Fall in Love with the Library

Library Guide for International Students
Tsinghua University Library
2017
Contents

Welcome from the Director 3
Get to Know Your Library 6
Facts and Figures 6
Main Library 6
Branch Libraries 9
Map 11
Opening Hours 12

Library Services 15
Borrowing and Returns 15
Interlibrary Loan 18
Email and SMS Notification 18
Learning and Research Support 19
Facilities 20

E-library 22
Access to E-library 22
Searching for Books at E-library 22
Online Academic Resources and Links 24

FAQ for Foreign Students 29
Welcome from the Director
Dear newcomers,

Welcome to the best place of Tsinghua Yuan—Tsinghua University Library. Here we have magnificent buildings, abundant resources, convenient facilities, professional staff, considerate services, free atmosphere, etc. We are ready to provide warm welcomes, great supports, and best services for you.

It is never overemphasized about how important the library plays a role in your study, research, and college life. Over a hundred years, a large number of great masters, industrial talents, and government administers have been cultivated here. Along with the one-hundred-year-old Tsinghua University, our library changed a lot. Only in the aspect of buildings, from the reading room to “big library”, now we not only have Old Library, West Library (Yifu Library) and North Library (Mochtar Riady Library), but also many branch libraries, such as Humanities and Social Sciences Library and Arts Library, which are open for all to borrow and read. Reading the essays of our seniors, you may find when they recalled their life at Tsinghua none of them did not appreciate their “mining” experience at library. As a Tsinghua alumnus, I also understand the difficulty of hard-working, and appreciate the reward of learning. Trust me, knowing the library and loving the library will make your life at Tsinghua totally different!

Director of Tsinghua University Library
Prof. Deng Jingkang
Get to Know your Library
Facts and Figures

- Founded in 1912
- 70,000 square meters
- 4,100 seats
- Main library and six branch libraries
- Over 5 million physical items
- 586 electronic databases
- Near 89,000 full-text e-journals
- More than 8 million e-books

Main Library

The main library consists of the Old Library, West Library (Yifu Library) and North Library (Mochtar Riady Library). The former two buildings follow the same architectural style and are well integrated into one piece, staying in harmony with other constructions on the central campus while North Library adopts a modern design.

Old Library

As its name shows, the Old Library traces its history back to 1912 as the first library built in Tsinghua. It is known for its quaint style and antique beauty in architecture. It is one of the four early buildings in Tsinghua University. Some special collections and old documents of the university can be found in the Old Library.

If you are looking for a quiet place to read, the Old Library is the best choice. There are two big reading rooms, with big and antique reading tables, comfortable armchairs, and
tall bookshelves around. But the Old Library is not equipped with electrical outlets.

**West Library and North Library**
West Library was built in 1991. North Library was finished in early 2016 and is in conjunction with West Library.

If you want a place to read or study with laptops, West Library is a good choice. On the second and third floor, there are connected individual tables with lights and electrical outlets. If you prefer a more private space, there are also divided open study rooms for one person. These study rooms can be used without reservation.
North Library
North Library covers an area of about 15,000 square meters. It can hold over 600,000 books.

There are more than 1000 seats for users. From the second to the fifth floors, you will find big and antique tables with wooden armchairs. Outlets are under the tables. If you feel like relaxing or want to have a discussion in an open area, the leisure reading area equipped with outlets and comfortable sofas on the first floor is a good choice.

Individual Study Rooms and Group Study Rooms in North Library
You can enjoy a view of the sky from the skylights in the individual study rooms in North Library. There are also 20-square-meter group study rooms for group discussion. They are equipped with television screens and projectors.
**Branch Libraries**

**Humanities and Social Sciences Library**
The library is one of libraries with most advanced facilities in Tsinghua. All learning tables are equipped with lights and outlets. Before taking seat, you need to use the machine in the library to choose a seat by swiping your student card, or reserve online one day before.
**Arts Library**
If you are interested in arts and design, you can go to explore the Academy of Arts & Design Buildings. The Arts Library is on the first to third floors in area A.

**Finance Library**
Located in The PBC School of Finance at Wudaokou, near the east entrance to the campus. The Finance Library is open to all the students and faculties of the university.

**Law Library**
The Law Library is inside the Ming Li Building of Law School. If you are a law major, this is probably the best place for you to gain access to resources you need conveniently.

**Economics & Management Library**
The library is located on the second and also the third floor of Shun De Building of the School of Economics and Management.

**Architecture Library**
The Library is on the third floor of the building of School of Architecture.

**Note:**
You can access and borrow books from these branch libraries with your IC card. However, there is a limit of 2 books per person if you are not a student from the associated department, except the Humanities and Social Sciences Library and Finance Library.
Map

1. Old Library
2. Yili Library
3. Mechat Rindy Library
4. Humanities and Social Sciences Library
5. Economics and Management Library
6. Architecture Library
7. Law Library
8. Arts Library
9. Finance Library
# Opening Hours

**West Library and North Library**  
8:00-22:00

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Mon-Thu</th>
<th>Friday</th>
<th>Sat-Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information and Services Desk</td>
<td>1F, North Library</td>
<td>8:00 ~ 22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Humanities and Social Science Books</td>
<td>2F-5F, North Library</td>
<td>8:00 ~ 22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Science and Technology Books</td>
<td>Room 206/216, West Library</td>
<td>8:00 ~ 22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Books</td>
<td>Room 225, 227, West Library</td>
<td>8:00 ~ 22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashier</td>
<td>2F, West Library</td>
<td>8:00-12:00, 12:30-17:00, 17:30-20:30</td>
<td>8:00-12:00, 12:30-17:00, 9:00-17:00</td>
<td></td>
</tr>
<tr>
<td>Card Center</td>
<td>2F, West Library</td>
<td>8:00 ~ 12:00, 13:00 ~ 17:00</td>
<td>9:00 ~ 17:00(for only reporting the loss of card)</td>
<td></td>
</tr>
<tr>
<td>Reference Desk</td>
<td>2F, West Library</td>
<td>8:00-12:00, 13:00 ~ 17:00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>2F, West Library</td>
<td>8:00-12:00, 13:00-17:00</td>
<td>9:00-17:00</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Chinese Rare Books Reading Room</td>
<td>Room 305, West Library</td>
<td>8:00-12:00, 13:00-17:00</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Current Periodicals and Newspapers</td>
<td>Room 311, West Library</td>
<td>8:00-22:00</td>
<td>8:00-17:00</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Bound Periodicals</td>
<td>3F/4F, West Library</td>
<td>8:00 ~ 22:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### User Education Classroom

<table>
<thead>
<tr>
<th>Room 401, West Library</th>
<th>8:00 ~ 12:00</th>
<th>8:00 ~ 12:00</th>
<th>8:00 ~ 12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 406, Room 408, West Library</td>
<td>13:00 ~ 17:00</td>
<td>13:00 ~ 17:00</td>
<td>13:00 ~ 17:00</td>
</tr>
<tr>
<td>Room 401, West Library</td>
<td>18:30 ~ 22:00</td>
<td>18:30 ~ 22:00</td>
<td>18:30 ~ 22:00</td>
</tr>
<tr>
<td>Room 406, Room 408, West Library</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

### Multimedia Reading Room

<table>
<thead>
<tr>
<th>Room 406, Room 408, West Library</th>
<th>8:00-22:00</th>
<th>8:00-17:00</th>
<th>9:00-17:00</th>
</tr>
</thead>
</table>

### Old Library

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Mon-Thu</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Room</td>
<td>Room 207, Room 221</td>
<td>7:30-22:30 (except national holidays)</td>
<td>7:30-23:00 (the final examination weeks )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science Preservation Books</td>
<td>Central Hall, 2F</td>
<td>8:00-17:00</td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>Closed Stacks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Newspapers and Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tsinghua Resources Reading Room</td>
<td>First Reading Room, 2F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tsinghua Dissertations Reading Room</td>
<td>Room 302A, 3F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donators’ Reception</td>
<td>Room 212</td>
<td>8:00-12:00, 13:00-17:00</td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
</tbody>
</table>

### Branch Libraries:

<table>
<thead>
<tr>
<th>Library</th>
<th>Mon-Thu</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Social Sciences Library</td>
<td>8:00 - 22:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics and Management Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Library</td>
<td>8:00 - 21:50</td>
<td>8:00 - 16:00</td>
<td></td>
<td>9:30-17:00</td>
</tr>
<tr>
<td>Arts Library</td>
<td>8:00 - 21:00</td>
<td></td>
<td>9:30 - 17:00</td>
<td>closed</td>
</tr>
<tr>
<td>Finance Library</td>
<td>8:00 - 22:00</td>
<td></td>
<td></td>
<td>14:00- 22:00</td>
</tr>
<tr>
<td>Architecture Library</td>
<td>8:00 - 11:30, 13:00 - 21:30</td>
<td>8:00-11:30, 13:00 ---- 17:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Note:

For opening hours during holidays and vacations and the contact details of each library, please refer to the library website.
Library Services
Borrowing and returns

Activate Borrowing Services
There is a special English webpage for New Students. A lot of information listed is very helpful. Link: http://lib.tsinghua.edu.cn/tutorial/newstudents/engdefault.html

As a new user, you need to activate borrowing service by click on “Open Your Library Account”. The initial PIN number is the same as your student number, so you are required to change it immediately for security reasons. Post-doctors need to bring IC cards to the Library Card Center (2nd floor, West Library) to activate borrowing services.

Within 2 working days after your application is submitted, the borrowing service will be activated. For more information, please click on “Borrowing” on the homepage.
**Borrowing Privileges**

Upon presenting a valid University IC card, you can access and borrow books according to the privilege listed below:

### Quotas

<table>
<thead>
<tr>
<th>Categories of Borrowers</th>
<th>Loan quota (items)</th>
<th>Reservation quota (items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Postgraduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Students</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Non-degree Program Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Loan Period

<table>
<thead>
<tr>
<th>Categories of Borrowers</th>
<th>General Books</th>
<th>Short-time Books</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Loan Periods</td>
<td>Renewals allowed</td>
</tr>
<tr>
<td>Faculty</td>
<td>8 weeks</td>
<td>3 times</td>
</tr>
<tr>
<td>Postgraduate Students</td>
<td>8 weeks</td>
<td>3 times</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>8 weeks</td>
<td>3 times</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>8 weeks</td>
<td>3 times</td>
</tr>
<tr>
<td>International Non-degree Program Students</td>
<td>8 weeks</td>
<td>3 times</td>
</tr>
</tbody>
</table>

**Note:**
- General books: the books borrowed at the circulation counter of West Library, Old Library, Humanities & Social Sciences Library and North Library.
- Short-time books refer to the 7-day loan period books, which allows online reservation and renewal. (e.g., the new books in West Library.)
- Loan Quota: the total amount of the books borrowed from all the libraries.

**Returns**

1) You can return books where you borrowed them.
2) Books from Main Library and the six branch libraries can be returned at any library.
3) During the closed hours of the Library, you can return books by Self-service Returning System (for 24 hours) at the east side of North Library.

**Viewing circulation record**

After logging in ([http://innopac.lib.tsinghua.edu.cn/patroninfo*eng](http://innopac.lib.tsinghua.edu.cn/patroninfo*eng)), you can view your own circulation record containing information (e.g., reading history, items currently checked out, items on hold and unpaid fines) and modify your account information.

**Online reservation**
Using your reservation quotas, you can reserve books that have been checked out to other users. You will be notified by SMS or E-mail once the requested book is available. The requested book will be kept at loan desk only for 3 days.

**Renewals**
Books in circulation can be renewed online provided that no one else has reserved the books. Renewal is allowed only within 14 days (applicable to 8/4 week loan) or 1 day (applicable to 7 day loan) before the due date of the checked out books, and is treated as a continuation of loan and thus will be subject to recall at any time.

**Recalls**
The books in circulation are subject to recall, but a minimum use period of 4 weeks (applicable to 4/8-week loan) or 7 days (applicable to 7-day loan) is guaranteed. Once being recalled, the due date will be changed and displayed in the circulation record. A recall notice, displaying the revised due date, will be sent to you. You should return the recalled books on or before the new due dates so as to avoid the overdue fines.

**Overdue Fines**

<table>
<thead>
<tr>
<th>Loan type</th>
<th>First Period (Day 1-7)</th>
<th>Second Period (From Day 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/8-week Loan &amp; Recalled loan</td>
<td>¥ 0.10/ Day</td>
<td>¥ 0.20/ Day</td>
</tr>
<tr>
<td>7-day Loan</td>
<td>¥ 10.00/ Day</td>
<td>¥ 20.00/ Day</td>
</tr>
</tbody>
</table>

**Loss and Damage**
Any defect or damage to library materials should be reported to the library staff when it is noticed and the books concerned should not be checked out.

1) For lost books, you may offer the library a copy of identical edition (if in print), or a copy of newer edition (the approval of the library is required). Besides, you need to pay the processing fee which normally will be ¥ 10.00. If it is out of print, the compensation will be calculated as following:

\[ \text{Original Price} \times 2 + \text{processing fee} + \text{storage fee (¥ 1.00/Year)} \times 2 \]

The original price in foreign currency needs to be converted into Chinese RMB at the current exchange rate. Besides, you may be liable to pay the overdue fine calculated up to the date of loss reporting. If the book reported lost is later found and returned (within 1 month after compensation), the compensation will be refunded. But you are liable to pay the overdue fine calculated from the date of compensation.

2) For damaged books, if the damage is not so serious to interfere normal reading, the compensation will be ¥ 2.00 per damaged page. If the book is seriously damaged, the compensation will be the same as for lost books.
**Interlibrary Loan**

The Interlibrary Loan Service provides access to the materials that are not held by Tsinghua University Library. All faculties, staff members and students of Tsinghua University are eligible for this service. You can log in Tsinghua University Library ILL System to submit request: [http://cill.lib.tsinghua.edu.cn/gateway/UpdateAccount.aspx](http://cill.lib.tsinghua.edu.cn/gateway/UpdateAccount.aspx)

The Library provides financial support to the faculty and students of Tsinghua University for interlibrary loan and document delivery. So most items delivered in domestic are free. The subsidized prices are as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Domestic libraries (RMB)</th>
<th>Hong Kong Libraries (RMB)</th>
<th>Oversea Libraries (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal/Proceedings</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Articles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book</td>
<td>0 (No more than 5 requests each time)</td>
<td>100</td>
<td>150</td>
</tr>
<tr>
<td>Thesis/ Dissertation</td>
<td>0</td>
<td>NA</td>
<td>155 (normal)</td>
</tr>
<tr>
<td>Patent</td>
<td>0</td>
<td>NA</td>
<td>70% of original price</td>
</tr>
<tr>
<td>Standard</td>
<td>70% of original price</td>
<td>NA</td>
<td>70% of original price</td>
</tr>
<tr>
<td>Technical Report</td>
<td>70% of original price</td>
<td>NA</td>
<td>70% of original price</td>
</tr>
<tr>
<td>Rush Service (RMB)</td>
<td></td>
<td></td>
<td>Extra 10.00</td>
</tr>
</tbody>
</table>

**Note:**

- The quota for the requests of each person is:
  - Standards and technical reports delivered in domestic: 60 requests every year.
  - All materials delivered overseas: 20 requests every year.
- For more information, click [http://eng.lib.tsinghua.edu.cn/Service/InterlibraryLoan/default.html](http://eng.lib.tsinghua.edu.cn/Service/InterlibraryLoan/default.html)

**Email and SMS Notification**

All library circulation reminders, such as coming due, overdue, hold pick-ups, recalls, can be sent to patrons via e-mail or short message. Please register your e-mail or cell phone number in your library account by clicking on the “Modify Personal Information” button to receive the circulation alert.

When you have changed your email address or cell phone number, remember to update your information of your library account. Besides, you will get notification only by email if you provide both email and cell phone number.
**Learning and Research Support**

**Ask a Librarian**
Please ask the librarians for help when you have any trouble in using the libraries. You can email us (ref-desk@lib.tsinghua.edu.cn) or submit an online request form. If in hurry, please call us directly (010-62782137 or 62788937). You can also come to the Reference Desk on the second floor of West Library for a face to face consultation.

**Orientation**
Library orientations are offered to freshman at the beginning of each academic year. Guided library tours in English are also available to international students. The schedule can be found at “NEWS” on the website of the library or on the information board at the library entrance. There is no need for you to make reservations in advance and the guided tours usually start at the entrance to the West Library.

**Courses**
The library’s curriculum is designed for undergraduates and graduate students, including obligatory courses and optional courses, such as Information Retrieval and Utilization, Introduction to Library, Information Resources Management, etc.

**Workshops**
The library provides training workshops for library skills, such as information retrieval and utilization, subject-specific resources, reading and writing, software application. Training schedule can be found at “NEWS” on the website or on the information board inside the library.

**Subject Librarian**
In order to help faculty and students make better use of library resources, Tsinghua University Library appoints subject librarians for each department. The services include reference, library instructions, subject-based research consultation, novelty-search, etc.

**Online Training Materials**
Facilities

Computers
Computers are provided in all libraries, such as the 2nd floor and Room 406 in West Library and the Information Commons in Humanities and Social Sciences Library.

Wireless LAN
You can use your laptop, iPad or mobile phone for wireless access in the library. For internet access, a network account issued by the Network Research Center is needed.

Photocopying and Printing
There are some self-service machines to photocopy, scan and print in each library. If you have any difficulty, turn to the library staff at information desk for help.

Lost and Found
The reception room on the 1st floor of West Library works as the property office.

Café and Bakery
1st floor, Humanities and Social Sciences Library
1st floor, North Library

Vending Machine
1st floor of the Old Library, West Library and Humanities and Social Sciences Library
E-Library
Access to E-library

E-library Entry
Enter “http://eng.lib.tsinghua.edu.cn”, or click on the “English” icon at the top right corner of the Chinese version (http://lib.tsinghua.edu.cn).

Off-campus Access Services
When off campus, you can access the e-resources through the Electronic Resources Remote Accessing Control System (http://eproxy.lib.tsinghua.edu.cn/). User ID is your student card number, and Password is as same as you access Tsinghua Information Portal.

Searching for Books at E-library

Searching for Printed Books
If you want to search for a printed book through online browsing, the library catalog, Online Public Access Catalog (OPAC) is a convenient choice. Click on “Library Catalog” on the home page.

When searching by keyword, you may choose “Title / Date / Relevance” in the “Sorted by” column, choose in the collection column ranging from entire collection to specialized libraries. You may also search by title, author, subject, call number, doc number, and ISBN / ISSN.
Enter the information and click on “Search”, relevant resources will be displayed.

In the new webpage about the book you need, more details are listed, including the location and the call number that allow you to track down the book in the library.

If the status reads “On Shelf”, you can find the book right now. If it reads “due + a future date”, the book is yet unavailable. You can click on the “Request” button on the top and logging in to reserve it.
Searching for Electronic Versions
In the “Library Catalog” page, you may select “Electronic Resources” in the Collection column and enter your keywords.

After you select the item you need and proceed into the page about detailed information, you will see several external links to the e-resource required.

Online Academic Resources and Links

The library has subscribed to a wide variety of online resources including e-books, periodicals and newspapers, conference proceedings, encyclopedias, and multimedia databases. The “E-resources” column on the homepage gives the complete index.
E-Journal Navigation

Click on “E-journal Navigation”. You can sort electronic journals by keyword search, clicking on the initials from A to Z, or browsing according to different subjects. The links provide access to these journals.

Also, you may click on “中外文核心期刊” (Chinese & international core periodicals) to find the Exlibris browsing system. You may search for core periodicals by name, ISBN, and subject.
Database Navigation

Click on “Database Navigation”. You can find the database you need by keyword searching, initials, subjects, and types. Some helpful software (including Endnote, NoteExpress, and SPSS) and some common databases by hyperlinks are listed.
Some popular databases:

- Social Science: JSTOR, Proquest
- Arts: ARTstor, Project Muse
- Comprehensive databases in Chinese: CNKI, Wanfang, Chaoxing ebooks
- Comprehensive databases in English: Web of Science, Elsevier ScienceDirect, Springer, Wiley, Taylor & Francis, etc.

Furthermore, “Digital Library Projects” and “Resource Portal” in the “E-resources” column, and “Books”, “Journals”, “Dissertations” and “Multimedia resources” in the “Find” column give you access to more academic resources.

“Discover More”: Academic Information Discovery System

“Discover More” (水木搜索) allows you to acquire academic information rapidly, efficiently and accurately. It nearly covers all kinds of academic resources in Tsinghua’s libraries. Enter “http://discovery.lib.tsinghua.edu.cn/” and experience “Discover More”.

You can search for information by imputing keywords and selecting a category from article, book, dissertation, media, etc. The homepage also provides advanced research by heated tags, latest book reviews, and recent research fronts.
The left column of the result page encourages secondary searching by online links or library tracking, topic, creator, collection, language, journal title, etc. As for e-books, the results give direct access to the target online resources. As for printed books, the results lead to details about library location, availability and call numbers.

The platform also boasts individualized and interactive services. After you log in, you are able to preserve the searching results in the e-shelf and check the book loans and requests in “My Account”. You can upload book reviews and add personal tags to books and articles, which may help inspire subsequent readers.
FAQ for International Students
Does the library homepage have an English version? And library catalog?

Yes. The library is aimed to be user-friendly to all users, including foreign students. Both the English version of homepage and catalog are available. Please visit the following URL:

Do I need a card to enter the library?

Yes, you need to swing your student card to enter all libraries. Please do not borrow or lend cards, otherwise you will be penalized according to Card Violations Policy.

What is PIN?

PIN (Personal Identification Number) is a password to protect your personal information. You need to use PIN to open accounts, view reading history, and renew, request, or cancel requests.

How to set up or change my PIN? I forgot my PIN!

The initial PIN is the same as your student number. Once your library account is open, please sign in to My Account to change it. If you forget PIN, come to the Card Center to reset. You may also reset PIN here if you have provided emails at My Account http://innopac.lib.tsinghua.edu.cn/pinreset~S5.

Understanding book circulation status.
"On shelf": you can read and borrow;

"Library use only": you can only read inside library;

"Just Return": returned within 24 hours, please wait several hours to borrow;

"In Cataloging": being catalogued, temporarily unavailable for readers;

"Due yy-mm-dd": has been borrowed with due date yy-mm-dd.

"Due yy-mm-dd +N requested": has been borrowed with due date yy-mm-dd; has been requested by N readers;

"Due yy-mm-dd +N recalled": has been borrowed with due date yy-mm-dd; has been requested for N times; and has been recalled.

I am reading a library-use-only book. Where can I make a copy?

You may use self-printing service. There are several self-service machines in the library. If you have difficulties in finding a self-service machine or making copies by yourself, turn to library staff at information desk for help.

Who can help me when I have questions in using the library?

If you have any questions, please do not hesitate to contact the librarian at the Reference Desk for inquiry and instruction, or by call, by email. Find the detail at http://vrs.lib.tsinghua.edu.cn/pub/index_english.asp

Notes: How to join the library work? If you want to be a library assistant or volunteer, please contact us by email (ref-desk@lib.tsinghua.edu.cn).
Library; with books, magazines, journals, newspapers—offer you a wealth of information for your research; provide you with a world of knowledge; promote liberal education.

The best choice for self-study, group discussion, preparation for presentations.

Or: when you are dull and weary, come and pick up some books of your interest to read and relax!

Don’t miss it! Make a plan, make the best use and make a change of yourself.

http://eng.lib.tsinghua.edu.cn
Ref-desk@lib.tsinghua.edu.cn
Tsinghua University Library