing) the steps of buying books from domestic brokers.

Planning during the Tehran International Book Fair, for the participation of university library representatives in the fair and the necessary coordination to distribute and allocate crediting between libraries.