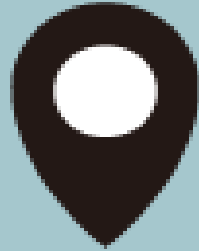


# TZU CHI UNIVERSITY OF SCIENCE AND TECHNOLOGY LIBRARY

Tutorials For Foreign Freshmen



# Contents ...



Location



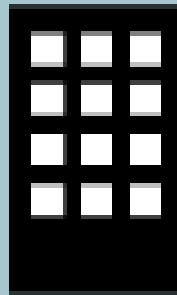
Hours



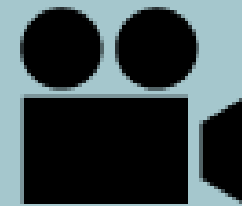
Search & Find



Rules



Discussion Room



*Multimedia*

# 慈濟科技大學 校園導覽圖

TCUST CAMPUS MAP



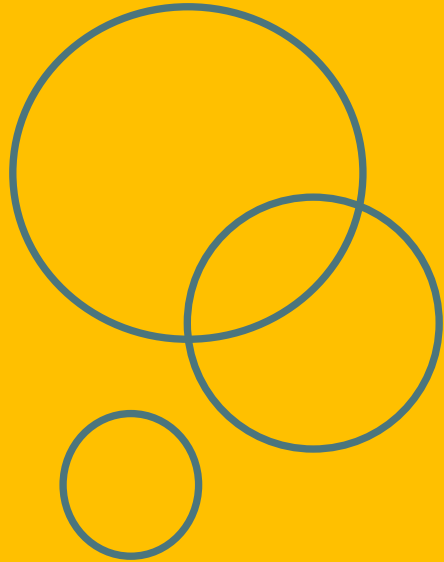
# Hours for semesters

Services	Monday to Friday	Saturday and Sunday
Circulation Service(1 <sup>st</sup> floor)	07:30 ~ 21:00	09:00 ~ 18:00
Non-book material(2 <sup>nd</sup> floor)	08:30 ~ 20:00	09:00 ~ 17:30

# Winter break and Summer break

Services	Monday to Friday	Saturday and Sunday
Circulation Service(1 <sup>st</sup> floor)	08:00 ~ 18:00	closed
Non-book material(2 <sup>nd</sup> floor)	08:30 ~ 17:00	closed

# Something you should know the **rules**



Use an eligible student card



Noise, food, beverage and pet are **not allowed**



Appropriate dress requires shoes and shirts.



# Borrowing and renew

Item Class	Loan Limits (copies/items)	Loan Period (days)	Renew (times)	Overdue Fines
Book	20	30	2	NT\$ 2/day
Non-book	3	3	0	NT\$ 2/day
Tablet	1	21	2	NT\$ 2/day

## Note:

Patrons can reserve items online when items you need are borrowed. You will receive an email message as long as the items are available.

Suggest a purchase including a book, magazine, video or other materials which match your need.



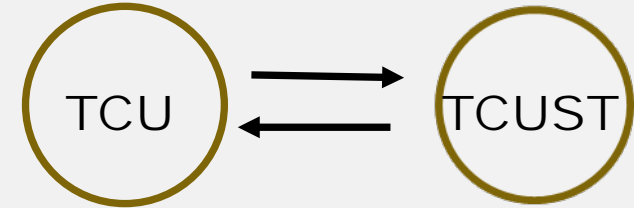
# Interlibrary Services



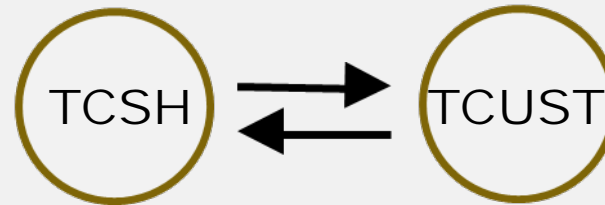
Materials are unavailable in our library may be obtained from other libraries



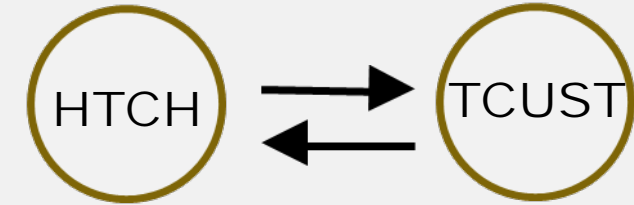
Monday and Thursday



Tuesday



Wednesday



NDDS <https://nnds.stpi.narl.org.tw/>

Patrons use the Nationwide Document Delivery System (NDDS) to access the Interlibrary Loan service, or contact the Reference Desk.

# How to borrow a book...



## Search and Find

Home>Library Catalog Search

**Step 1: Visit the website of TCUST Library**



**Step 2: Click the "Library Catalog Search"**

Diagram illustrating the search process:

The search interface includes a search box labeled "Title" with a "Type here" prompt, a "Search" button (highlighted with a magnifying glass icon), and a "Clear" button.

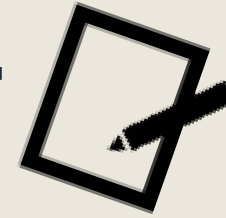
The search results table shows the following information:

#	登錄號 Accession No.	索書號 Call No.
1	N0305348	Q175.32.C65 B765 2015

The book information which tells you where the book is located in the library and if it is available.



# How to borrow a book...

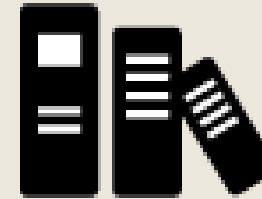


**Step 3: Gathering the book information and identify the first two letters of the call number**

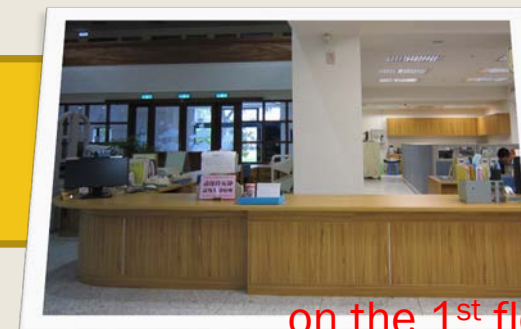


A call number is located at the bottom of the book's spine

**Step 4: Find it on the bookshelf**



**Step 5: Borrow the book**



on the 1<sup>st</sup> floor

# Call numbers guide

Look for the map  
Alternatively, you can ask  
a staff member to help



## Library of Congress (LC) classification system and call numbers (subject classifications)

Alp	Subjects	Alp	Subjects
A	General Works	L	Education
B	Philosophy, Psychology, Religion	M	Music
C	History-Civilization	N	Fine Arts
D	History-General(not U. S.)	P	Language & Literature
E	U.S. History	Q	Science
F	U.S. Local History and Latin American History	R	Medicine
G	Geography, Anthropology, Recreation	S	Agriculture
H	Social Sciences	T	Technology
J	Political Science	U	Military Science
K	Law	V Z	Naval Science, Information Science

## New classification Scheme for Chinese Libraries Tables

Number	Classification Scheme
000	Generalities
100	Philosophy
200	Religion
300	Sciences
400	Applied Sciences
500	Social Sciences
600~700	History and Geography
800	Linguistics and Literature
900	Arts

# Discussion Room



- It is necessary to request a discussion room before using it.
- The number of the users must be more than 3 or less than 15.
- The booked hour limit is 4 hours for a group.
- It is necessary to make another booking if patrons need to continue using the discussion room.





# Multimedia area



- Multimedia service is located on the 2<sup>nd</sup> floor.
- There are many subjects including informative, educational, documentary and leisure films.

# The login account and password when using off-campus access

Username:

Student ID

Password:

\*\*\*\*\*

For the first time to login, please use the Student ID.



When you click on the database or other online resources through our library website. You will have to enter your username and password. If you forgot your password, please ask the staff member or call 038572158#2561 directly.

# Courses Application

Library's research courses will introduce you how to use online resources effectively.


## ■ Who can request e-resources courses?

Basically, all faculty, staff, and students of TCUST can request courses.

## ■ How to reserve e-resources courses?

Students enter [the student system](#) or through our website to find out more opening database courses.

## ■ Do you have questions need to ask a Librarian?

Contact us  (886) 03-8572158 ext. 2561 or 2570



# Thank you for attention



Made by TCUST Library