Fall in Love with the Library

Library Guide for International Students
Tsinghua University Library

2019
Contents

Welcome from the Director 3
Get to Know Your Library
   Facts and Figures  6
   Main Library  6
   Branch Libraries  9
   Map  11
   Opening Hours  12
Library Services
   Borrowing and Returns  15
   Interlibrary Loan  17
   Email and SMS Notification  18
   Learning and Research Support  18
   Facilities  19
E-library
   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. Wang Youqiang
Get to Know your Library
Facts and Figures

✧ Founded in 1912
✧ 78,000 square meters
✧ 4,800 seats
✧ Main library and six branch libraries
✧ Over 5 million physical items
✧ About 600 electronic databases
✧ Over 140,000 full-text e-journals
✧ More than 20 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 about 1200 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 new Law Library is currently inside the Liao Kaiyuan 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](image1)

![Tsinghua University Library New Students Webpage](image2)

![Tsinghua University Library WeChat](image3)
Map
# 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 Sciences 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>8:00-17:00</td>
<td>9:00 ~ 12:00</td>
<td>13:00 ~ 17:00</td>
</tr>
<tr>
<td>Card Center</td>
<td>2F, West Library</td>
<td>8:00-17:00</td>
<td></td>
<td>9:00 ~ 12:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13:00 ~ 17:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(for only reporting the loss of card)</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>2F, West Library</td>
<td>8:00-12:00</td>
<td>9:00 ~ 12:00</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13:00-17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>2F, West Library</td>
<td>8:00-12:00</td>
<td>9:00 ~ 12:00</td>
<td>13:00 ~ 17:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13:00-17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Rare Books Reading Room</td>
<td>G07, North Library</td>
<td>8:00-12:00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13:00-17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Periodicals and Newspapers</td>
<td>Room 311, West Library</td>
<td>8:00-22:00</td>
<td></td>
<td></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>Location</th>
<th>Mon-Thru</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 401, West Library</td>
<td>8:00 ~ 12:00</td>
<td>8:00 ~ 12:00</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 ~ 17:00</td>
<td>13:00 ~ 17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18:30 ~ 22:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Music Library

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 306</td>
<td>8:00-22:00</td>
</tr>
</tbody>
</table>

### Old Library

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Mon-Thru</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>Closed</td>
<td></td>
<td></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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13:00-17:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Branch Libraries:

<table>
<thead>
<tr>
<th>Library</th>
<th>Mon-Thru</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Social Sciences Library</td>
<td></td>
<td>8:00 - 22:00</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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Library</td>
<td>8:00 - 21:00</td>
<td>9:30 - 17:00</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Finance Library</td>
<td>8:00 - 22:00</td>
<td>14:00 - 22:00</td>
<td></td>
<td></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://tempcard.lib.tsinghua.edu.cn/dispatcher?classid=perApply&language=eng

As a new user, you need to activate borrowing service by click on “Open Your Library Account”. The system adopts INFO system for identification. For freshmen, activating identity on the Electric ID Service System of Tsinghua University (id.tsinghua.edu.cn) are required before the first login. Post-doctors graduating from other universities shall submit a copy of their doctoral dissertation together with their IC Card when making an application at the Library Card Center (2nd floor, West Library) to open your library privilege.
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 “Circulation Rules and Privileges” on the homepage.

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

**Loan Quotas**

<table>
<thead>
<tr>
<th>Categories of borrowers</th>
<th>Loan quotas</th>
<th>Hold quotas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>100 copies</td>
<td>6 copies</td>
</tr>
<tr>
<td>Graduate students</td>
<td>100 copies</td>
<td>6 copies</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>100 copies</td>
<td>6 copies</td>
</tr>
<tr>
<td>International Non-degree Program Students</td>
<td>5 copies</td>
<td>1 copy</td>
</tr>
</tbody>
</table>

**Loan periods for general books**

<table>
<thead>
<tr>
<th>Categories of borrowers</th>
<th>Periods</th>
<th>Renewals allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All borrowers</td>
<td>8 weeks</td>
<td>Up to 32 weeks (244 days)</td>
</tr>
</tbody>
</table>
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
Readers may renew books online for many times. The longest period for general books (8-week loan) is 32 weeks (224 days), the new expiration date is 8 weeks after the renewal date.

Requests and Recalls
The books (more than 28-day loan) in circulation requested by other readers are subject to recall. Once being recalled, the due date for the books will be changed. A recall notice, displaying the revised due date, will be sent to readers via e-mail or WeChat message (subscribe the WeChat public account of "THU Information Services"). The new due date will also be displayed in the circulation record of readers. Readers should return the recalled books on or before the new due dates.

Overdue Fines
Readers who fail to return books by the due date will be charged as follows:

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 week loan</td>
<td>¥0.20 / Day</td>
</tr>
</tbody>
</table>

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></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 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@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 the Music Library (Room
306) 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, just 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 (010-62782137), by email (ref-desk@tsinghua.edu.cn). 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@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@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