SJTULib

Library Orientation

How to use the library ?

September 2017

Getting to know the library (走进图书馆)

Outline (提纲)

1. Introduction (简介)
2. Circulation (图书借阅)
3. Databases (数据库)
4. Facilities (设施)
5. Reference Services (参考咨询)

Introduction
（简介）

SJTU Library System

Main Library
[MinhangCampus]

- Science
- Engineering

Pao Yue-Kong Library
[Minhang Campus]

- Economics
- Management
- Humanities
- Social Sciences

T. D. LEE Library
[Minhang Campus]

- Physics
- Optics

Social Science Library & Stack Room
[Xuhui Campus]

- Economics
- Management
- Humanities
- Social Sciences

Medical Library
[Huangpu Campus]

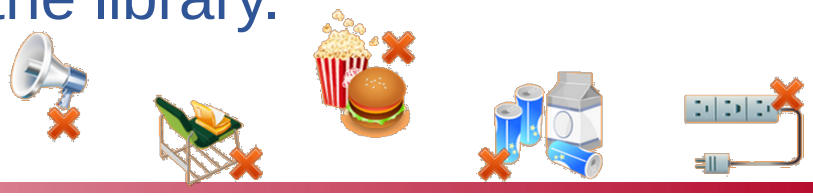
- Medicine

Library Hours (开放时间)

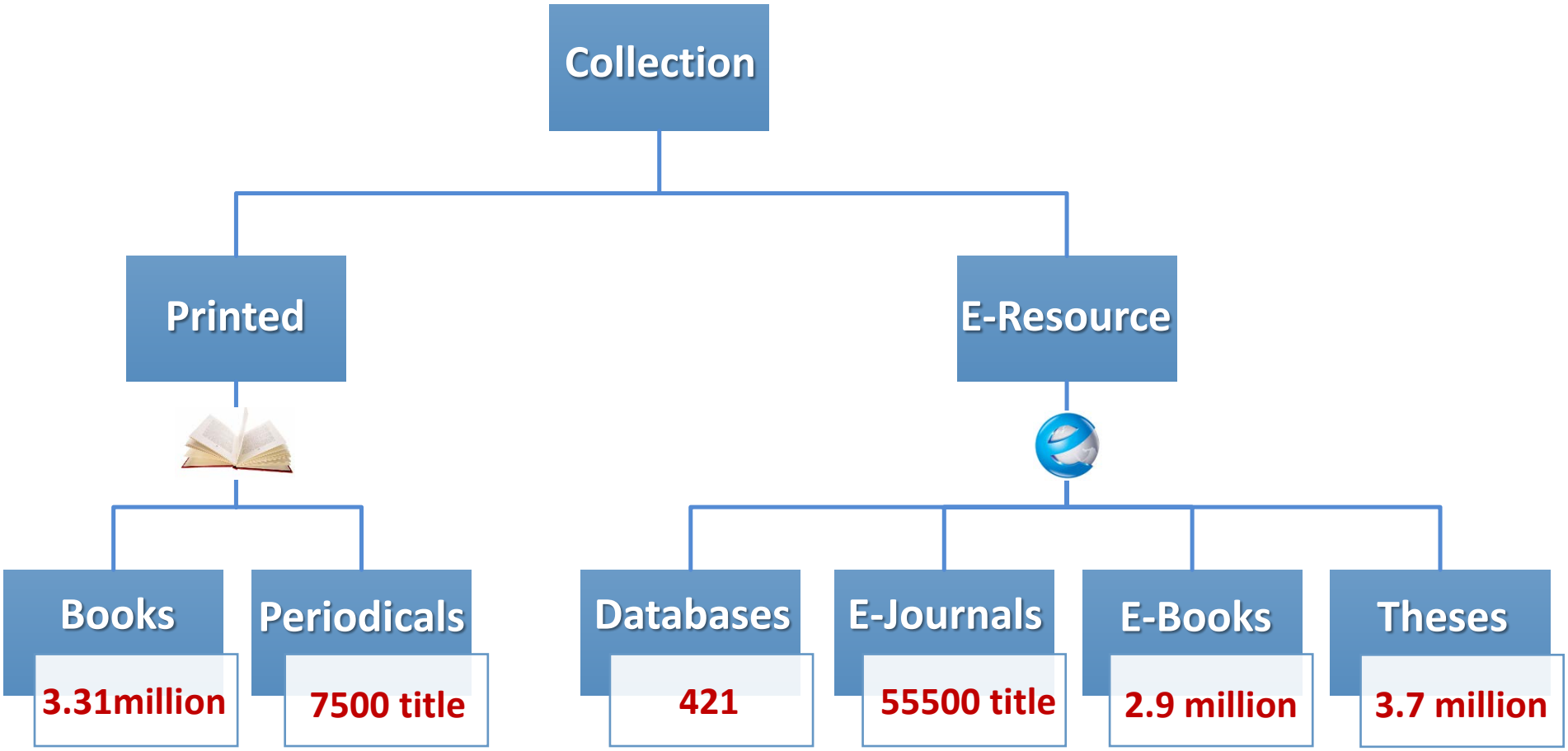
- Regular weeks (常规周): 08:00-23:00
- Final exam weeks (考试周): 07:30-23:30

Kind Notice（注意事项)

- Enter the library with your **own** SJTU ID card.
  (进入图书馆必须凭本人校园卡)
- It is **forbidden** to take unchecked books out of the library.
  (严禁将未办理借阅手续的图书带出图书馆)
- It is **forbidden** to use others' SJTU ID cards to borrow books.
  (严禁使用他人的校园卡借出图书)
- It is **forbidden** to take foods and unsealed drinks into reading rooms.
  (严禁带不能封口的饮料、零食和餐点进入阅览室)
- It is **forbidden** to occupy extra seats, use patching boards, or make noises in reading rooms.
  (阅览室内禁止占座、随意接插线板、接打电话及大声喧哗)
- It is **forbidden** to smoke in the library.
  (图书馆内禁止吸烟)



A Glance at SJTUL Collection (资源概览)



By the end of 2016

Circulation
（图书借阅）

How to borrow a book? (如何借书)

Query the book by **OurExplore**，get the call number and location (获取索书号)

1

Go to the specific reading room and find the book (前往阅览室查找图书)

2

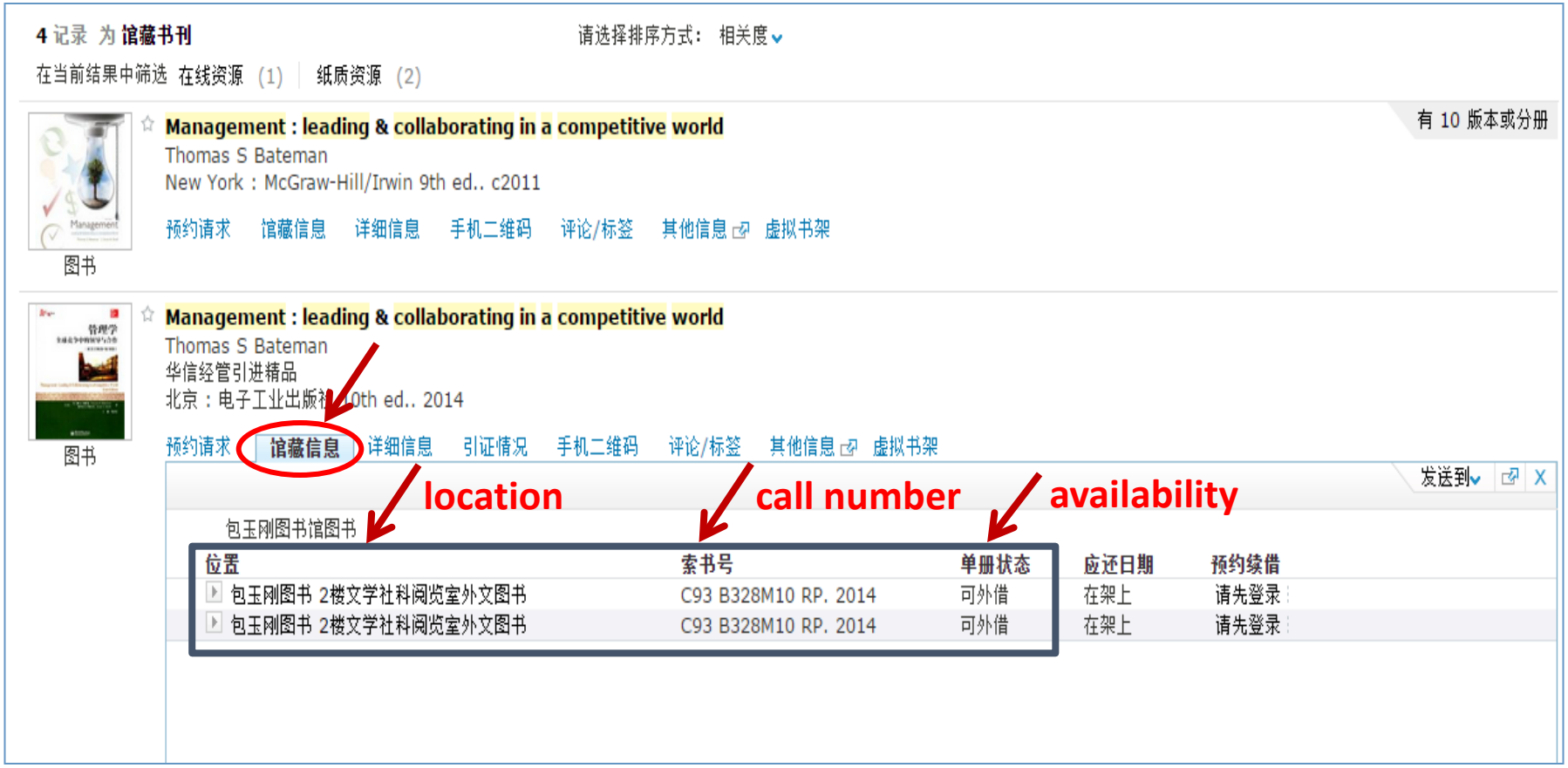
Borrow it on the self-service machine or at the circulation counters (自助或人工借阅)

3

Step1: OurExplore (思源探索)

- A one-stop search tool for books, journals, multimedia resources, databases and other library materials（一站式检索图书、期刊、多媒体资源、数据库和其它图书馆资源的系统)
- http://www.lib.sjtu.edu.cn/

Step 1: OurExplore (思源探索)



Step 2: Find the book (找书)

Step 3: Borrow it! (借书)

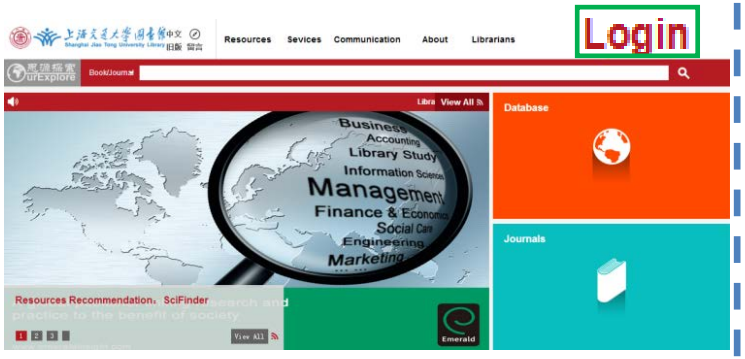
Circulation counter
(流 通 台)

Self-service machines
(自 助 借 还 机)

Borrowing Details (借阅信息及权限)

My library information (个人借阅信息)

- Library homepage (图书馆主页)
- Log in with jAccount



Borrowing privileges (借阅权限)

Limit of books (借阅册数):
30 volumes

Loan period (借阅期) :
30 days

Renewing (续借): once

Renewal of loans (续借期):
90/180 days

Requests (预约): 2/4 volumes

How to return a book? (如何还书)

- Books can be returned to any branch libraries **except** the Medical Library.
  (除医学院分馆外，图书可以还在任一分馆)
- **Three** ways of book return:
  - **Circulation counter (流通台)**
  - **Self-service machines (自助借还机)**
  - **24-hour book return box (24小时还书箱)**

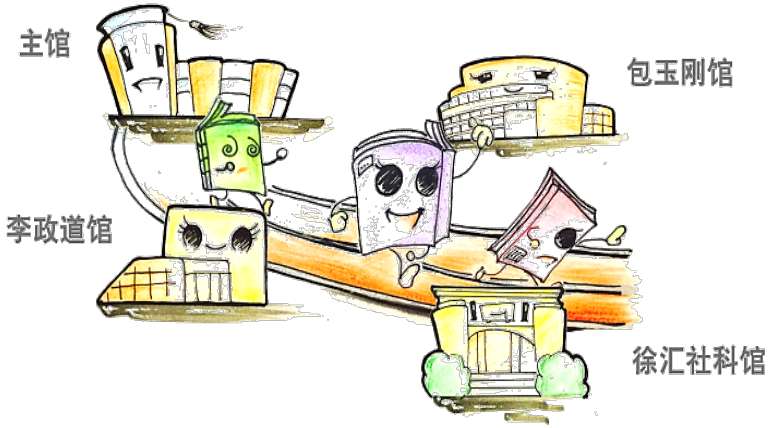
How to request a book? (如何预约)

- Users can request books that have been **checked out** or located in **the other campus**, except the Medical Library.

  (读者可预约本馆“已出借”状态的图书，或本校异地区，即徐汇校区与闵行校区之间图书馆“在架上”状态的图书，暂不含医学院分馆)

- Users will receive a message via email or SMS once the requested books arrive at the pick-up library.

  (预约图书到馆后，图书馆将以Email或短信的方式通知读者取书)



How to request a book? (如何预约)

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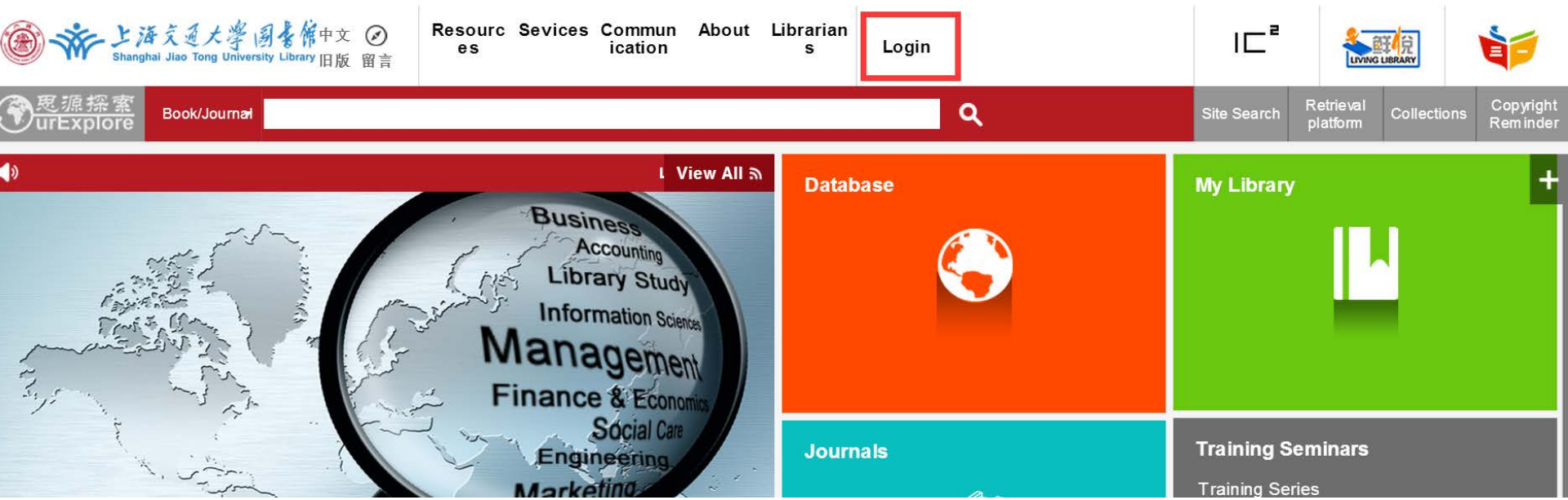
How to request a book? (如何预约)

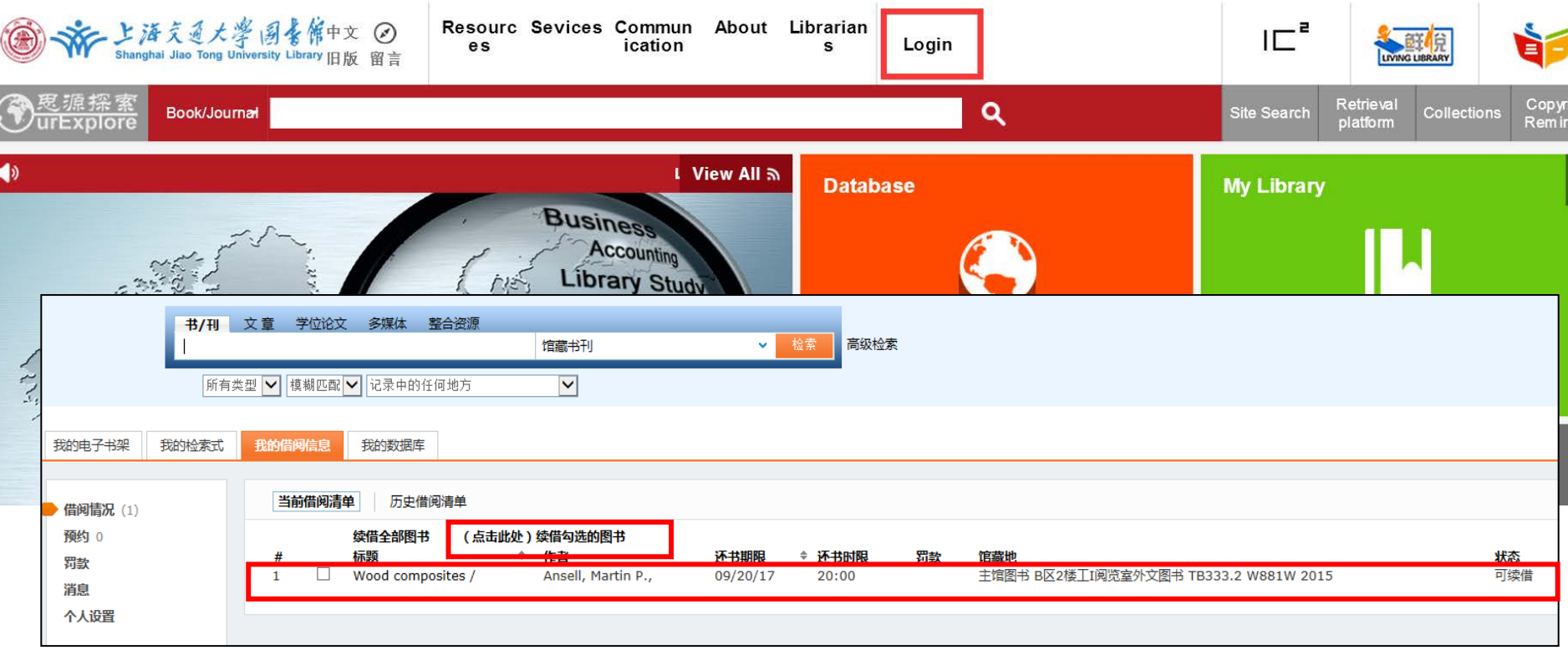
How to renew a book? (如何续借)

- Books can be renewed online before the due date.
  (在所借图书到期前自行网上办理续借手续)
- The renewal period starts from the day the book is successfully renewed.
  (续借借期从续借之日算起)
- The length of renewal is usually 90 days for undergraduate students, if not recalled.
  (本科生续借期限90天)
- Books that are overdue or recalled cannot be renewed.
  (逾期或被他人预约的图书不能续借)

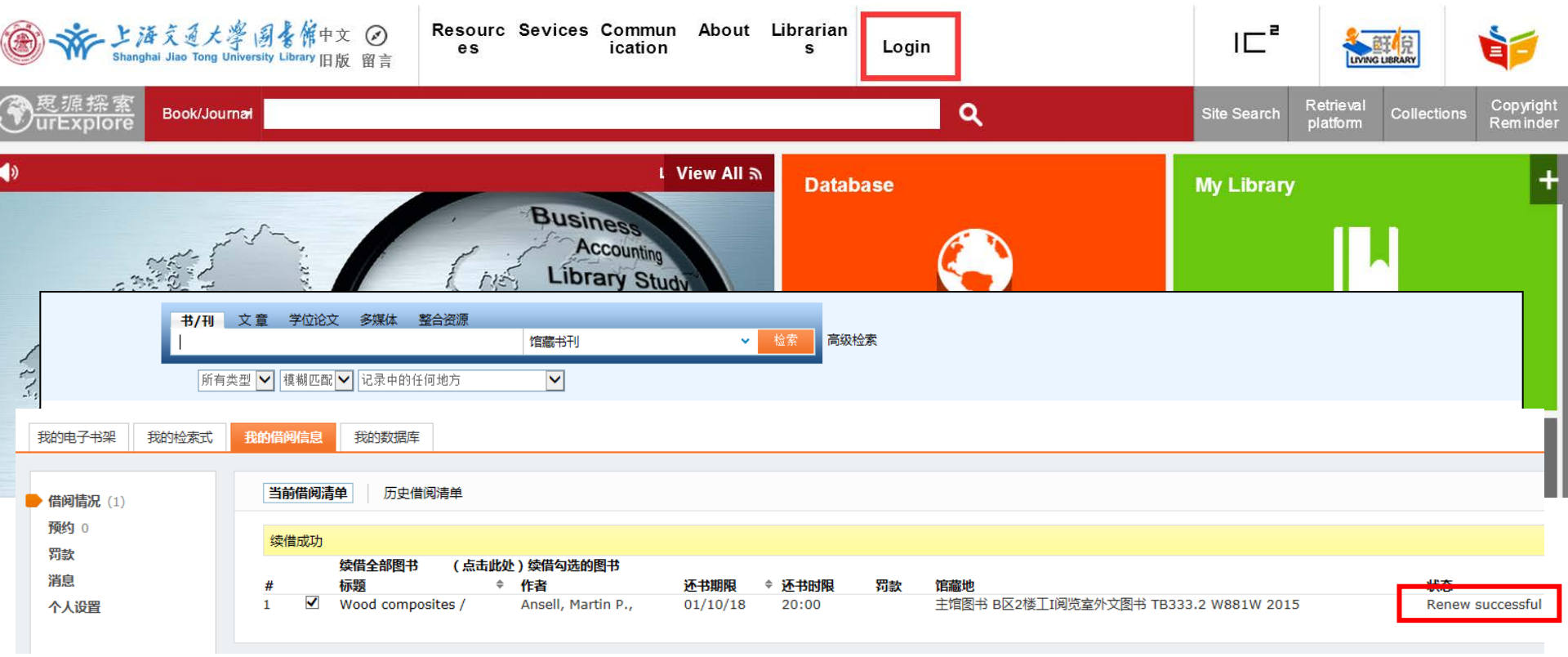
How to renew a book? (如何续借)



How to renew a book? (如何续借)



How to renew a book? (如何续借)



Books not owned by SJTUL (无馆藏图书)

- **Interlibrary Loan (馆际互借)**
  - Office: 1st floor, Main Library (主馆一楼)
  - Document Delivery & Interlibrary Loan is an effective service through which library materials not owned by SJTU Library may be requested and obtained from other libraries.

    (文献传递/馆际互借服务可以帮助读者从其他图书馆获取本馆没有的文献资源，是对图书馆馆藏资源的一种有效补充方式)
- **Book Recommendation (荐书)**
  - http://jianshu.lib.sjtu.edu.cn
  - Log in to Siyuan Recommendation for Purchase with your jAccount to recommend a purchase and track the purchasing process.

    (“思源荐书”平台提供荐购全程进度跟踪，读者通过jAccount登录即可推荐购买中外文图书)

Fines (缴费)

- For **overdue** books (逾期图书)
  - **Ordinary overdue books: ￥0.1 per day per copy**
    (所借图书到期未归还，逾期费：0.1元/天/册)
  - **Recalled books: ￥1 per day per copy (winter & summer vacation excluded).**
    (被催还的图书未按通知规定时间还书，逾期费：1.00元/天/册，寒、暑假除外)
  - **Fines may be paid at any Circulation desk during opening hours, in cash or by SJTU ID card.**
    (可在工作时间使用现金或校园卡在流通台缴纳逾期费)
- For **lost or damaged** books (丢失/损坏图书)
  - **Returning the same new book plus a replacement fee of ￥5.**
    (购买同一版次相同图书+5元加工费)
  - **Paying fines according to relevant policies.(根据相关政策缴纳罚金)**

Databases
（数据库）

What is a database? (数据库是什么)

- A database is a collection of data that is organized in a specific way to be easily accessed, managed, and updated.

Web of Science

Engineering Village™
The first choice for serious engineering research.

Scopus

Taylor & Francis eBooks

JSTOR

CNKI 中国知网 cnki.net

EBSCOhost

Emerald

ProQuest
Start here.

ebrary
a ProQuest® business

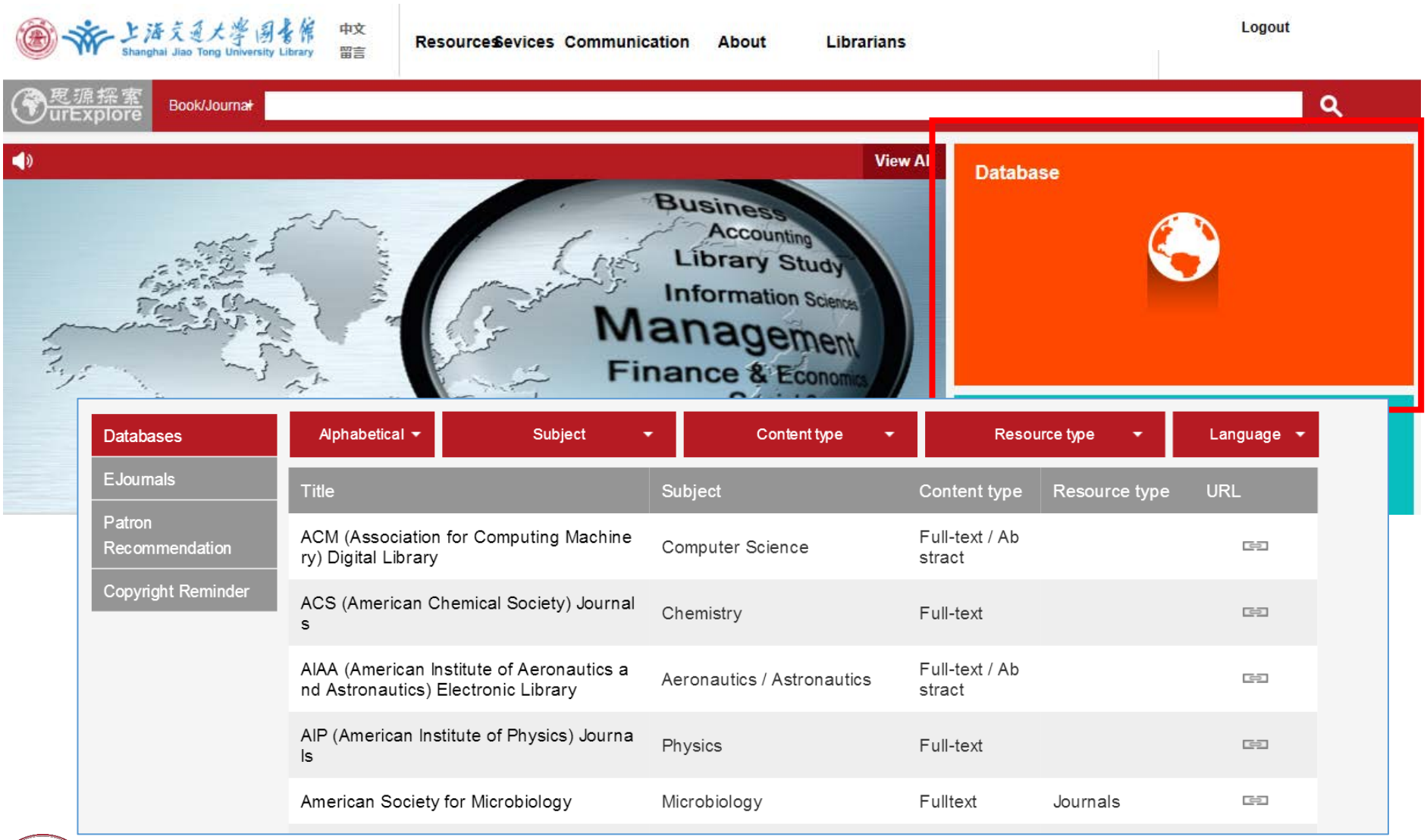
Springer Link

ELSEVIER

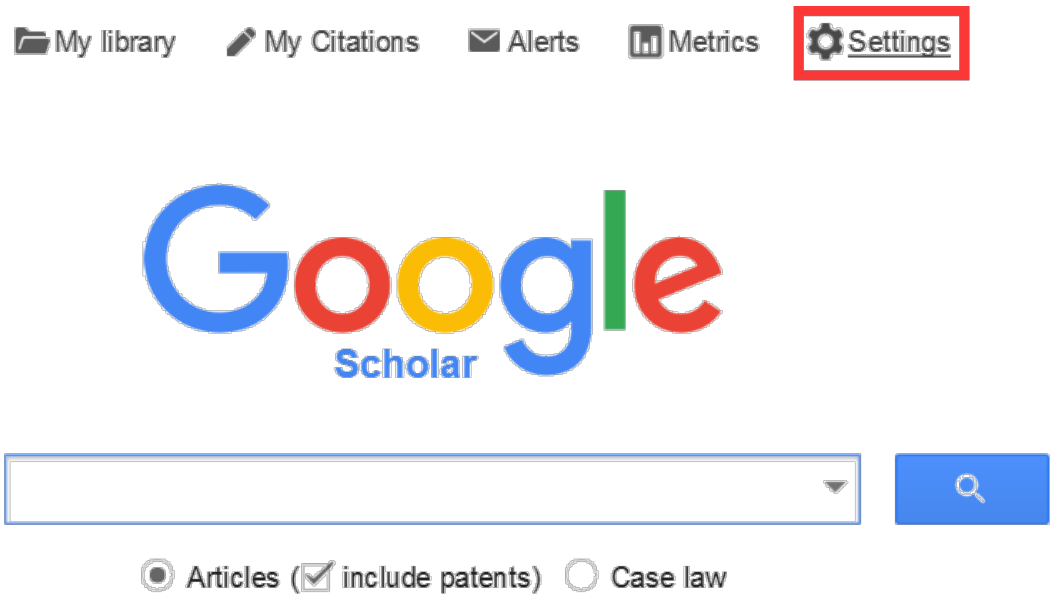
ScienceDirect

Wiley Online Library

Use of Databases（使用数据库)

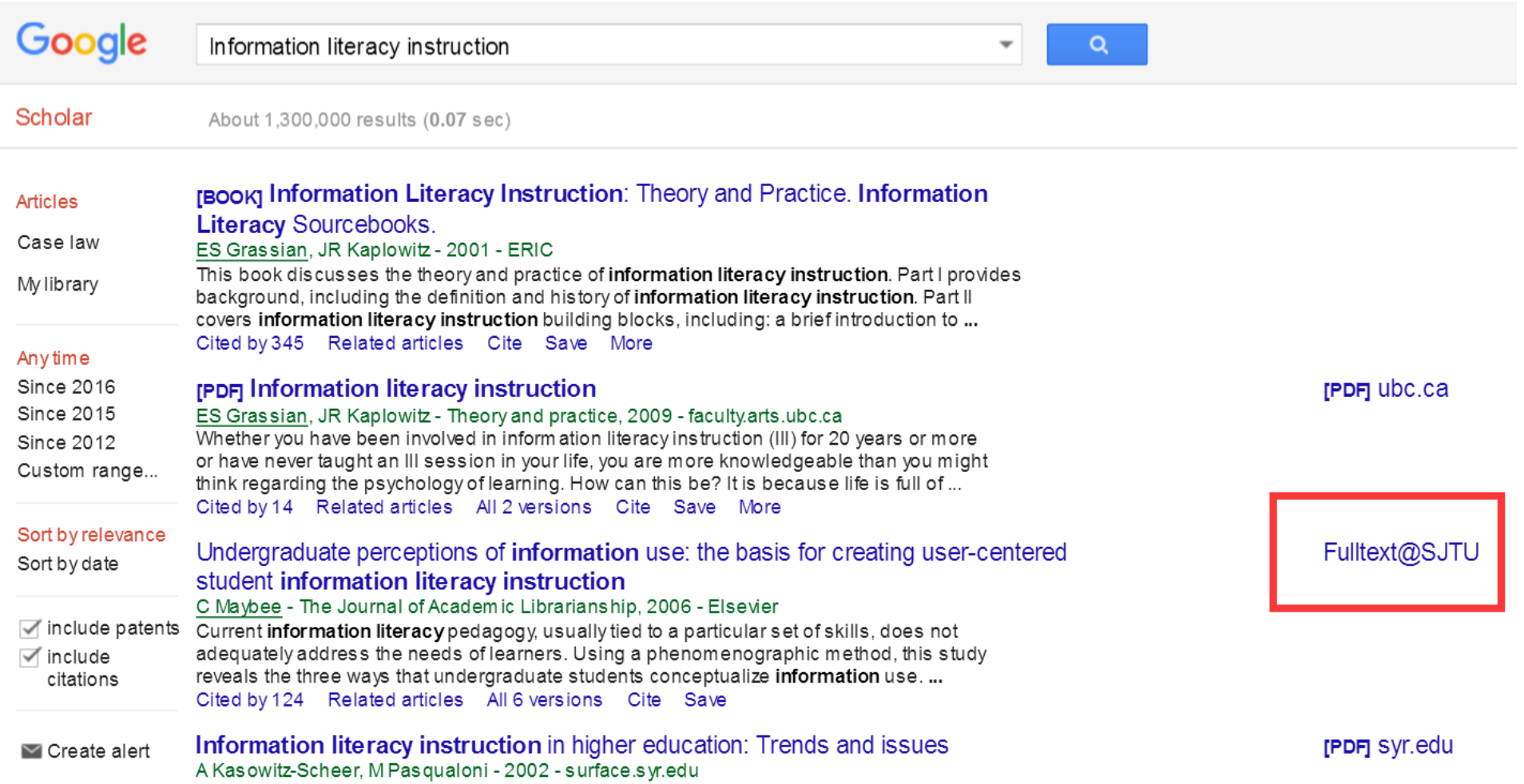


Finding an Article (查找文章)



Library Link

Finding an Article (查找文章)



Using Databases Off-campus (校外使用)

Proxy Service (代理服务)

- server: inproxy.sjtu.edu.cn
- port: 80 or 8000
- jAccount for user authentication (使用jAccount登录验证身份)

Find more information at (更多信息请访问):

http://net.sjtu.edu.cn/wlfw.htm

网络信息中心
Network & Information Center

Terms of Use (使用规则)

- Users are forbidden to use any **web download tool** to download resources from the databases purchased or built by SJTUL.

(不得使用任何网络下载工具下载图书馆购买和自建的电子资源)

Terms of Use (使用规则)

- Excessive downloading is strictly prohibited. Users are not allowed to continuously download more than **30 journal articles** from a single database.

(不得连续、系统、多线程、过量地进行下载等操作，对同一数据库，一次连续下载的全文不要超过 30篇)

Terms of Use (使用规则)

- Users are forbidden to share their **jAccount** with others. Such behavior might cause the closure of jAccount by SJTU Network & Information Center. Users should set a complex password to protect their jAccount.

(严禁泄露自己jAccount帐号和密码给其他人使用，
一经发现，网络信息中心有权暂停jAccount帐号的使用。
同时，为防止自己帐号被他人盗用而造成严重后果，
请务必为自己帐号设置复杂的密码)

Terms of Use (使用规则)

- Users are forbidden to redistribute the library E-resources to non SJTU users through unauthorized proxy servers.

(不得私设代理服务器供校外用户访问图书馆的电子资源)

Terms of Use (使用规则)

- Users are forbidden to re-edit, systematically copy, resell, redistribute or republish any downloaded journal text in any form or medium.

(严禁对下载的电子文档进行重新编辑、系统复制、转售、转发、和重新出版，不允许利用获得的电子资料进行非法牟利)

Terms of Use (使用规则)

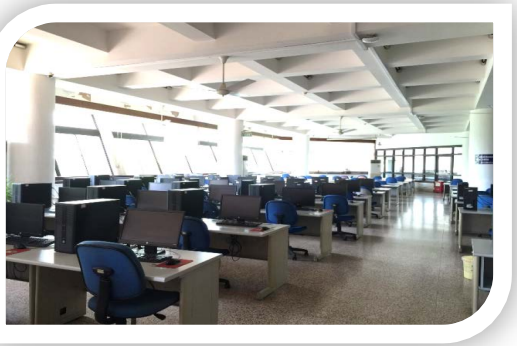
- **Penalties** might be imposed on violators according to their behaviors. Violators are responsible for all the legal consequences they caused.

(图书馆对违规者将视其情节轻重，予以相应的处罚，情节严重者，将报请学校予以纪律处分)

Facilities
（设施）

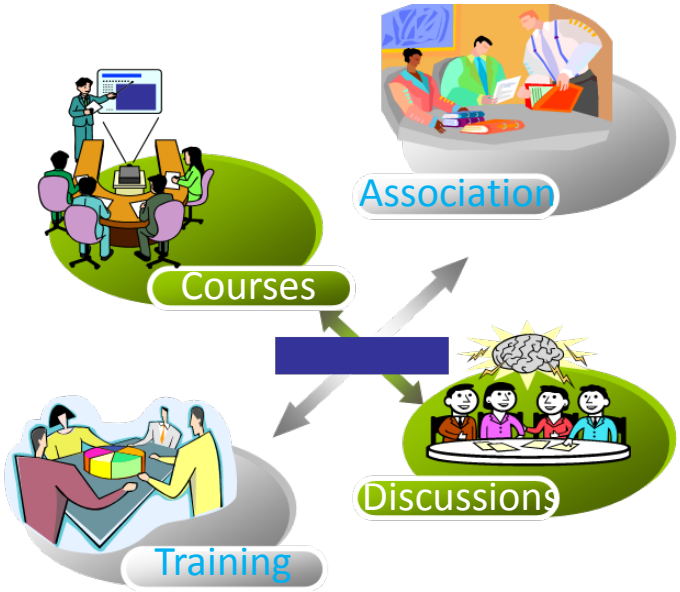
Network Service (网络服务)

- All SJTU libraries are covered by SJTU Wi-Fi, which could be accessed with jAccount.
  (主馆及所有分馆均实现无线网络全覆盖，通过jAccount认证即可使用)
- There are two computer rooms located in the Main Library and the Pao Yue-Kong Library. Users could swipe their SJTU ID cards at the entrance and use the computers and other facilities there for free.
  (主馆和包玉刚馆均设有电子阅览室，在入口处刷校园卡即可进入免费使用电脑及其他设施)



Group Study Rooms (小组学习室)

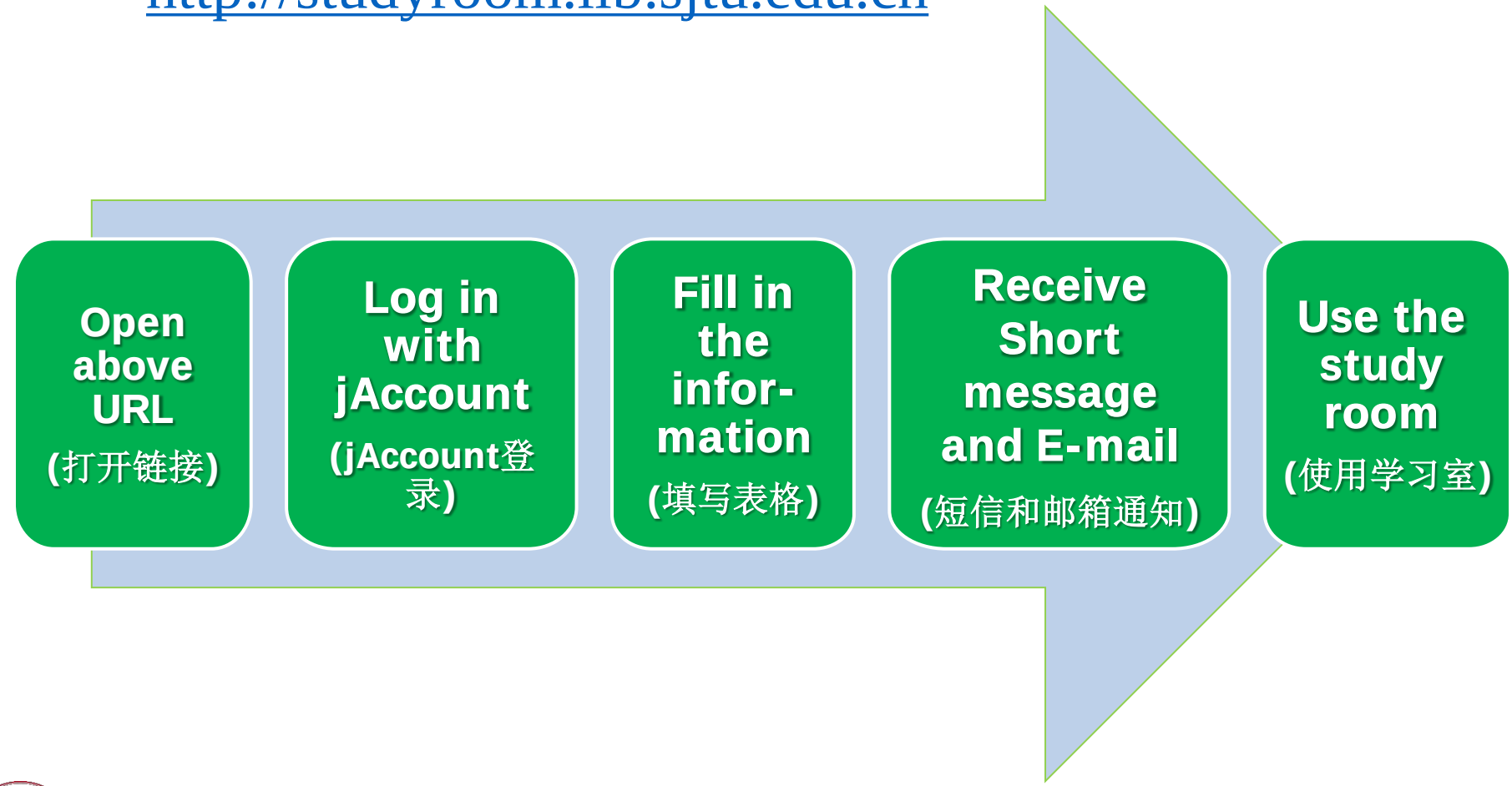
- **32** rooms in total
  (共设有32间小组学习室)
- They could be requested for academic **discussions** and communication, course discussions, contest preparation, association activities, training and other **group activities.**
  (预约小组学习室用于学术研讨与交流、课程讨论与观摩、竞赛组织与预演、社团活动与培训及其它团队活动)



Group Study Rooms (小组学习室)

- Online reservation

  http://studyroom.lib.sjtu.edu.cn



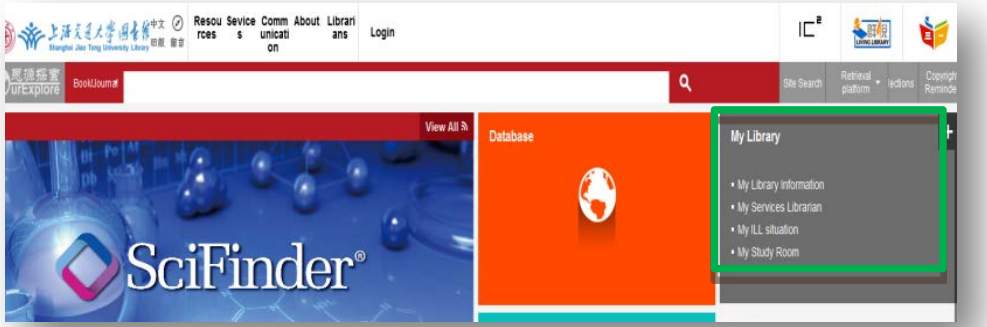
Group Study Rooms (小组学习室)

- Opening hours (开放时间)
  - **Mon.—Sun. 8:00-22:00 ; except public holidays, summer vacation and winter vacation**

    （周一至周日8:00~22:00；国家法定节假日及寒暑假除外）
- Usage requirements (使用条件)
  - **≧ 1 teacher or ≧3 students (学生3人或以上，教师1人)**
  - **Reserve the rooms at least 1 hour in advance**

    (提前1个小时预约)
  - **Length of use: 4 hours at most and 1 hour at least/time**

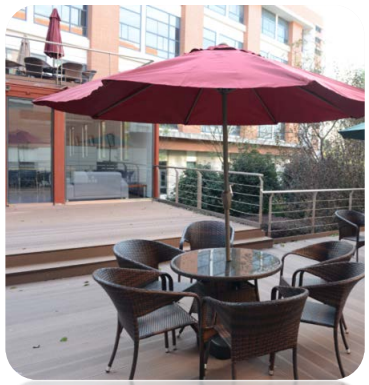
    (使用时长：1-4小时/次)



SJTU-JD Makerspace (交大-京东创客空间)

- A place to share startup ideas and seek inspiration of creation (分享创业想法，寻找创业灵感)
- Coffee shop (供应咖啡)
- Opening hours (开放时间)
  - **24-hour open area, except public holidays, summer vacation and winter vacation**

    (24小时全天开放，国家法定节假日及寒暑假除外)



Family Mart (全家超市)

Multimedia Service (多媒体服务)

- Printing, Copying & Color Film Developing (文稿影像服务)
  - **Multi-functional copy machines are available in each reading room (self-service).**

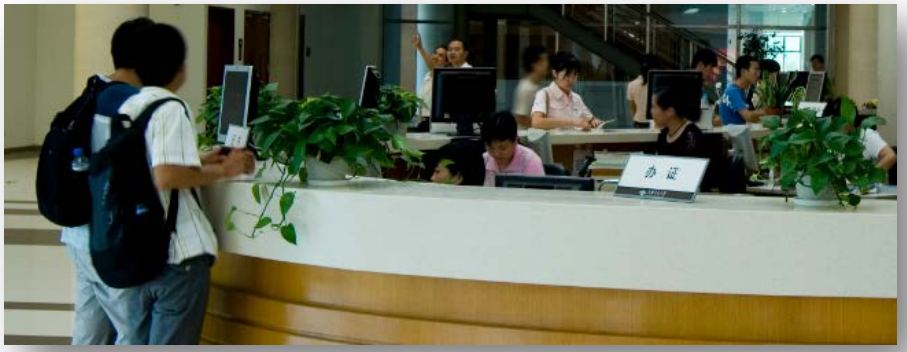
    (各阅览室内提供自助复印、打印、扫描一体机，供读者使用)
  - **The copy center (E118, Main Library) provides services such as copying, thesis binding (Thesis Online Printing Platform), scanning, certificate snapshots, digital printing, etc.**

    (主馆复印室E118内提供人工文印服务、论文装订——学位论文在线打印平台、文档扫描、证件快照、数码冲印、喷绘写真等服务)
- Audio-visual Services (视听服务)
  - **Music**
  - **Movie**

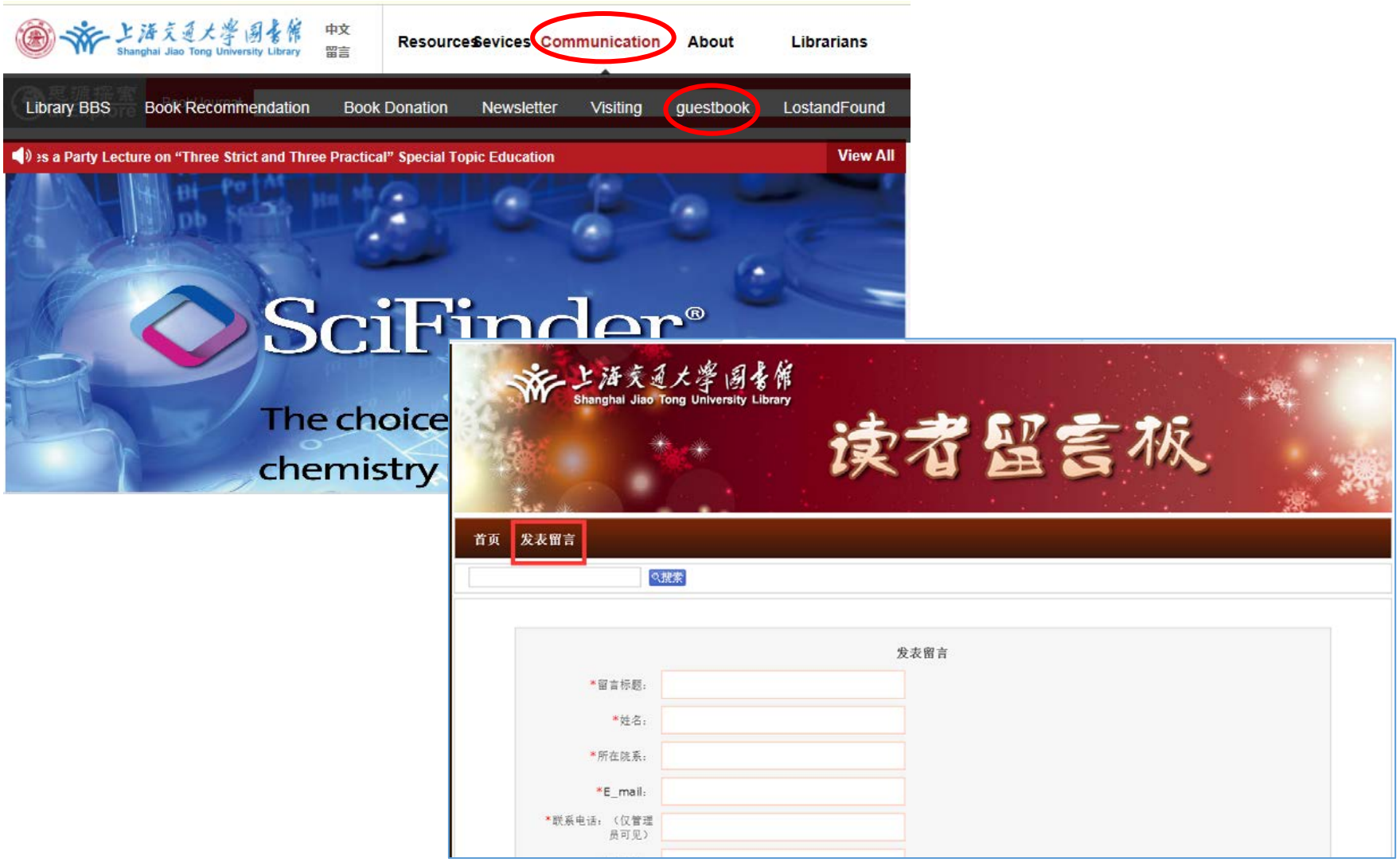
Reference Services
（参考咨询）

Reference Services (咨询服务)

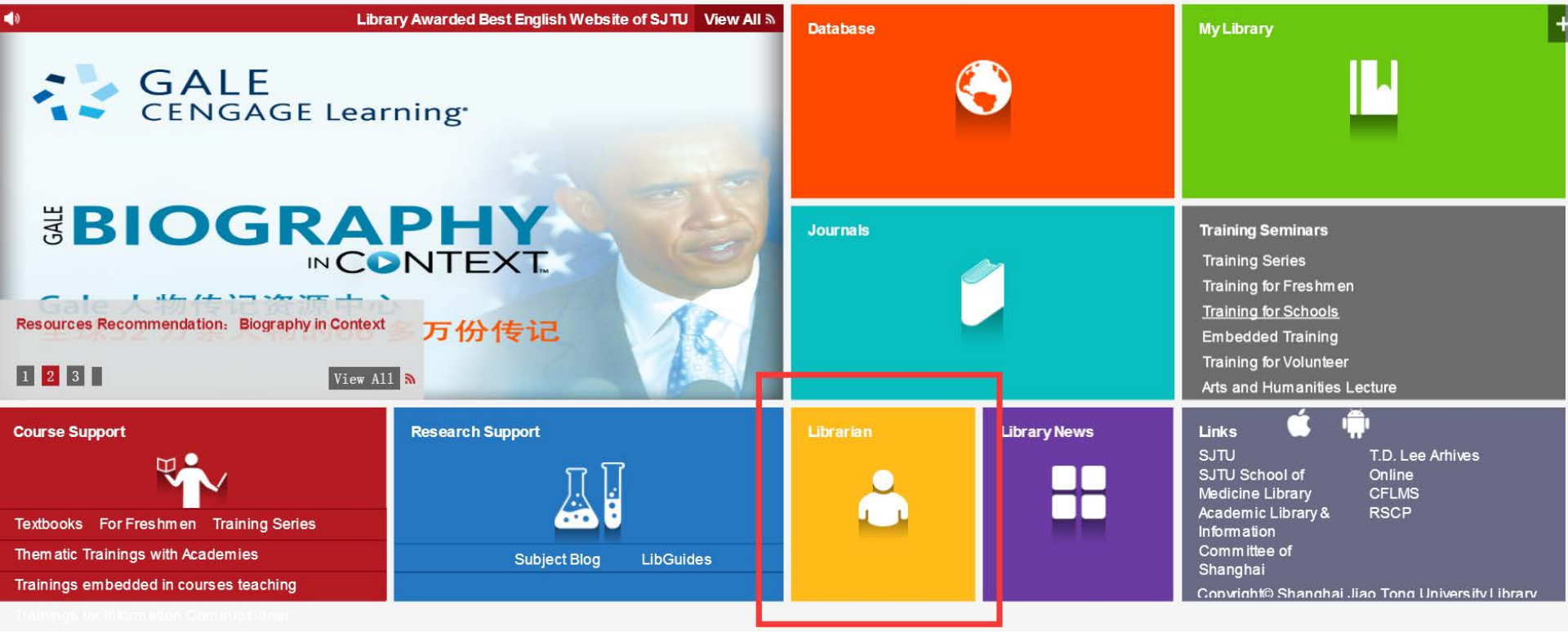
- Onsite consultation (现场咨询)
  - **Main Service Center (总服务台)**
  - **Service Centers in reading rooms (各阅览室咨询台)**
- By phone (电话咨询)
  - **34206188 (总服务台)**
- Q & A (常见问题)
  - **Library homepage (主页) ->About (图书馆概况) ->Q & A (常见问题)**
- SJTU Library Wechat (图书馆微信)
- SJTU Library Weibo (图书馆微博)



Homepage Guestbook (主页留言板)



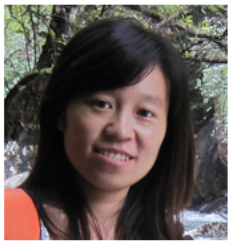
Subject Librarians (学科馆员)



Subject Librarians (学科馆员)

- Textbooks
- For Freshmen
- Training Series
- Thematic Trainings with Academies
- Trainings embedded in courses teaching
- Trainings for Information Commissioner
- Subject Librarians
- Group Study Rooms
- Outstanding Academic Papers by Students

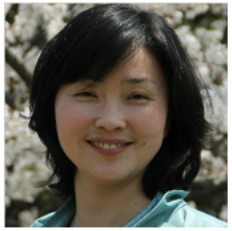
Alphabetical | By sectors



Song Haiyan

Subject Librarian for Humanities and Law, Head of Arts and Humanities Department

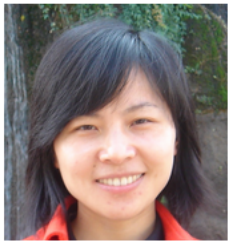
Locale：Room 112, Pao Yue-Kong Library
Depart：Literature Department
WorkPhone：2112101
E-mail：hysong@lib.sjtu.edu.cn



Tang Lihua

Dual bachelors of information science and journalism, master of library science, Dedicated to subject service, lite

Locale：Room 112, Pao Yue-Kong Library
Depart：Literature department
WorkPhone：2112102
E-mail：lhtang@lib.sjtu.edu.cn



Chen Youhua

Subject Librarian for Management Disciplines, Associate Researcher Bachelor of literature, master of management and

Locale：Room 404-2, Pao Yue-Kong Library
Depart：Literature Department
WorkPhone：2404201
E-mail：yhchen@lib.sjtu.edu.cn

SJTULib

Thank You!