Fall in Love with the Library

Library Guide for International Students
Tsinghua University Library

2018
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
✧ About 600 electronic databases
✧ Over 100,000 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. Currently 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 seats for one person. These study seats 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 currently 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.

Welcome to visit our website:

Tsinghua University Library English Homepage
Tsinghua University Library New Students Webpage
Tsinghua University Library WeChat
Map

- Old Library
- Yifu Library
- Moerat Library
- Humanities and Social Sciences Library
- Economics and Management Library
- Architecture Library
- Law Library
- Arts Library
- 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</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Card Center</td>
<td>2F, West Library</td>
<td>8:00 ~ 12:00 13:00 ~ 17:00</td>
<td></td>
<td>9:00 ~ 17:00 (for only reporting the loss of card)</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>9:00-17:00</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>
### 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>Closed</td>
<td></td>
</tr>
<tr>
<td>Closed Stacks</td>
<td></td>
<td></td>
<td></td>
<td>Closed</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</td>
<td>13:00-17:00</td>
<td></td>
<td></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></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>9:30-17:00</td>
<td></td>
</tr>
<tr>
<td>Arts Library</td>
<td>8:00 - 21:00</td>
<td>9:30 - 17:00</td>
<td></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,</td>
<td>8:00-11:30, 13:00 - 21:30</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 university ID 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.

As soon as your application is submitted, the borrowing service will be activated. And then you can borrow books. 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>60</td>
<td>3</td>
</tr>
<tr>
<td>Postgraduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Non-degree Program Students</td>
<td>5</td>
<td>1</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></td>
<td></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>

**Note:**

- General books: the books borrowed at the self-service machine and 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 Machine (for 24 hours) at the east side of North Library.

**Viewing circulation record**

After logging in *Shuimu Search (水木搜索-My Library Card)*, 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 E-mail or WeChat 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 at *library English homepage-Interlibrary Loan.*

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 Articles</td>
<td>0</td>
<td>30</td>
<td>30</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>Extra 10.00</td>
<td></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 WeChat Notification**

All library circulation reminders, such as coming due, overdue, hold pick-ups, recalls, can be sent to patrons via e-mail or WeChat message. After logging in *Shuimu Search (水木搜索-My Library Card)*, click “Personal Details” and then “edit” button to register your e-mail and mobile phone number to receive the circulation alert. You need to “Add contact” with the Official Account of “THU Information Services” and then you may get library circulation notification by WeChat. When you have changed your email address or mobile phone number, remember to update your information of your library account.

*THU Information Services Wechat*
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 management, 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. For more information, visit the webpage at library English homepage-Training.

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, 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 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

Bookshop
The “Ye Jia Xuan” bookshop is on the ground floor, North Library. Besides newly-published books available, there are also a lot of reading events like book talk, reading salon held in the bookshop.
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://eproxy2.lib.tsinghua.edu.cn/login/). User ID is your student ID number, and Password is as same as you access Tsinghua Information Portal.

Searching for resources at E-library

Shuimu Search (水木搜索) provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more. You may choose to search items within “Massive Resources”, “Print resources”, or “E-Resources”. “Advanced search” may be used to do complex search within special fields such as title, author, subject, call number, document number, and ISBN / ISSN. 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.
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 “Item in place”, you can find the book right the moment. If it reads “due + a future date”, the book is yet unavailable. You can log in your “My Library Card” account and make a request.

**Searching for Electronic Versions**

In the “Shuimu Search” 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 Classical databases

✧ Social Science: JSTOR, Proquest
✧ Arts: ARTstor, Project Muse
✧ Comprehensive databases in Chinese: CNKI, Wanfang, Chaoxing ebooks, etc.
✧ Comprehensive databases in English: Web of Science, Elsevier ScienceDirect, Springer, Wiley, Taylor & Francis, etc.
✧ Publications from professional associations: ACM, ACS, AIAA, IEEE, RSC, SAE, etc.
✧ Theses & Dissertations: ProQuest Dissertations and Theses
✧ Patents: Derwent Innovations Index, LexisNexis, etc.

Furthermore, “Books”, “Journals”, “Dissertations” and “Multimedia resources” in the “Find” column of the English homepage give you access to more academic resources.
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: http://eng.lib.tsinghua.edu.cn/default.html and click the button “Library search”.

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.

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.

Can I use the e-resources while I'm abroad?

Yes. You may access the library e-resources when you are off campus by visiting Electronic Resources Remote Accessing Control System (http://eproxy2.lib.tsinghua.edu.cn/login)

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;

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

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

http://eng.lib.tsinghua.edu.cn
Ref-desk@lib.tsinghua.edu.cn
Tsinghua University Library
Welcome to visit our website:

Tsinghua University Library English Homepage

Tsinghua University Library New Students Webpage

Tsinghua University Library WeChat