LOVE YOUR LIBRARY

Library Guide for Foreign Students

Tsinghua University Library
2013
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1 Welcome from the Director

Dear newcomers,

Welcome to the best place of Tsinghua Yuan—Tsinghua University Library!

There are magnificent buildings, abundant resources, convenient facilities, professional staff, considerate services, free atmospheres... 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 campus life. Over a hundred years, a large number of academic masters, industrial talents, and government administers have been cultivated here. Along with the one hundred years of the 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 Hall and Yifu Hall, but also many branch libraries, such as Humanities and Social Sciences Library and Medicine Library, which are open for all to borrow and read. Reading the writings 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.
Believe me, knowing your library, and loving your library, 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
- 7 branch libraries
2.2 Branch libraries

The Libraries consist of main library and several branch libraries.

You can find their locations on Campus Maps.

Humanities and Social Sciences Library

- Founded in 2011
- 20,000 square meters
- 1000 seats
2.3 Hours and Admission

- Monday-Sunday: 8:00-22:00
- For degree students: Campus card/student card is your library card.
- For Non-degree Program Students: click here to know more about your library card rules
- Library privilege is required to be activated before the first borrowing.

See more detail at English homepage:
http://eng.lib.tsinghua.edu.cn/default.html
3 How to use the library

3.1 Borrowing & Returns

3.1.1 Activate borrowing privilege

A. You need to activate your borrowing privilege before using it to borrow books.
B. Enter the student card number and PIN in order to create a reader account.
C. The initial PIN is the same as the student number. For security reasons, please modify your PIN in the “My Account” page immediately.
D. Click “Submit”, read the regulations carefully, and click “Accept” in order to submit the application for activating your library privilege.

3.1.2 Library catalogue

+ Use the library catalogue, Online Public Access Catalogue (OPAC) to search information about library collections.
+ You can search the Chinese and Western books, Russian books, Japanese books with publication year of 1977 or afterward; Chinese and Foreign periodicals; multimedia
resources; Chinese and Foreign e-journals; theses & dissertations; Chinese and 
Foreign e-books; the collection of 7 specialized branches and department library 
rooms.

- The search range of “Keyword” by default is the widest. “Title” can be the title of a 
book, periodical and so on. Call number is the number of an item in the library. ISBN 
and ISSN are the International Standard Book Number and International Standard 
Serial Number respectively.

![Image 7 Online Public Access Catalogue (OPAC)](image)

3.1.3 Collection layout

Collection layout in the YiFu Hall and the Old Hall can be found [HERE](#).
Foreign Books are on the 2nd floor. Foreign Bound Periodicals are on the 3rd floor.

3.1.4 ILL (borrow items from other libraries)

If you can’t find what you need inside Tsinghua Library, you may use our interlibrary service.

- The Interlibrary Loan and Document Delivery Services provide access to the materials that are currently not held in Tsinghua University Libraries (main and branch) collections.

- Step by step
  A. You can log in Tsinghua University Library ILL System to submit your request.
  B. The first-time users need to register (complete a Registration Form).
  C. After you submit a request, an exclusive number will be produced and you can track the status of your request with this number.
  D. 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.

Image 8  Interlibrary Loan and Document Delivery Services
3.2 E-resources

+ **Library Homepage (English)**

Image 9   Library Homepage (English)

+ **Academic Information Discovery System**: It is a comprehensive tool to make a one-stop search. You may find printed collections, e-resources, interlibrary loan information here.

Image 10   Academic Information Discovery System
The library has subscribed to a lot of e-books, e-journals and databases in English, such as, Web of Knowledge, Elsevier, Encyclopedia Britannica Online etc.

Off-campus access

When you are off campus, you need to use the Electronic Resources Remote Accessing Control System to access the e-resources. Most of the Library's electronic resources are available to current Tsinghua users from anywhere off campus. You must first be authenticated here. Log in with student ID number, password you use at Tsinghua Information Portal.
User ID is your student card number, and Password is as same as Tsinghua Information website.

3.3 Learning space

Both Yifu Hall and Humanities and Social Sciences Library provide Information Commons (IC space). The IC spaces contain PC, multimedia projector, network. In addition to personal study rooms, there are also rooms for group study, discussion or small seminar. You can make reservations online.
3.4 Facilities

- Self-service borrow & return machine

<table>
<thead>
<tr>
<th>Items</th>
<th>Locations</th>
<th>Service Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-service</td>
<td>Circulation Desk, 1st floor, Yifu Hall</td>
<td>Library</td>
</tr>
<tr>
<td>borrow</td>
<td>Room 129, 1st floor, Yifu Hall</td>
<td>Opening Hours</td>
</tr>
<tr>
<td></td>
<td>East side of Reference Desk, F1, Humanities and Social Sciences Library</td>
<td></td>
</tr>
<tr>
<td>24 Hours Self-service Return</td>
<td>Southeast Exit near Circulation Desk, 1st floor, Yifu Hall</td>
<td>24 Hours</td>
</tr>
<tr>
<td></td>
<td>East side to the gate, G floor, Humanities and Social Sciences Library</td>
<td></td>
</tr>
</tbody>
</table>

- Computers

Computers are provided for patrons at the following locations of the new building of the University Library:

- YiFu Hall (2nd floor)
- Information Commons (Room 406)
- User Education Classroom (Room 401)
+ **Wireless LAN**

Patrons can use laptops or mobile phones for wireless access in the library building.

**TIPS:** For internet access, a network account issued by the Network Research Center is needed.

+ **Photocopying and Printing**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying</td>
<td>Room 318 (YiFu Hall)</td>
</tr>
<tr>
<td>Binding</td>
<td>Room 138 (Old Hall)</td>
</tr>
<tr>
<td>Text/Image Processing</td>
<td>Room 314 (YiFu Hall)</td>
</tr>
<tr>
<td></td>
<td>Room 136 (Old Hall)</td>
</tr>
<tr>
<td>Printing</td>
<td>Information Commons</td>
</tr>
<tr>
<td></td>
<td>(Room 406, YiFu Hall)</td>
</tr>
<tr>
<td></td>
<td>Room 314 (YiFu Hall)</td>
</tr>
</tbody>
</table>

+ **Lost and Found**

Reception room, 1st floor, Yifu Hall.

+ **ATM**

Near the elevator, 1st floor, Yifu Hall.

+ **Cafe**

1st floor, Humanities and Social Sciences Library

+ **Vending Machine**

✧ 1st floor, Old Hall

✧ South side, 1st floor, Yifu Hall
4  Get help and support

4.1  Ask a librarian

If you need any help just ask a librarian.

✦ You can email us [here](mailto:help@lib.tsinghua.edu.cn) by submitting an online request form.
✦ Call us: 86-10-62782137.
✦ Come to the Reference desk: second floor of Yifu Hall.
✦ Or [Weibo us](https://www.weibo.com).

4.2  Orientation (Guided tours)

At the beginning of each academic year, library orientations are offered to all the freshmen in Tsinghua University. Guided library tours in English are available to international students:

✦ Guided library tours in English will be available at the beginning of each academic year. Schedule can be found at “NEWS” on the website of the Library or on information board at the library entrance.
✦ No need to make reservations in advance.
✦ Start at the entrance to the Yifu Hall.

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

4.3.1  Workshops

+ Every semester, the library provides a series of workshops related to library resources and services. Library skills, such as document retrieval and utilization, online database searching, software application are all involved in the workshops.
+ Training schedule can be found at “NEWS” on the website of the Library or on information board at the library entrance.

Appointments by class and department on special training lectures are also welcomed. (Email to help@lib.tsinghua.edu.cn)

4.3.2  Subject Librarian

To strengthen the ties between the library and academic departments and to help faculty and students make a better use of library resources, Tsinghua University Library started the "Subject Librarian System" since 1998.

Under this system, library appoints subject librarians with related academic background for each department to solve their problems or handle their requests.

The service includes:
+ Reference
+ Library Instructions
+ Communication with Faulty and Students
+ Subject-based Research Consultation (subject webpage, blog, novelty-search, etc.)

Any questions please send mail to ref-desk@lib.tsinghua.edu.cn.
4.4 FAQ for foreign students

+: Q: Do I need a card to enter the library?
+: A: Yes, you need to show 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: Where is the library homepage and English homepage?

English homepage: http://eng.lib.tsinghua.edu.cn/default.html

+: Q: Can I bring family and friends to visit or find books?
+: A: Yes. According to Tsinghua University Library Visit Policy, students, faculty and staff could bring family and friends to visit (except reading room) by leaving campus cards and register at the reception. Visits should be within 30min; otherwise please apply a temporary library card.

+: Q: What is PIN?
+: A: Personal Identification Number is a password to protect your personal information. You need to use PIN to open accounts, view history, and renew, request, or cancel books.

+: 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 do not have a student card, please follow the instruction at that page. If you forget PIN, come to the card center to set up a new one. 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.

✦ Q: How to view my borrowing history? And how to renew/request/cancel books?
✦ A: Please sign in to My Account to manage your library activities.

✦ Q: I borrowed several books before. Why my borrowing history is still blank?
✦ A: You need to activate borrowing history. Sign in to My Account, find Borrowing History button, and click Activate. If you do not need to record your borrowing activities, you may click Close anytime. Please follow instructions to erase all records.

✦ Q: How to find a book?
✦ A: Use the catalog, which will give you details of the book, such as location, call number and status. A call number is a group of numbers and/or letters to provide location of a book. Please visit here to understand call number.

✦ A:
  ✦ "On shelf": you can read and borrow;
  ✦ "Lib 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 students can borrow 30 books. Please refer to details about circulations rules.

Q: How to find e-journals?
A: There are mainly five ways to visit e-journals:
- E-journal navigation;
- Library catalog;
- Database navigation;
- SFX at SCI, EI, etc.
- Tsinghua University Academic Information Discovery System.

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. There are many subscribed database providing e-books. Follow the links to view or download.

TIPs: 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 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 here.

If you have any other question, remember to contact us. Email us, call us, or go to the Reference Desk. We are always ready for help!
Notes
“I have always imagined that paradise will be a kind of library. “

—Jorge Luis Borges