

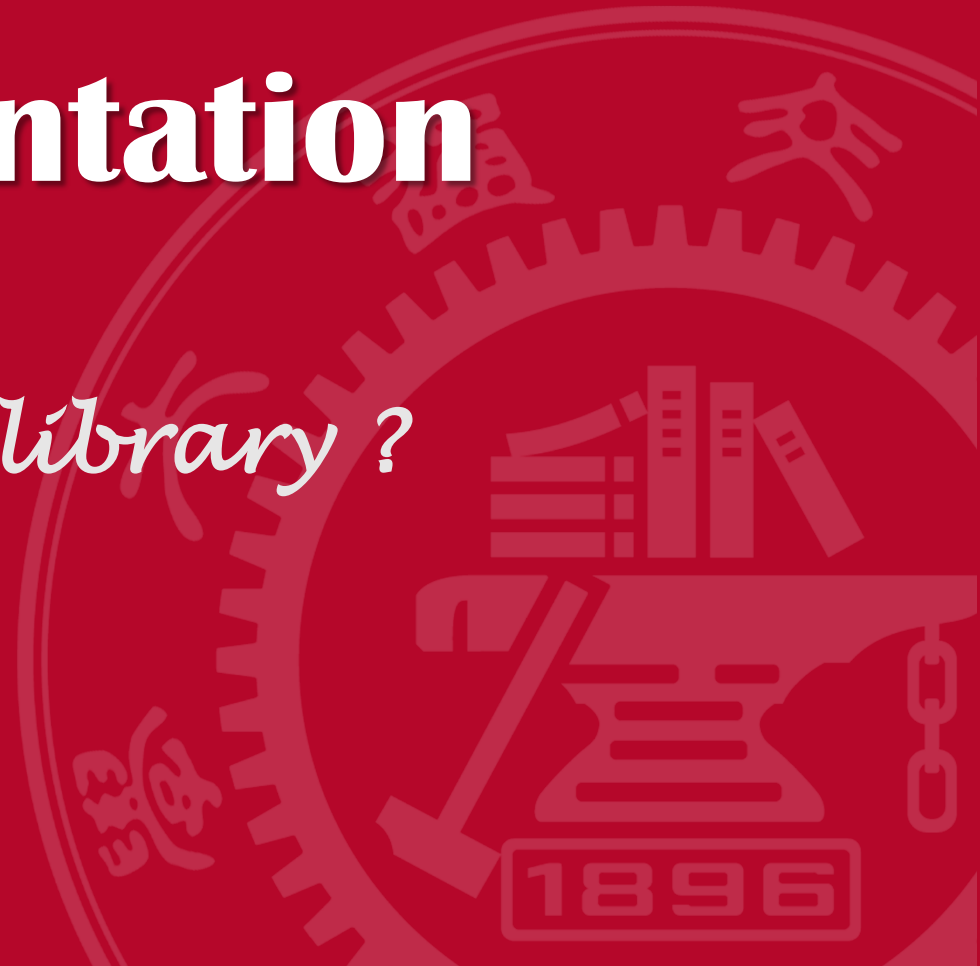


SJTULib

Library Orientation

How to use the library ?

September 2017



Getting to know the library (走进图书馆)



WELCOME TO THE LIBRARY !



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



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



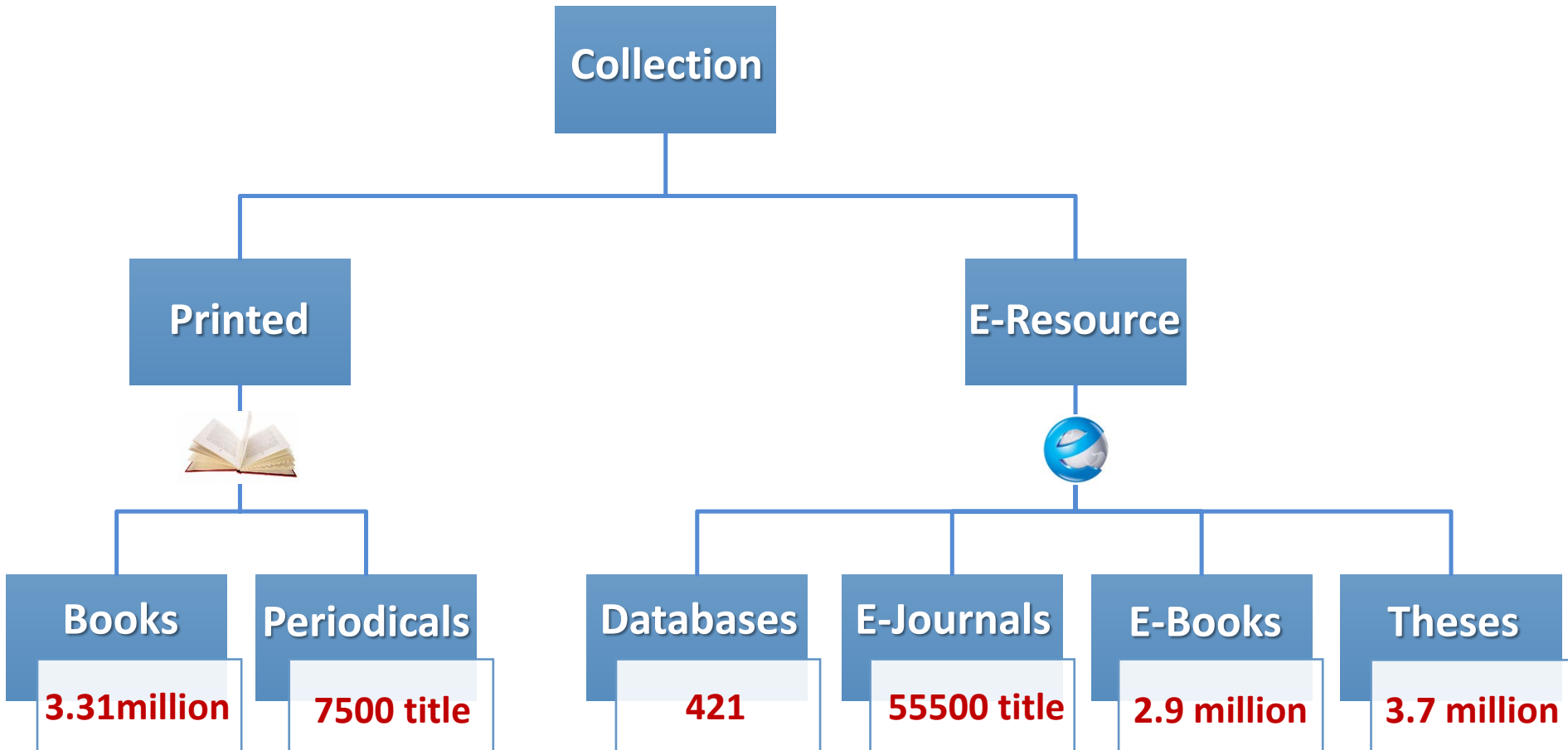
Kind Notice (注意事项)



- ① Enter the library with your **own** SJTU ID card.
(进入图书馆必须凭本人校园卡)
- ② 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)
- ③ 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)
- ④ 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)
- ⑤ 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)
- ⑥ 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)



4 记录 为 馆藏书刊

请选择排序方式: 相关度 ▾

在当前结果中筛选 在线资源 (1) | 纸质资源 (2)



图书

☆ **Management : leading & collaborating in a competitive world**

Thomas S Bateman

New York : McGraw-Hill/Irwin 9th ed.. c2011

[预约请求](#) [馆藏信息](#) [详细信息](#) [手机二维码](#) [评论/标签](#) [其他信息](#) [虚拟书架](#)

有 10 版本或分册



图书

☆ **Management : leading & collaborating in a competitive world**

Thomas S Bateman

华信经管引进精品

北京 : 电子工业出版社 10th ed.. 2014

[预约请求](#) [馆藏信息](#) [详细信息](#) [引证情况](#) [手机二维码](#) [评论/标签](#) [其他信息](#) [虚拟书架](#)

发送到 ▾ [X](#)

location		call number	availability		
包玉刚图书馆图书					
位置	索书号	单册状态	应还日期	预约续借	
▶ 包玉刚图书 2楼文学社科阅览室外文图书	C93 B328M10 RP. 2014	可外借	在架上	请先登录	
▶ 包玉刚图书 2楼文学社科阅览室外文图书	C93 B328M10 RP. 2014	可外借	在架上	请先登录	



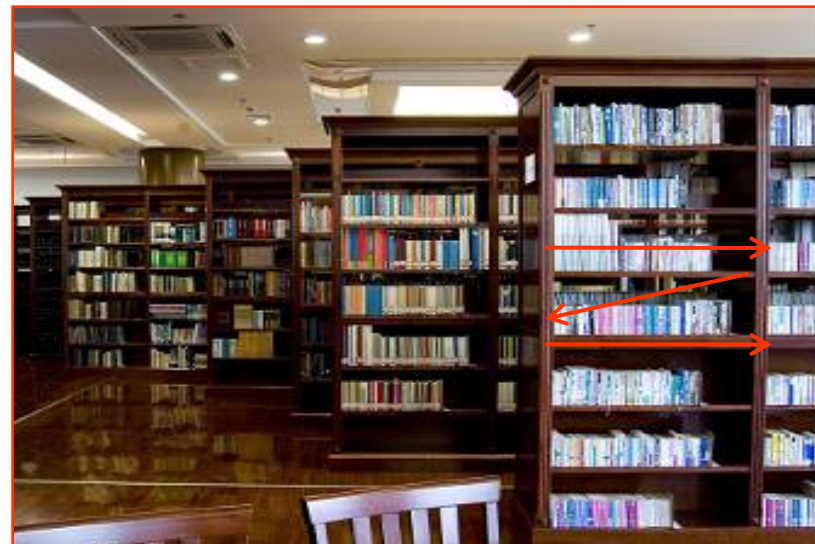
Step 2: Find the book (找书)



上海交通大学图书馆
Shanghai Jiao Tong University Library

Q5-61	→	R2-61	Q4	→	Q5-61
Q5 生物化学	◇		◇		物理学 Q4
Q6 生物物理学	◇		◇		化学 Q6
Q7 分子生物学	◇		◇		天文学、地球科学 P
R 医学	◇		◇		生物科学 Q
R1 预防医学、卫生学	◇		◇		普通生物学 Q1
R2 中国医学	◇		◇		细胞生物学 Q2
	◇		◇		遗传学 Q3
	◇		◇		
	◇		◇		
	◇		◇		

<http://www.lib.sjtu.edu.cn>



Step 3: Borrow it! (借书)



Circulation counter
(流通台)



Self-service machines
(自助借还机)

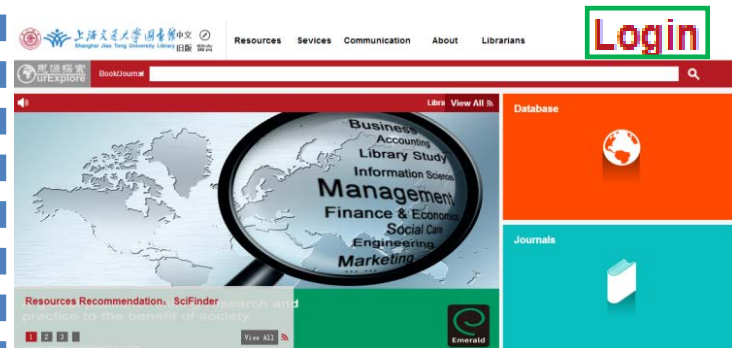


Borrowing Details (借阅信息及权限)



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)

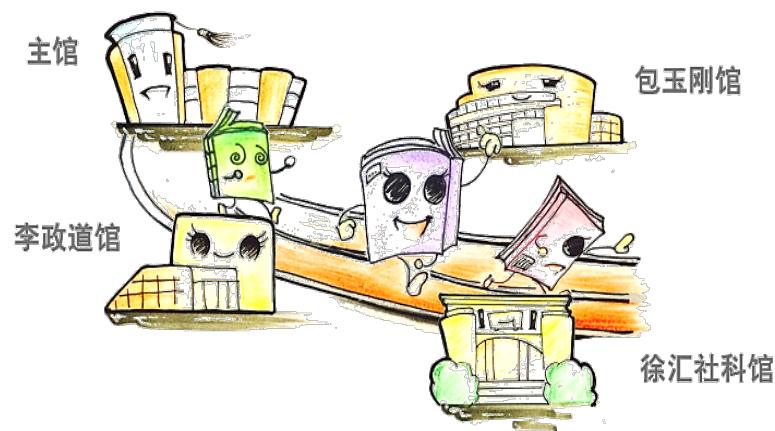


How to request a book? (如何预约)

- ① 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)

- ② 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)





上海交通大学图书馆
Shanghai Jiao Tong University Library

中文
留言

ResourceServices Communication About Librarians

Login



思源探索
urExplore

Book/Journal

cloud computing



Library Awarded Best English Website of SJTU View All



Database



Journals





How to request a book? (如何预约)

上海交通大学图书馆 Shanghai Jiao Tong University Library 中文 留言

Resource Services Communication About Librarians **Login**

资源探索

结果1 - 10属于 58 为 馆藏书刊 请选择排序方式: 相关度 ▾

在当前结果中筛选 在线资源 (25)

缩小检索范围: 语言: 英语 x 资源载体: 纸质资源 x

图书  ☆ **The basics of cloud computing : understanding the fundamentals of cloud computing in theory and practice**
Derrick Rountree
The basics
Amsterdam ; Boston : Elsevier/Syngress 2014
预约请求 馆藏信息 详细信息 手机二维码 评论/标签 其他信息 虚拟书架

图书  ☆ **Cloud Computing Bible**
Barrie A. Sosinsky
John Wiley & Sons 2011
查看全文 预约请求 **馆藏信息** 详细信息 手机二维码 评论/标签 其他信息 虚拟书架

主馆图书	索书号	单册状态	应还日期	预约续借
位置 主馆图书 B区4楼工III阅览室外文图书	TP393.027 S715C 2011	可外借	在架上	预约 Click here



How to request a book? (如何预约)

结果1 - 10属于 58 为 馆藏书刊

请选择排序方式： 相关度 ▾

在当前结果中筛选 在线资源 (25)

缩小检索范围： 语言：英语 x 资源载体：纸质资源 x



图书

☆ **The basics of cloud computing : understanding the fundamentals of cloud computing in theory and practice**

Derrick Rountree

The basics

Amsterdam ; Boston : Elsevier/Syngress 2014

[预约请求](#) [馆藏信息](#) [详细信息](#) [手机二维码](#) [评论/标签](#) [其他信息](#) [虚拟书架](#)



图书

☆ **Cloud Computing Bible**

Barrie A. Sosinsky

John Wiley & Sons 2011

[查看全文](#) [预约请求](#) [馆藏信息](#) [详细信息](#) [手机二维码](#) [评论/标签](#) [其他信息](#) [虚拟书架](#)

请求选项： [预约](#) | [刷新请求选项](#)

您要求的书目详情：

主馆图书, B区4楼III阅览室外文图书, TP393.027 S715C 2011

单册在开架阅览.

单册状态: 可外借 (11) 索书号: TP393.027 S715C 2011,

所请求的单册有一个相似复本在架上.

*Choose
location

徐汇社科馆图书

[预约](#)

[清除选择](#)

[Click here](#)

Login



How to renew a book? (如何续借)



- ④ 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)
- ④ The renewal period starts from the day the book is successfully renewed.
(续借借期从续借之日算起)
- ④ The length of renewal is usually 90 days for undergraduate students, if not recalled.
(本科生续借期限90天)
- ④ 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)




Shanghai Jiao Tong University Library 中文 旧版 留言


Resources Services Communication About Librarians **Login**


IC² 鲜悦 LIVING LIBRARY


思源探索 OurExplore Book/Journal

Site Search Retrieval platform Collections Copyright Reminder

 View All

Database 

My Library 

Journals 

Training Seminars
Training Series



How to renew a book? (如何续借)



上海交通大学图书馆 中文 旧版 留言
Shanghai Jiao Tong University Library

Resources Services Communication About Librarians **Login**

思源探索 SurExplore Book/Journal Search Site Search Retrieval platform Collections Copyright Reminder

Database My Library

书/刊 文章 学位论文 多媒体 整合资源
馆藏书刊 检索 高级检索
所有类型 模糊匹配 记录中的任何地方

我的电子书架 我的检索式 我的借阅信息 我的数据库

借阅情况 (1)
预约 0
罚款
消息
个人设置

当前借阅清单 历史借阅清单

续借全部图书 (点击此处) 续借勾选的图书

#	续借全部图书 标题	作者	还书期限	还书时限	罚款	馆藏地	状态
1	<input type="checkbox"/> Wood composites /	Ansell, Martin P.,	09/20/17	20:00		主馆图书 B区2楼工I阅览室外文图书 TB333.2 W881W 2015	可续借



How to renew a book? (如何续借)

上海交通大学图书馆 中文 旧版 留言

Resource es Services Commun ication About Librarian s Login

思源探索 SurExplore Book/Journal Site Search Retrieval platform Collections Copyright Rem inder

Database My Library

书/刊 文章 学位论文 多媒体 整合资源 馆藏书刊 检索 高级检索

所有类型 模糊匹配 记录中的任何地方

我的电子书架 我的检索式 我的借阅信息 我的数据库

借阅情况 (1)

预约 0

罚款

消息

个人设置

当前借阅清单 历史借阅清单

续借成功

续借全部图书 (点击此处) 续借勾选的图书

#	标题	作者	还书期限	还书时限	罚款	馆藏地	状态
1	<input checked="" type="checkbox"/> Wood composites /	Ansell, Martin P.,	01/10/18	20:00		主馆图书 B区2楼工I阅览室外文图书 TB333.2 W881W 2015	Renew successful



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.

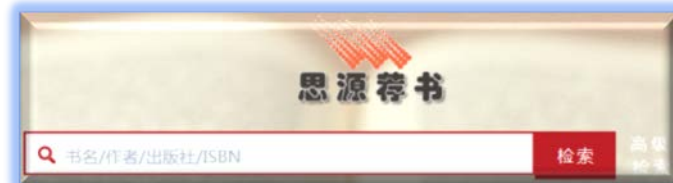
(文献传递/馆际互借服务可以帮助读者从其他图书馆获取本馆没有的文献资源，是对图书馆馆藏资源的一种有效补充方式)

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)

- ① 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



ScienceDirect

Wiley Online Library



Use of Databases (使用数据库)



上海交通大学图书馆
Shanghai Jiao Tong University Library

中文
留言

Resource Services Communication About Librarians

Logout



Book/Journal



View All

Database



Databases	Alphabetical ▾	Subject ▾	Content type ▾	Resource type ▾	Language ▾
EJournals	Title Subject Content type Resource type URL				
Patron Recommendation	ACM (Association for Computing Machinery) Digital Library Computer Science Full-text / Abstract				
Copyright Reminder	ACS (American Chemical Society) Journals Chemistry Full-text				
	AIAA (American Institute of Aeronautics and Astronautics) Electronic Library Aeronautics / Astronautics Full-text / Abstract				
	AIP (American Institute of Physics) Journals Physics Full-text				
	American Society for Microbiology Microbiology Fulltext Journals				



Finding an Article (查找文章)



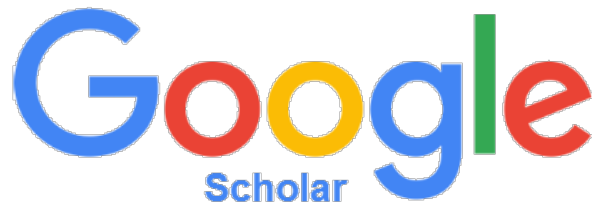
 My library

 My Citations

 Alerts

 Metrics

 **Settings**




☒ Articles ☒ include patents ☐ Case law

Library Link



Finding an Article (查找文章)



Google Information literacy instruction 

Scholar About 1,300,000 results (0.07 sec)

Articles

Case law

My library

Any time

Since 2016

Since 2015

Since 2012

Custom range...

Sort by relevance

Sort by date

☒ include patents

☒ include citations

☒ Create alert

[BOOK] Information Literacy Instruction: Theory and Practice. Information Literacy Sourcebooks.
[ES Grassian, JR Kaplowitz - 2001 - ERIC](#)
This book discusses the theory and practice of **information literacy instruction**. Part I provides background, including the definition and history of **information literacy instruction**. Part II covers **information literacy instruction** building blocks, including: a brief introduction to ...
[Cited by 345](#) [Related articles](#) [Cite](#) [Save](#) [More](#)

[PDF] Information literacy instruction
[ES Grassian, JR Kaplowitz - Theory and practice, 2009 - faculty.arts.ubc.ca](#)
Whether you have been involved in information literacy instruction (ILI) for 20 years or more or have never taught an ILI session in your life, you are more knowledgeable than you might think regarding the psychology of learning. How can this be? It is because life is full of ...
[Cited by 14](#) [Related articles](#) [All 2 versions](#) [Cite](#) [Save](#) [More](#)

Undergraduate perceptions of information use: the basis for creating user-centered student information literacy instruction
[C Maybee - The Journal of Academic Librarianship, 2006 - Elsevier](#)
Current **information literacy** pedagogy, usually tied to a particular set of skills, does not adequately address the needs of learners. Using a phenomenographic method, this study reveals the three ways that undergraduate students conceptualize **information** use. ...
[Cited by 124](#) [Related articles](#) [All 6 versions](#) [Cite](#) [Save](#)

Information literacy instruction in higher education: Trends and issues
[A Kasowitz-Scheer, M Pasqualoni - 2002 - surface.syr.edu](#)

[PDF] ubc.ca

Fulltext@SJTU

[PDF] syr.edu



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>



服务列表				
 jAccount帐号	 jAccount接入	 校园网接入	 无线网接入	 校园一卡通
 电子邮件	 域名	 jBox交大云盘	 jCloud云服务	 高性能计算服务
 虚拟主机托管	 网络短信	 VPN	 个人网络存储	 校园网代理



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)



- ① 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)



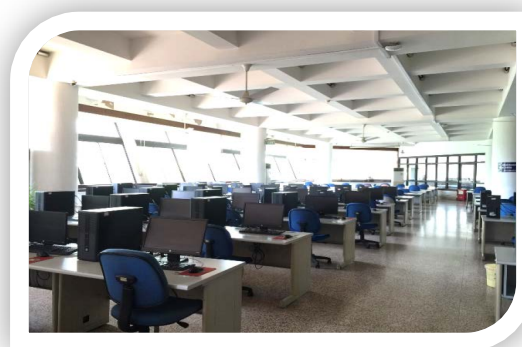
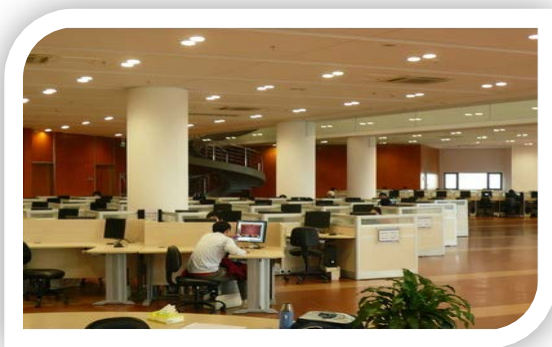
Facilities (设施)



Network Service (网络服务)



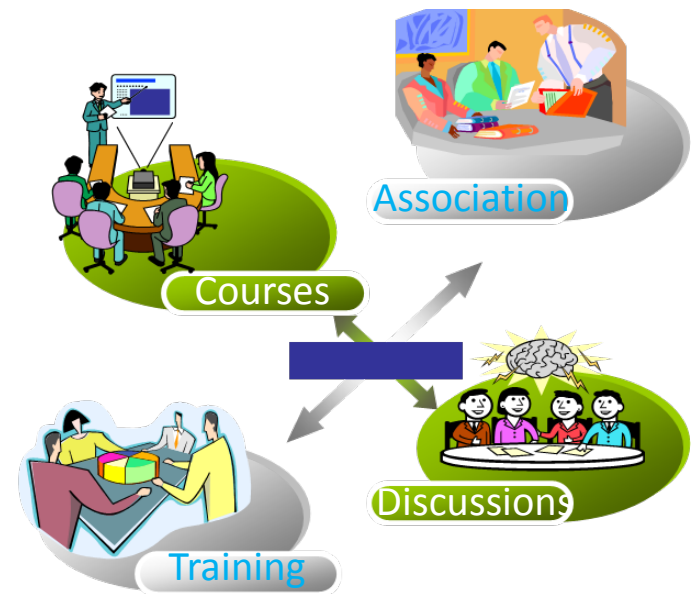
- ① All SJTU libraries are covered by SJTU Wi-Fi, which could be accessed with jAccount.
(主馆及所有分馆均实现无线网络全覆盖, 通过jAccount认证即可使用)
- ② There are two computer rooms located in the Main Library and the Pao Yue-Kong Library. Users could swipe their SJTU ID cards at the entrance and use the computers and other 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)

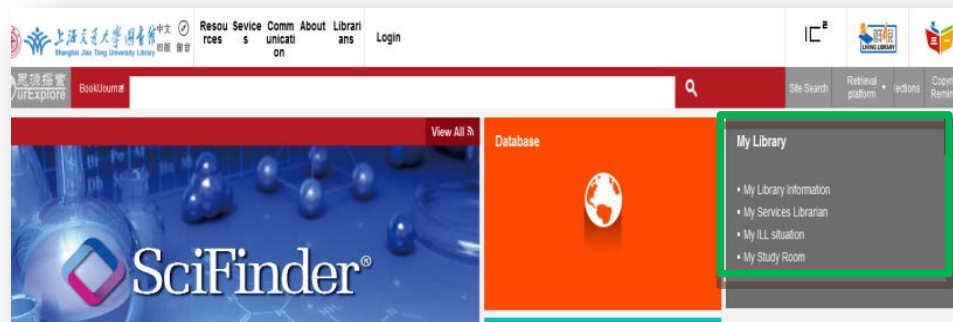
⊗ **≥ 1 teacher or ≥ 3 students (学生3人或以上, 教师1人)**

⊗ **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)

- ① A place to share startup ideas and seek inspiration of creation (分享创业想法, 寻找创业灵感)
- ② Coffee shop (供应咖啡)
- ③ **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)

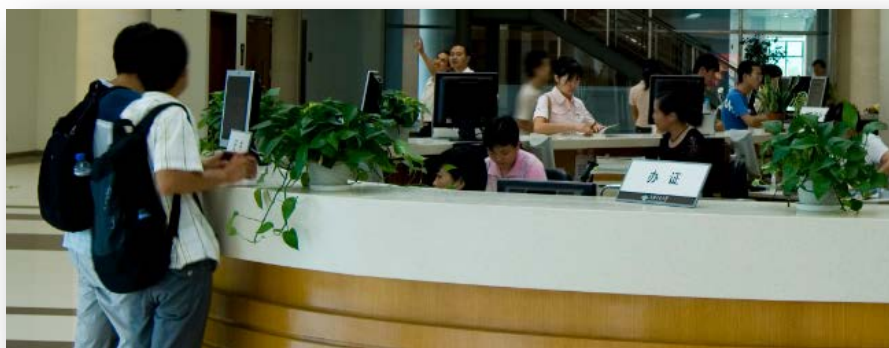


Reference Services (咨询服务)



- ☉ 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)



上海交通大学图书馆
Shanghai Jiao Tong University Library

读者留言板

首页 发表留言

搜索

发表留言

*留言标题:

*姓名:

*所在院系:

*E_mail:

*联系电话: (仅管理员可见)



Subject Librarians (学科馆员)



Library Awarded Best English Website of SJTU View All

GALE CENGAGE Learning®

GALE BIOGRAPHY IN CONTEXT™

Resources Recommendation: Biography in Context 万份传记

1 2 3 View All

Database

MyLibrary

Journals

Training Seminars

- Training Series
- Training for Freshmen
- Training for Schools
- Embedded Training
- Training for Volunteer
- Arts and Humanities Lecture

Course Support

- Textbooks For Freshmen Training Series
- Thematic Trainings with Academies
- Trainings embedded in courses teaching
- Trainings for Information Communication

Research Support

- Subject Blog LibGuides

Librarian

Library News

Links

- SJTU
- SJTU School of Medicine Library
- Academic Library & Information
- Committee of Shanghai
- T.D. Lee Archives
- Online CFLMS
- RSCP

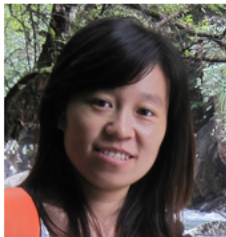
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Subject Librarians (学科馆员)

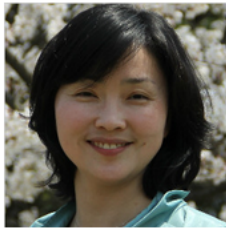


Textbooks	Alphabetical	By sectors
For Freshmen		
Training Series		
Thematic Trainings with Academies		
Trainings embedded in courses teaching		
Trainings for Information Commissioner		
Subject Librarians		
Group Study Rooms		
Outstanding Academic Papers by Students		




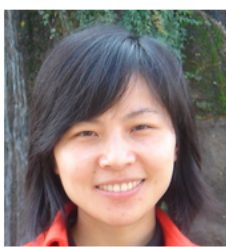
Song Haiyan
 Subject Librarian for Humanities and Law, Head of Arts and Humanities Department
 Locale: Room 112, Pao Yue-Kong Library
 Depart: Literature Department
 WorkPhone: 2112101
 E-mail: hysong@lib.sjtu.edu.cn






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



Lecture

T.D. Lee Archives
 Online
 CFLMS
 RSCP

Jiao Tong University Library





SJTULib

Thank You!

