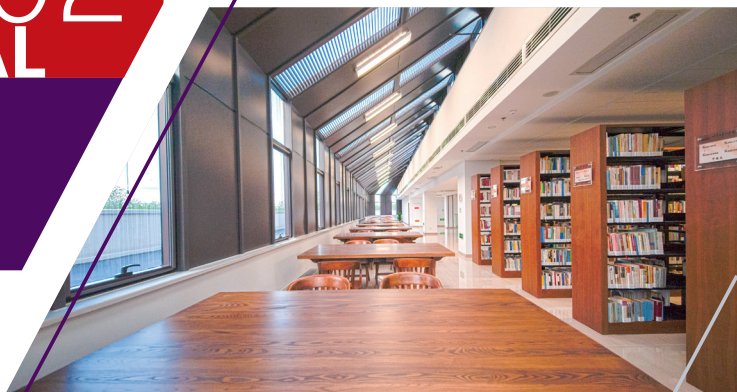




USER 2021 MANUAL

TSINGHUA
UNIVERSITY
LIBRARY



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

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**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 administrators 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 six subject libraries, including 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**

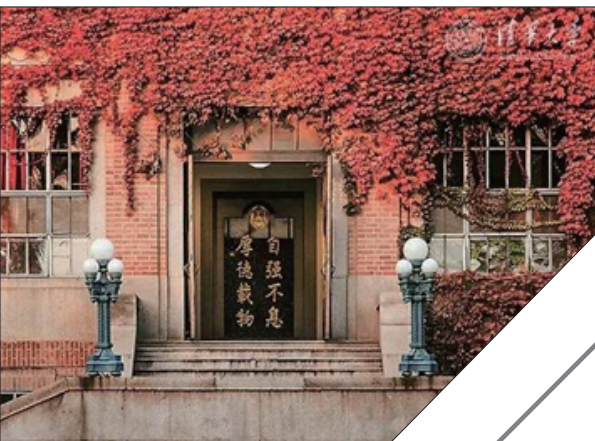


Facts and Figures

- Founded in 1912
- 78,000 square meters
- 4,800 seats
- Main library and six subject libraries
- Over 5 million physical items
- About 900 electronic databases
- Over 170,000 full-text e-journals
- About 7 million e-books

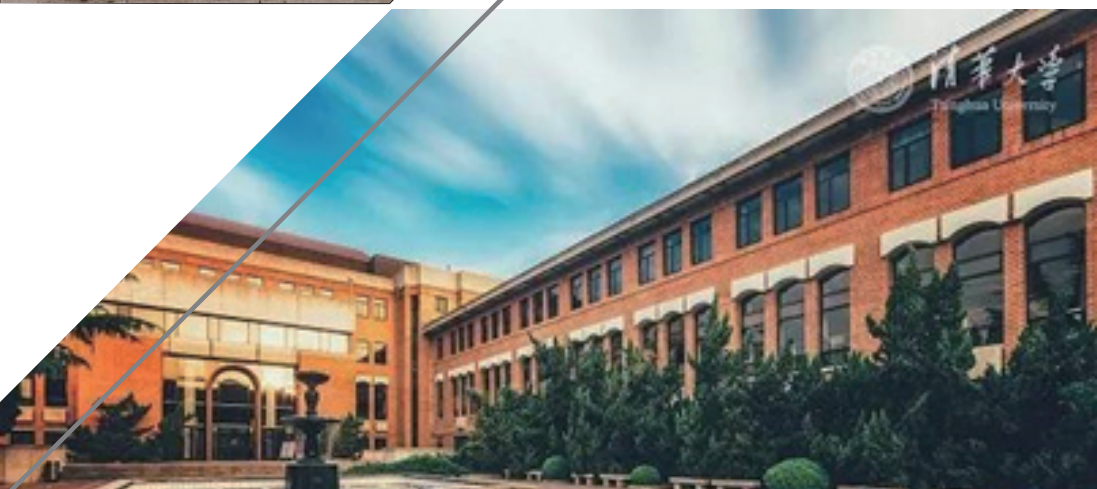
Main Library

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 Section 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 the Old Library is undergoing repairs and will be ready to open again in the next year.)



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.



North Library

North Library covers an area of about 15,000 square meters with capacity of over 600,000 books.

There are plenty of seats available in the North Library. From the second to the fifth floor, 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 space, the leisure reading area equipped with outlets and comfortable sofas on the first floor would be 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.

If you want to use these rooms, you may need to make a reservation in advance. Please visit the following website: <http://cab.hs.lib.tsinghua.edu.cn/>.



Subject Libraries

Humanities and Social Sciences Library

The whole building is designed in the shape of a key, symbolizing its role as a golden key to knowledge. The total floor area covers 20,000 square meters over 7 stories, with more than 900 seats provided for research and study.

The library collection mainly comprises books and periodicals covering a wide range of subjects in the field of humanities and social sciences. The special collections include important classic documents, local chronicles and reference books, as well as personal collections donated by well-known scholars both in China and abroad.

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. Arts Library has 3,000 square meters and more than 200 seats. Its collection contains more than 240,000 items of printed collections. In addition, there are over 80,000 e-books, 500 e-journals, some 20 electronic databases available.



Finance Library

Located in the PBC School of Finance at Wudaokou, near the east entrance to the campus. The Finance Library is divided into two separate sections: an open stack area and an underground book “vault”. The library covers about 1,200 square meters and has around 100 seats. Its collection contains about 110,000 items.

Law Library

The Law Library is currently inside the Leo Koguan Building of Law School. If you are a law major, this could be the best place to gain access to resources you need conveniently. The Law Library has more than 190,000 volumes of printed resources and subscribes to multiple legal professional databases. Its featured collections are “Basic Law Library”, “Tian Tao Library”, and German and Japanese legal classics. It has more than 600 seats and 12 individual study rooms.

Economics & Management Library

The library is located on the second and the third floor of Shun De Building of the School of Economics and Management (SEM). It contains over 100,000 economics and management books. The library provides services for all SEM teachers and students, while also serving readers from all other schools in Tsinghua University.

Architecture Library

The Library is on the third floor of the building of School of Architecture. The Architectural Library has more than 70,000 books, mainly on architecture, urban planning, and landscape. Books on other subjects, such as philosophy, history, art, and the humanities are also included. In addition, the library has a precious collection of ancient Chinese books and architectural drawings and models dating back to the Qing dynasty.

Note:

You can access and borrow books from these subject 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, Finance Library and Law Library.

Welcome to visit our website:



*Tsinghua University Library
English Homepage*



*Tsinghua University Library
New Students Webpage*



*Tsinghua University Library
English Homepage*



Map



Opening Hours

West Library and North Library

8:00-22:00

Sunday to Monday


Old Library:

Temporarily closed for renovation

Subject Libraries

Subject libraries	Service phone number	Opening time	
		Monday to Friday	Saturday to Sunday
Humanities & Social Sciences Library	62798676	8:00 ~ 22:00	8:00 ~ 22:00
Arts library	62798810	8:00 ~ 21:00	Saturday 9:30 ~ 17:00 Sunday closed
Finance Library	62772511	8:00 ~ 22:00	14:00 ~ 22:00
Law Library	62772955	8:00 ~ 17:00 (trial run)	8:00 ~ 17:00 (trial run)
Economics & Management Library	62788015	8:00 ~ 22:00	8:00 ~ 22:00
Architecture Library	62794481	Monday to Thursday 8:00 ~ 11:30 13:00 ~ 21:30 Friday 8:00 ~ 11:30 13:00 ~ 17:00	8:00 ~ 11:30 13:00 ~ 17:00

Note: For opening hours during holidays, vacations or special periods and the contact details of each library, please refer to the library website.



USER 2021
MANUAL

Virginia University Library

Library Services

Borrowing and Returns

Activate Borrowing Services

As a new user, you need to activate borrowing service by click on English homepage(<http://lib.tsinghua.edu.cn/en/>)--“Library Privilege Opening”(http://lib.tsinghua.edu.cn/en/Services/Library_Privilege_Opening.htm). 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 (1st floor, North Library) to open your library privilege.

Library Privilege Opening System

Homepage Library Catalog Circulation Rules and Privileges

Library Privilege Opening System is used for making application of opening the library privilege for all Tsinghua University students and faculty on campus. Post-doctors of the university shall bring their IC Card to the Library Card Center at the West Library (Yifu Library) of the Main Library to open library privilege, whereas post-doctors graduating from other universities shall submit a copy of their doctoral dissertation together with their IC Card when making an application. Readers of non-above-mentioned types are all required to go to the Library Card Center at the West Library (Yifu Library) to open your library privilege. Library Card Center Tel: 62783067

Step 1 Application Procedures

- 1 Identification:** The system adopts INFO system for identification. Please enter your ID Card number and password in the blanks. For freshmen, activating identity on the Electric ID Service System of Tsinghua University (id.tsinghua.edu.cn) are required before the first login.
- 2 Reading the Regulations:** The system will move to the Circulation Regulations page automatically after your identification. Please read the regulations carefully for the details.
- 3 Accepting the Regulations:** Make sure you have fully understood the regulations and committed to comply with the terms by clicking the AGREE button and then submitting your application.
- 4 Fill in the Information:** After logging in the system, please fill in your phone number, email address, and subscribe the WeChat public account of Tsinghua University so as to receive circulation notices sent by the library smoothly.
- 5 Opening Library Privilege:** The library privilege of eligible readers will be opened automatically after submitting applications. Then readers may borrow books from the library right away.

Step 1 Identification

IC Card No: Password:

Submit Reset

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As soon as your application is submitted, the borrowing service will be activated. And then you can borrow books from the library. For more information, please click on “Borrowing” button 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

Categories of borrowers	Loan quotas	Hold quotas
Faculty/ Graduate students/ Undergraduate students	100 copies	20 copies
International Non-degree Program Students	5 copies	3copy

Loan periods for general books

Categories of borrowers	Periods	Renewals allowed
All borrowers	8 weeks	Up to 32 weeks (244 days)

Returns

- 1) You can return books where you borrowed them.
- 2) Books from Main Library and the six subject libraries can be returned at any library. (During special period□the circulation policy may be different from usual, please check the latest news on the library homepage.)
- 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.

Checking circulation record

After logging in the library English homepage-My Library, you can check your own circulation record containing information (e.g., items currently checked out, items on hold and unpaid fines, reading history) and modify your account information.

Online reservation

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

You may renew books online and the new expiration date is 8 weeks after the renewal date. You may renew books for many times, however the longest period for general books (8- week loan) is 32 weeks (224 days).

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 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:

Loan Type	Fees
8-week loan	¥ 0.20 / Day

Interlibrary Loan

The Interlibrary Loan Service provides access to the materials that are not held by Tsinghua University Library. All students, faculties and staff members Tsinghua University are eligible for this service. You can log in Tsinghua University Library ILL System (http://lib.tsinghua.edu.cn/en/Borrowing/Interlibrary_Loan.htm) to submit request online.

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:

Source	Domestic libraries (RMB)	Hong Kong Libraries (RMB)	Oversea Libraries (RMB)
Journal/Proceedings Articles	0	30	30
Book	0 (No more than 5 requests each time)	100	150
Thesis/ Dissertation	0	NA	155 (normal)
Patent	0	NA	30% of original price
Standard	30% of original price	NA	30% of original price
Technical Report	30% of original price	NA	30% of original price
Rush Service (RMB)			

Notes:

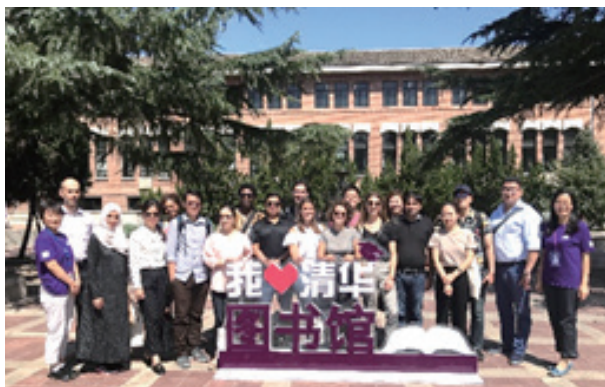
- The quota for the requests of each person is:
 - * Standards and technical reports delivered in domestic: 60 requests every year.
 - * All materials delivered overseas: 20 requests every year.

Email and WeChat Notification

All library circulation reminders, such as coming due, overdue, hold pickups, recalls, can be sent to patrons via e-mail or WeChat message. After “Sign in” (homepage- My library OR Discover@THU-Sign in), 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 question in using the libraries.

You can call 010-62782137 or email us (ref-desk@tsinghua.edu.cn). You can also come to the Information and Services Desk on the first floor of North Library for any inquiries.

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 Library.

Library Credit Courses

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

Workshops

The library provides training workshops to improve your library skills and information literacy, such as information retrieval and management, library resources, research methods and advanced tools. Training schedule can be found at "EVENTS" on the website or WeChat official account of the library.

Subject Librarians

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 library instructions, research consultation, novelty-search, etc. Please contact your subject librarian when you need professional help in using the library. For more detail, please visit the following website: http://lib.tsinghua.edu.cn/en/Research_support/Subject_librarians.htm



Facilities

Computers and Network

Computers are provided in all libraries, such as the Music Library (Room 306) in West Library and the Information Commons in Humanities and Social Sciences Library.

Access to the network on campus requires a campus ID. Each Tsinghua student, faculty and staff member is assigned a campus ID when they join the University, and can manage the campus ID through Tsinghua University Network Account Settings Website. Tsinghua Information Technology Center is responsible for the management and charge of all campus IDs.

Patrons can use their own laptops or mobile phones for campus wireless access in the library buildings. Please choose SSID available: Tsinghua-IPv4, Tsinghua-IPv6, Tsinghua-Secure.

Photocopying and Printing

There are some self-service machines¹¹ 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

The first floor, North Library

The ground floor, Humanities and Social Sciences Library

Vending Machine

The first floor, West Library and North Library

The ground floor, Humanities and Social Sciences Library

Bookshop

The “Ye Jia Xuan” (业家轩) 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. Welcome to join them and enjoy the reading experience.



E-Library

Access to E-library

E-library Entry

Enter “<http://lib.tsinghua.edu.cn/en/index.htm>”, or click on the “English” icon at the top right corner of the Chinese version (<http://lib.tsinghua.edu.cn/index.htm>- English).

Off-campus Access Services

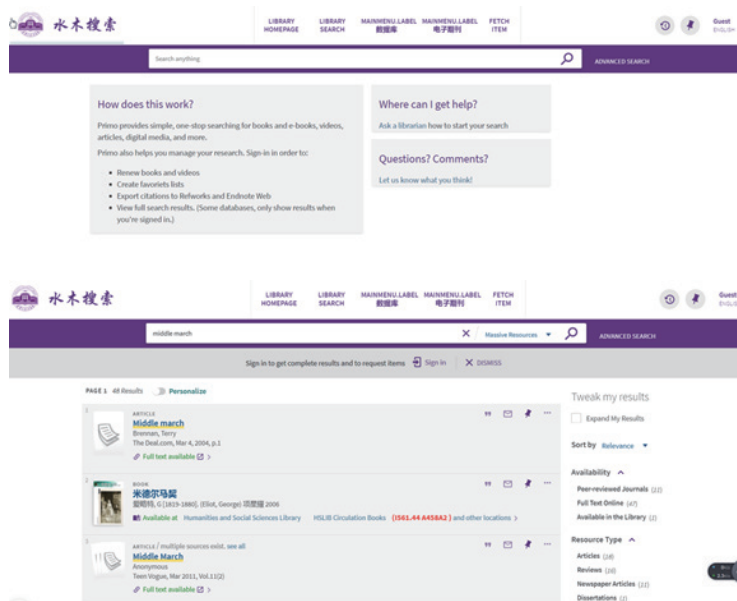
When you are off campus, you can also access the e-resources subscribed by the library. With the application of Intelligent Gateway, it may get you through the standard authentication interface automatically for most databases.



There are several other ways to access the library e-resources when off campus. You may use a lot of databases through the Electronic Resources Remote Accessing Control System (<http://eproxy.lib.tsinghua.edu.cn/reader/user/login>). User ID is your student ID number, and Password is as same as you access Tsinghua Information Portal. See more detail, please visit: <http://lib.tsinghua.edu.cn/tjfw/xwfw.htm>.

Searching for resources at E-library

By clicking “**DISCOVER@THU**” on the English homepage, you can search *Shuimu Search* (水木搜索), which provides simple, one-stop searching for books and ebooks, journal articles, thesis and dissertations, videos, and more. You may choose to search items within “All”, “All 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 ebooks, the results give direct access to the target online resources. You may read the full text by following the link.



As for printed books, the results lead to details about library location, availability and call numbers. Then you may go to the right location to get the copy in the library.

Year All ▾ Volume All ▾ Description All ▾

[Humanities and Social Sciences Library](#) > [HSLIB Circulation Books](#) > [I561.44 A458A2](#)

[Main Library](#) >

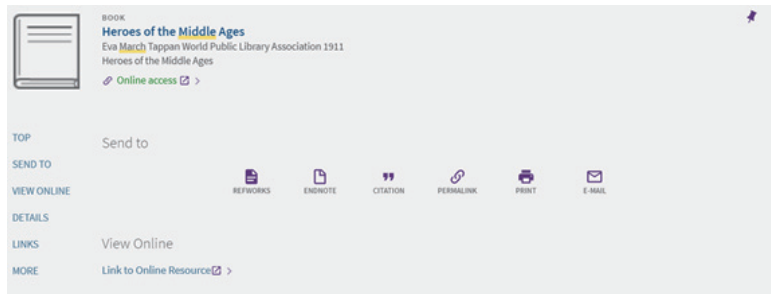
[Chinese Humanities and Social Sciences Books, the third floor of North Library, Main Library](#) >

[I561.44 A458A2](#)

If the status reads “Item in place”, you can find the book on the shelf 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.



BOOK
Heroes of the Middle Ages
Eva March Tappan World Public Library Association 1911
Heroes of the Middle Ages
[Online access](#) >

TOP Send to

SEND TO

VIEW ONLINE

DETAILS

LINKS View Online

MORE Link to Online Resource >

REWORKS ENDNOTE CITATION PERMALINK PRINT E-MAIL

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

Database Navigation

Click “Database” on the English homepage. You can find the database you need by keyword searching, initials, subjects, and types. Some helpful tools (including EndNote, NoteExpress, and SPSS) and common databases by hyperlinks are listed.

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E-Journal Navigation

Click “E-journal” on the English homepage. 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.



Frequently Used Databases

- Comprehensive databases in Chinese: CNKI(中国知网), Wanfang (万方数据), Chaoxing ebooks (超星电子图书), etc.
- Comprehensive databases in English: Web of Science, Scopus, Elsevier ScienceDirect, Springer, Wiley, Taylor & Francis, etc.
- Science & Technology: Nature, Science, IEEE, PubMed, MathSciNet, SciFinder, etc.
- Social Sciences: ProQuest, EBSCO, ERIC, etc.
- Arts & Humanities: JSTOR, ARTstor, Project Muse, etc.
- Publications from professional associations: ACM, ACS, AIAA, IEEE, RSC, SAE, etc.
- Theses & Dissertations: ProQuest Dissertations and Theses Global, etc.
- Patents: Derwent Innovations Index, LexisNexis, etc.



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. English versions of both homepage and catalog are available. Please visit the following URL: <http://lib.tsinghua.edu.cn/en/index.htm> and click the button “DISCOVER@THU”.

*** 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 Not loanable 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://eproxy.lib.tsinghua.edu.cn/reader/user/login>). There are several other ways to access the library e-resources. See more detail, please visit: <http://lib.tsinghua.edu.cn/tjfw/xwfw.htm>.

*** 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 Information and Services Desk on the first floor of North Library for inquiry and instruction, or by call (010-62782137), by email (ref-desk@tsinghua.edu.cn).

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



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.



Welcome to visit our website:



*Tsinghua University Library
English Homepage*



*Tsinghua University Library
New Students Webpage*



*Tsinghua University Library
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