LOVE YOUR LIBRARY

Library Guide for Foreign Students

Tsinghua University Library
2014
Contents

1 Welcome from the Director.................................................................................................................. 2

2 Get to know the library.......................................................................................................................... 4
   2.1 Facts & Figures.................................................................................................................................. 4
   2.2 Main library and branch libraries................................................................................................... 4
   2.3 Opening Hours and Admission........................................................................................................ 2

3 How to use the library ............................................................................................................................ 3
   3.1 Borrowing & Returns....................................................................................................................... 3
   3.2 E-resources ..................................................................................................................................... 7
   3.3 Learning space ................................................................................................................................. 9
   3.4 Facilities ......................................................................................................................................... 10

4 Get help and support .............................................................................................................................. 11
   4.1 Ask a librarian ............................................................................................................................... 11
   4.2 Orientation & Guided tours .......................................................................................................... 11
   4.3 Training workshops and research help .......................................................................................... 12
   4.4 FAQ for foreign students............................................................................................................... 13
   4.5 Further information ..................................................................................................................... 15
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 atmospheres and etc.. We are ready to provide warm welcomes, great supports, and best services to 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 and Yifu 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
2 Get to know the library

2.1 Facts & Figures

- Founded in 1912;
- 57,000 square meters;
- 3400 seats;
- Main library and six branch libraries;
- Near 65,000 full-text e-journals;
- 464 electronic databases;
- More than 6,498,000 e-books;
- More than 62,646 multimedia collections.

2.2 Main library and branch libraries

You can find their locations on Campus Maps.

☘️ The Old Library

The Old Library was founded in 1912. It covers 2,114 square meters and is one of the four early buildings of Tsinghua University. Some special collections and old documents of the university can be found in the Old Library. Two big reading rooms at the second floor are a good choice for study.

☘️ The Yifu Library

The Yifu Library was finished in 1991. The main library consists of the Old Library and the Yifu Library. The two buildings followed the same architectural style and were well integrated into one piece, staying in harmony with other constructions on the central campus.
Humanities and Social Sciences Library

Founded in 2011, the library is also known as Kaifeng Library. The site area of this library is about 20000 square meters. More than 1000 seats with advanced equipment are open for all Tsinghua students. The café and bakery on the ground floor is a good choice for you when you want to take a rest.

Economics & Management Library

The library is located at the second and also the third floor of Shun De building where the School of Economic and Management locates.

Law Library

The law library is inside the Ming Li building of the Law School. If you are a student of law major, this is probably a good place for you to gain access to the resources you need fast and conveniently.

Arts Library

If you are interested in arts and design, please don’t hesitate to go to the Academy of Arts & Design building. The Arts library is waiting for you there from the first to third floor in area A.

Besides the libraries mentioned above, we also have the Architecture Library and the Finance Library in Tsinghua University. You can access and borrow books from the main library and all the branch libraries by using your IC card.

2.3 Opening Hours and Admission

- Most libraries in Tsinghua University are open from 8:00 to 22:00 from Monday to Sunday. Check the detail from the library English homepage “About the Library” “Hours”.
- Full-time students of Tsinghua University are allowed to enter these libraries by swinging their student cards. Library privilege is required to be activated before the first borrowing.
- Non-degree program Students, which mainly consists of visiting or exchange students and Chinese Language Program students may apply for bar-code library cards at Card Center, 2nd floor, Yifu Library.
3 How to use the library

3.1 Borrowing & Returns

✧ Activate borrowing privilege

You need to activate your borrowing privilege on the library homepage before using your student card to borrow books. The initial PIN is the same as the student number. For security reasons, please modify your own PIN immediately. Your library privilege will be opened within 2 business days after submitting an application. You can borrow books in the library once your privilege is opened.

For the faculty and post-doctors of the university, please bring your IC cards to the Library Card Center (2nd floor, Yifu Library) to open your library privilege.

For more information about circulation and privilege, click “borrowing” at the homepage.

✧ Using library catalog

To Find Books Quickly and Accurately

Using the library catalog, Online Public Access Catalog (OPAC) is a very convenient and practical way to search information about library collections. The research range of “Keyword” by default is the widest. “Tittle” can be the title of a book, periodical and so on. The call number is the number of an item in the library, which usually consists of both English letters and Arabic numerals. ISBN and ISSN are the abbreviations for “the International Standard Book Number”
and “International Standard Serial Number” respectively.

Checking circulation record

On the Library’s homepage, click “My account”, input your barcode and PIN, you can check your own circulation record with information including items currently checked out, items on hold, and reading history, unpaid fines etc.. If you haven't PIN, click “SUBMIT” and set one. You can modify your personal information like your email address, mobile phone number and PIN. You can also renew your borrowed items online if you need before the due date.

Online reservation

Using the online catalog, you may request the items that are already borrowed by somebody else. When your requested item is returned to the library and available to you, you may be notified by e-mail or SMS (short message) to pick the items at the circulation counter.
Borrowing & Returning Books
You can go to the circulation counter or use the self-service machine to borrow books or return your borrowed books. Remember to return books on time, otherwise you’ll be fined for overdue.

Email or SMS notification
If you want to get notices about overdue, recall or request information automatically from the library system, you may click “library catalog”—“patron record” and enter your email or cell phone number. Remember to choose one of them, because you will get notification only by email if you provide both email and cell phone number in the system. So cell phone number is usually recommended for your convenience.

Collection layout

Collections in YiFu Library

<table>
<thead>
<tr>
<th>Floor</th>
<th>Collection</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/F</td>
<td>Chinese Humanities and Social Science Books</td>
<td>West 125</td>
<td>Chinese Social Science Books (Open Stack)</td>
</tr>
<tr>
<td></td>
<td>Chinese &amp; Foreign New Books</td>
<td>West 112</td>
<td>Nearly two years Chinese &amp; Foreign books, Chinese common Science books (Short-term Loan)</td>
</tr>
<tr>
<td></td>
<td>Chinese Rare Books</td>
<td>West 122, (West 305)</td>
<td>Ancient Photocopy books and traditional thread binding ancient books (Library Use Only)</td>
</tr>
<tr>
<td>2/F</td>
<td>Chinese Science and Technology Books</td>
<td>West 206/216</td>
<td>Chinese Science and Technology Books (Open Stack)</td>
</tr>
<tr>
<td></td>
<td>Foreign Books</td>
<td>West 225/227</td>
<td>Foreign Books and Proceedings (Open Stack)</td>
</tr>
<tr>
<td></td>
<td>Circulation of Closed Stack</td>
<td>West 224</td>
<td>Low usage books (Closed Stack)</td>
</tr>
<tr>
<td>3/F</td>
<td>Reference Materials</td>
<td>West 306</td>
<td>Chinese and foreign Reference Materials (Library Use Only)</td>
</tr>
</tbody>
</table>
Collections in Old Library

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/F</td>
<td>Newspapers stacks</td>
<td>Old Library</td>
</tr>
<tr>
<td></td>
<td>Circulation of Closed Stack</td>
<td>Old Library                        Old Chinese and foreign books(Closed Stack)</td>
</tr>
<tr>
<td></td>
<td>Social science Preservation Books</td>
<td>Old Library                              Social science Books (Library Use Only)</td>
</tr>
<tr>
<td></td>
<td>Special Collections</td>
<td>Old Library 214</td>
</tr>
<tr>
<td>3/F</td>
<td>Dissertations Reading Room</td>
<td>Old Library 302A                                                   Thesis &amp; Dissertations (Library Use Only)</td>
</tr>
</tbody>
</table>

✧ **Inter-library loan (borrowing items from other libraries)**

Any items you need are not available at the library? Don’t worry! Inter-library loan and document delivery service is a good option for you when you cannot find the items you need inside Tsinghua Library. It provides you an access to borrow books or copy other items from other libraries.

**Step by step:**

✧ Firstly log in [Tsinghua University Library ILL System](#) to submit your request.
✧ The first-time users need to register (complete a Registration Form).
✧ After you submit a request, an exclusive number will be produced and you can track the status of your request with this number.
When the request is completed, an email will be sent to you to notify the final status, the charges for your request and the way that you can get the material. You may also check the status of all requests submitted within the latest three months in Tsinghua University Library ILL System.

3.2 E-resources

The library has subscribed to a wide variety of online resources including journals and newspaper articles, conference proceedings, encyclopedias, and multimedia databases. Some publications such as Elsevier, Springer and CNKI are very popular and generally used. Nature, Science, ProQuest and Web of Science are highly recommended scholarly resources too. Some subject-specific resources like IEEE, MathSciNet and SciFinder are often used by related academic users. You may choose databases based on your topics. Visit the English homepage—“E-Resources” to access the library collections online.
ﻼ  Academic Information Discovery System

It is a one-stop tool to help you locate printed collections, e-resources, interlibrary loan information here.

ﻼ  Sample of electronic resources
✧ **Within the campus network**

Most of the electronic resources subscribed by the library can be accessed directly (authenticate by IP address) within the Tsinghua University campus network.

✧ **Off-campus access services**

When you are off campus, you can still access the e-resources through the Electronic Resources Remote Accessing Control System (http://eproxy.lib.tsinghua.edu.cn/). Most of the electronic resources are available to current Tsinghua students from anywhere off campus. You must first be authenticated here. User ID is your student card number, and Password is as same as you access Tsinghua Information Portal.

### 3.3 Learning space

The library has been one of the best places to study. A lot of seats and reading rooms are available inside the library. Library seats between shelves are convenient to read at any time. Two reading rooms in the Old Library are great for self-study. Reading rooms for individuals and group study are very popular. You need to make a reservation online in advance before you use these resources.

Both Yifu Library and Humanities and Social Sciences Library provide students Information Commons. Computers, multimedia projectors and network are all available in the IC spaces.
3.4 Facilities

✦ Computers

Computers are provided for patrons at the 2nd floor and Room 406(Information Commons) in Yifu Library and the Information Commons in Humanities and Social Science 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 Yifu Library and Humanities and Social Science Library. You may go to the first floor of the Old Library for human assist.

✦ Lost and Found

The reception room on the 1st floor of Yifu Library works as the property office.

✦ ATM

Near the elevator, 1st floor, Yifu Library.

✦ Café and Bakery

1st floor, Humanities and Social Sciences Library

✦ Vending Machine

1st floor, Old Library
1st floor, Yifu Library
1st floor, Humanities and Social Science Library
4   Get help and support

4.1   Ask a librarian

Please don’t hesitate to ask the librarians for help when you have any troubles in using the libraries.

✧ You can email us by submitting an online request form.
✧ If you are in hurry, it’s a good choice for you to call them directly and the phone number is 010-62782137.
✧ You can also come to the reference desk on the second floor of Yifu Library and there will be a librarian who can help you to solve problems.

4.2   Orientation & Guided tours

Library orientations are offered to freshman at the beginning of each academic year. Guided library tours in English are also available to international students.

✧ 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. All you need to do is to keep an eye on the website or the information board.
✧ The guided tours usually start at the entrance to the Yifu Library.

Any more request or further information, please send email to help@lib.tsinghua.edu.cn.
4.3 Training workshops and research help

✧ Workshops

The library provides a series of training workshops related to library resources and services every semester. All sorts of library skills, such as information retrieval and utilization, subject-specific resources, software application techniques are involved in the workshops. Training schedule can also be found at “NEWS” on the website of the library or on the information board inside the library.

✧ Subject Librarians

In order to help faculty and students make a better use of library resources, Tsinghua University Library appoints subject librarians with related academic background for each department to solve their special problems or handle their requests. The services include reference, library instructions, subject-based research consultation, novelty-search, etc. You can make a request for specific help with your subject librarian.

Notes: Appointments by class and department on special training lectures are also welcomed. (Email to help@lib.tsinghua.edu.cn)
4.4 FAQ for foreign students

- Q: Does the library homepage have an English version? And library catalog?
  A: 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:

- Q: Do I need a card to enter the library?
  A: 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.

- Q: What is PIN?
  A: 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.

- Q: How to set up or change my PIN? I forgot my PIN!
  A: The initial PIN is the same as your student number on your campus card. 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.

- Q: Why do I need to submit email addresses or cell phone number? And how?
  A: You can get library notices by email or SMS, such as reminder notice, overdue notice, return notice, and pickup notice. Please register your email address or cell phone number at My Account.

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

+ **Q:** How many books can I borrow?

A: All degree students can borrow 30 books. Please refer to details about [circulations rules](#).

+ **Q:** How to find e-books?

A: Simply search books at library catalog and follow links to view e-books. Or visit our e-books web page at [http://lib.tsinghua.edu.cn/database/ebook.html](http://lib.tsinghua.edu.cn/database/ebook.html). There are many subscribed databases providing e-books. Follow the links to browse, search, view or download.

+ **Q:** I am reading a library-use-only book. Where can I make a copy?

A: You may use self-printing service. There are several self-service machines in Yifu Library and Humanities and Social Sciences Library. And also you can visit Room 138, Old Library for human help.

+ **Q:** Who can help me when I have questions in using the library?

A: 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, by chat. Find the detail at [http://vrs.lib.tsinghua.edu.cn/pub/index_english.asp](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).
4.5 Further information

Please go to visit the [English homepage](#) to find more information. There is a [guide page](#) especially prepared for international newcomers. You can download the brochure “Love Your Library”, follow step by step to open accounts, register email etc.

![Image of library homepage]

**Notes**

You may enjoy the promotional micro-video series produced by the library and Tsinghua students. Search “Falling in love with the library” or “我的图书馆” on Youku.com or visit the following hyperlinks. We hope you love exploring the treasure of the library. If you have any other questions, remember to contact us. Email us, call us, or go to the Reference Desk. We are always ready to help you!
“I have always imagined that paradise will be a kind of library. “

—Jorge Luis Borges