上海交通大学图书馆使用指南（2017版）

A Guide to the Shanghai Jiao Tong University Library

## 入馆须知Notice

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

## 图书借阅 Borrowing

* **纸质资源简介 A brief introduction to printed collection**

图书馆拥有印刷型文献资料共计331万册，期刊7,500余种，采用大开间、全开架、借阅合一的服务模式，阅览室中的书刊全部按学科分类布局。所有图书（除特藏文献和部分工具书）均可跨校区借还（医学院图书馆除外），但期刊不能外借，仅供阅览。

The SJTU Library owns 3.31 million volumes of printed materials including 7,500 titles of periodicals, and adopted open stack management model. The printed collection is arranged according to subjects. All books (except the special collection and some reference books) can be circulated among all campuses (except the School of Medicine Library), while journals can only be read in reading rooms.

* **思源探索OurExplore**

思源探索是一个简单、便捷、高效的文献资源检索平台，全面整合了图书馆所有的书、刊、多媒体、以及电子数据库等文献信息资源，实现图书馆各种资源的一站式发现和获取。

*OurExplore*is a convenient and effective platform for resource retrieval. It integrates all library resources such as books, journals, multimedia resources and databases, making it possible to explore and access library resources at this one-stop platform.

* **借阅权限Borrowing Rights**

借阅期限30天，30册/人。

The loan period is 30 days. One people can keep no more than 30 books at one time.

* **自助借还书服务Self-Service Based on RFID**

基于RFID技术的自助借还书机可以实现开馆时间内的全时段借还，操作简便快捷。目前，图书馆各分馆（医学院图书馆除外）内均设有自助借还书机，持校园卡即可使用。此外，主馆和包玉刚图书馆均设有24小时还书箱，方便读者在闭馆时还书。

Self-service machine based on RFID could be used to borrow and return books, in a convenient and effective way. You could find such machines in each branch library (except the School of Medicine Library) and use them with your SJTU ID card. Additionally, there is a 24-hour book return box at the entrance of the Main Library and Pao Yue-Kong Library. Users could return books when the library is closed.

* **馆际互借Interlibrary Loan**

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。

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.

* **图书荐购Book Recommendation**

图书馆推出方便快捷的“思源荐书”平台（http://jianshu.lib.sjtu.edu.cn），提供荐购过程全程跟踪，读者通过jAccount登录即可推荐购买中外文图书。

Please log in to **Siyuan Recommendation for Purchase** with your jAccount to recommend books to be purchased by the Library and track the purchasing process.

* **Q & A**
* Q1：如何预约图书? How to reserve a book?

读者可根据需要自行在网上预约本馆“已出借”状态的图书，或本校异地校区（徐汇校区与闵行校区之间，暂不含医学院分馆）图书馆“在架上”状态的图书。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。

Users can reserve books that have been checked out or books from other campuses (between Xuhui Campus and Minhang Campus, except the School of Medicine Library). Users will receive messages via email or SMS once the requested books arrive at the pick-up library.

* Q2：如何续借图书? How to renew a book?

读者可根据需要，在所借图书到期前自行网上办理续借手续，续借借期从续借之日算起；逾期或被他人预约的图书不能办理续借，主馆休闲图书不能续借；续借周期参照借阅规则。

Books can be renewed online before the due date. The period of renewal starts from the day the book is renewed according to Circulation Rules. Books that are overdue or recalled cannot be renewed. Casual reading books in the Main Library could not be renewed. Please obey relevant circulation regulations.

* Q3：图书逾期费如何计算？How can I pay overdue fines?

图书逾期费有以下两种情况，1.所借图书到期未归还，逾期费：0.1元/天/册；2.被预约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 open hours, in cash or by SJTU ID card. Ordinary overdue books: ￥0.1 per day per copy; recalled books: ￥1 per day per copy (winter & summer vacation excluded).

* Q4：图书损毁或遗失怎么办？What if I damage or lose the borrowed book?

读者遗失或毁损所借图书可按下列规定赔偿（1、2两条任选其一）：1、赔偿原图书：购买相同图书（同一品种、同一版次）+5元（加工费）；2、赔款：中外文图书1990年（不含）前出版的：按原价的10倍+5元（加工费）赔偿；中外文图书1990年（含）后出版的：按原价的5倍+5元（加工费）赔偿。

Users should be accountable for lost and damaged books through two ways: 1) Returning a same new book plus a replacement fee of ￥5; 2) Paying fines according to relevant rules.

## 网络&移动服务 Network & Mobile Service

* **网络服务 Network Services**

主馆及所有分馆均实现无线网络全覆盖，通过jAccount认证即可免费使用；同时设有电子阅览室，在入口处刷校园卡即可进入免费使用电脑及其他设施。

Users could access free Wi-Fi with their jAccount in all SJTU libraries. In the meanwhile, there are two E-reading Rooms located in the Main Library and the Pao Yue-Kong Library. Users could swipe their SJTU ID card at the entrance and use the computers and other facilities there.

* **移动服务 Mobile Services**

图书馆的移动服务包括短信(SMS)、移动网页（WAP）、二维码（QR）、客户端（APP）和微信等多种服务方式。SMS可以提供个人借阅信息、讲座与培训的短信提醒；WAP服务方便读者利用手机查询并使用图书馆的各类馆藏与信息资源；QR让读者快速获取信息；APP为读者提供更多的图书馆个性化服务；微信服务方便读者获取图书馆最新资讯。

Library mobile services include SMS, WAP, QR, Apps and WeChat. SMS provides text message alerts of personal borrowing information, lectures and trainings; WAP offers a convenient way to search and access various library resources through mobile phones; QR is a quick way to retrieve information; Apps offer more personalized library services. WeChat delivers the latest information from the library.

## 电子资源 E-Resources

* **电子资源简介 A brief introduction to E-resources**

图书馆购买了电子数据库421个，其中含全文电子期刊5.5万种、电子图书293万余种，同时拥有丰富的多媒体资源。同学们通过校园网络即可直接获取电子资源。

The library has purchased 421 databases, including over 55 thousand titles of E-journals and 2.93 million E-books, plus abundant multimedia resources. All the E-resources could be accessed via SJTU network.

* **在校外如何访问图书馆资源？How to get access to the E-resources off-campus?**

请在浏览器中设定使用代理服务器，填入上服务器名：inproxy.sjtu.edu.cn端口：8000，认证方式采用jAccount。具体方式请参见：[*http://net.sjtu.edu.cn/wlfw/wlfwlist.jsp?wbtreeid=1045*](http://net.sjtu.edu.cn/wlfw/wlfwlist.jsp?wbtreeid=1045)

SJTU faculty and students could get access to library services off-campus through proxy services. For more information, see [*http://net.sjtu.edu.cn/info/1058/1464.htm*](http://net.sjtu.edu.cn/info/1058/1464.htm)

* **小贴士：在使用和下载电子资源时请尊重知识产权，不要过量下载！**

Please comply with the e-resources licenses and respect intellectual property rights while downloading and using them.

## 空间服务 Space Service

* **小组学习室 Group Study Room**

图书馆共配备32个小组学习室（其中主馆24个，李政道图书馆5个，徐汇校区法律馆3个），主要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。

There are 24 group study rooms in the Main Library, 5 in the T.D. LEE Library and 3 in the law library on Xuhui Campus. They are used for academic discussions and communication, course discussions, contest preparation, association activities, training and other group activities.

* 预约网址：http://studyroom.lib.sjtu.edu.cn
* 使用条件：学生3人或以上，教师1人；1-4小时/次
* 开放时间：周一至周日8:00~22:00；国家法定节假日及寒暑假除外
* 预约要求：提前1个小时
* Online reservation: http://studyroom.lib.sjtu.edu.cn
* Usage requirements: 3 students or more, or 1 teacher, 1-4 hours per reservation
* Opening hours: Mon.-Sun. 8:00-22:00；except public holidays, summer vacation and winter vacation
* Reservation requirement: at least 1 hour in advance
* **图书馆创客空间 Library Makerspace**

图书馆创客空间由“交大-京东创客空间”和焦土创客空间组成。位于主馆的“交大-京东创客空间”是一个集创客空间、创意互动研修基地、24小时阅览室等多功能于一体的新型交流空间，能够为广大师生带来创业平台资源分享、智能新品发布推广等多种层面的全新体验。位于主馆C200阅览室内的焦土创客是一组创新实践实验室，分为创意制作实验室、视频编辑实验室、现代网络实验室三个空间，为各位同学和团队提供交流思想、分享技术、动手实践的理想场所。联系电话：34206460-1210904

The Library Makerspace consists of SJTU-JD Makerspace and JiaoTu Makerspace. SJTU-JD Makerspace is a multifunction space located in the main library, which provides makerspace, creative interaction base and 24-hour study area. It will bring brand new experience of entrepreneurial resource sharing, high-tech products campaign, etc.. **JiaoTu Makerspace** is an innovation Lab located in C200 in the Main Library. It is made up of three spaces: Creative Making lab, Video Editing lab, and Modern Network lab. JiaoTu is a wonderful place for students and teams to communicate and practice. Contact: 34206460-1210904

## 多媒体服务 Multimedia Services

* **新技术体验Experiencing New Technologies**

配备引领未来科技发展的视觉体验、触摸技术、科技探究等新科技设备的体验服务。

The latest technical equipment such as Xbox, 3D printer, Apple products, etc. are provided for users to experience new technologies.

* **视听服务Audio-visual Services**

提供音乐欣赏（含卡拉OK）、电影展播服务及多媒体制作服务，为学术报告提供全程摄像及后期编辑制作服务。

The Audio-visual Services provide music listening (including karaoke), film shows, multimedia making, camera shooting and so on.

* **文稿影像服务 Printing, Copying & Color Film Developing Services**

提供自助复印、打印、扫描一体机，供读者使用。提供人工文印服务（复印、打印、扫描、装订）、排版设计、证件照、集体照、数码冲印、会议摄影摄像、喷绘写真等服务。推出论文在线打印平台，毕业生可在线提交毕业论文并选择打印和装订要求，1个工作日即可到馆取件。

Multi-functional copy machines are available in each reading room. The copy center provides services such as copying, thesis binding, scanning, certificate snapshots, digital printing, portrait painting, etc. The library also provides online thesis printing service. Students could submit their graduation paper and choose printing templates online, and fetch the printed copy within one workday.

## 讲座培训 Lectures

图书馆为广大师生开设内容丰富实用的讲座，以期提升读者信息素养，高效完成科研学习任务。

The library offers various lectures to improve information literacy and help users study and research in an effective way.

秋季学期讲座安排 (Fall Semester Arrangement)：

在线报名 Register Online：<http://www.lib.sjtu.edu.cn/training>

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| 第一篇：信息检索篇 | 图书馆资源查询与借阅 Library Collections: Search and Borrow |
| 中外电子图书的检索与利用 Search and Access of E-books  |
| 人文社会学科/理工学科中外全文电子期刊查询与获取Search and Access of Library E-journals  |
| 中外专利、会议论文等特种文献的检索与利用Search and Access of Library Special Literature: Patents and Conference Papers  |
| 国内外硕、博士学位论文的查询与全文获取Search and Access of Theses and Dissertations |
| 第二篇：科研素养篇 | 如何进行开题与课题申请前的文献调研——理工科/人文社科How to Conduct a Literature Survey for the Proposal |
| 理工类/文科类学术论文写作与核心期刊投稿指南A guide to Academic Writing and Submission for Publication |
| 如何开展学科发展追踪、分析和评价How to Use Web of Knowledge to Track, Analyze and Evaluate the Development of Academic Subjects? |
| 运用CiteSpace构建学科知识图谱、分析学科热点和趋势How to Use CiteSpace to Analyze Research Hotspots and Trends? |
| 第三篇：工具应用篇 | Endnote使用方法和技巧 How to Use Endnote? |
| NoteExpress使用方法和技巧 How to Use NoteExpress? |
| Microsoft Visio使用方法和技巧 How to Use Microsoft Visio? |
| Microsoft Excel高级应用 Microsoft Excel: Advanced Skills |
| Matlab使用技巧与提高 How to Use Matlab? |
| 百度、百度学术、Google学术高级应用Search by Baidu, Baidu Scholar, Google Scholar: Advanced Skills  |
| 思维导图设计与应用 How to Make a Mind Map? |
| 如何美化你的PPT How to Beautify your PPT? |
| 快速应用LaTeX编辑高质量论文 How to Use LaTeX ? |
| 如何利用photoshop设计海报 How to Use Photoshop to Design Posters? |
| 第四篇：数据素养篇 | 统计分析软件SPSS应用方法 How to Use SPSS? |
| 理工科/文科研究数据的检索和利用 How to Search and Analyze Research Data? |

## 参考咨询 Reference Service

读者可以通过多种渠道向图书馆寻求帮助、提出建议

Users could consult and make suggestions through various ways.

* 总服务台 (Hotline)：34206188
* 主页留言板（Homepage Guest Book）、BBS
* 学科馆员 Subject Librarian

每个学院均有对应的学科服务馆员提供服务，读者可通过“主页—学科馆员”版块进行查找。

There are subject librarians serving all the schools and department. Users could find their information through the library homepage.