



**Library Services:**

- The entire TMC library is online, with a TMC Librarian who can perform literature searches on clinical topics and can acquire articles of interest as needed.
- Full Text search and retrieval of current medical journals and textbooks is available directly to residents, and the TMC Librarian can obtain full-text articles online from additional journals not otherwise directly available to residents.
- The library can be accessed at <http://www.tmc.az.com/medical-library> from home through TMCs remote portal or directly through the TMC Home page while on campus.

**Mailboxes:**

- Residents are provided with physical mailboxes, and should empty their mailbox at least once a week, more often if possible.
- Because of the limited space in the individual mailboxes, they become "overstuffed" and important mail may be wrinkled or folded in the attempt to place more mail in the box.
- Large packages or boxes will be available at the THMEP office.

**E-Mail**

- All residents are issued an official, secured TMC-based email address for all official TMC/THMEP correspondence as well as secure patient-related correspondence. This email account **MUST** be checked on a daily basis (at minimum).

**New Innovations:**

- New Innovations must be checked and evaluations, duty hours, and other requirements, as addressed in this manual must be completed in a timely fashion.

**Equipment:**

- The THMEP Office has a copier and fax machine available for resident use during regular office hours.