

My Love Affair *with* Library

NTU Library User's Guide





NTU Library

always welcomes you!

www.lib.ntu.edu.tw



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Get to know
your library



A Wonderful Place to Stay



.....
NTU LIBRARY WELCOMES YOU !

I want to
read books !

Library seats

Well-designed chairs and desks between shelves are available on each floor in the Main Library. It's convenient for you to pick up a book from a shelf and sit down to read at any time. You can enjoy the pleasure of reading in the quiet stacks.



Reading room

If you want a quiet place to study, the 24-hour reading room in the basement of the Main Library is your best choice. There is an unique desk light on each seat to accompany you while reading.




The lamp-shades are actually antiques from the Japanese colonial period.

Discussion room

There are two discussion rooms on the 2nd and 3rd floor of the Main Library. These rooms are available to groups of five to eight people for discussion on topics related to your studies. You can use the discussion room for three hours at one time. The Medical Library also has five discussion rooms available for the Medical Campus staff and students.

Learning commons

In the basement of the quiet Main Library, there is a thoughtfully designed “noisy corner” that is open to students for various learning activities. This multi-functional space was set up to promote individual and group learning and discussion. This area is called the “Learning Commons”. There is a comfortable sofa area, a round table area, and a conference room. You can hold small group discussions, book club meetings, language exchanges, as well as individual reading or internet use here. It also has small consultation rooms used for one-on-one peer tutoring services.

A large orange egg-shaped object and a white cup-like object. The orange object is a large, smooth, egg-shaped sculpture. The white object is a small, white, cup-like sculpture. An orange line points from the text box above to the orange object.

The special furniture creates a comfortable and relaxed atmosphere in the learning commons.



NTU collected works

Located on the 3rd floor of the Main Library, the “NTU Collected Works” is an area which gathers publications by authors associated with NTU. The overall design of this area has a British feel to it. You can choose a seat to study or read for pleasure here. Please come here to relax your mind and experience a different atmosphere.

New reading paradise

Located on the 3rd floor of the Medical Library, “the New Reading Paradise” is a wonderful place. You can relax yourself in the beautiful surroundings decorated with cherry trees, a swing, rocking-chairs, and elegant gardening. You can easily gain through relaxation, and also be inspired on learning as well as innovative ideas.

I want to listen to **music**,
watch **movies**...

Listen and Enjoy!



Multimedia services center

The NTU Library offers a wide variety of audio-visual media services in the Multimedia Services Center located on the 4th floor of the Main Library. You can pick up a film or a music CD from the shelf at the center. You can also use a group viewing room with three to five friends there. Parts of audio-visual media are available for checking out.

• Selective cable TV programs

You can watch the selective cable TV programs without any registering procedure at the center. The center provides 14 channels including CNN, Discovery, National Geographic, Travel & Living, HBO, ESPN, NHK, among others. You are free to choose any channel you like.



• Using AV materials

In addition to the educational and course related multimedia materials, the center also provides many classic movies and animations. To view a film at the center, please take it to the counter and register there. After finishing the procedures, you can choose a comfortable carrel and enjoy it (only public presentation editions). Excluding the items used only at the center, some AV material is available for checking out. You can borrow **four** items for **five** days. To borrow the materials, please contact at the center service desk.



“ **NOTE:** The items of the center are divided into either public presentation edition or home edition. The use condition is different between the two. ”

Listening to music

In addition to checking out music CDs, you can also use music listening carrels near the windows of the center. The center provides 30 radio music programs including jazz music, popular music, classical music, and piano music, among many others. You can listen to the music and watch the view outside the window.



● Group viewing area/rooms

Using the group viewing area/rooms, there should be at least three persons. You can make a reservation online. Welcome to the center and watch movies with your friends



NOTICE :

*Only the collection of the center
could be viewed at the center.
Personal AV material is not
allowed to be played in
the center.*



Music Bay

Brand-new music service in the semi-circle sofa area at the rear end of the 1st floor of the library...

To distinguish from usual reading areas full of heavy shelves, the library created a relaxing environment with a literary atmosphere for readers to enjoy a brand-new music experience. New equipment for music listening had been set up at the semi-circle sofa area at the rear end of the 1st floor of the Main Library in April, 2010. Here you can browse through the music catalog on the touch screen, and play any music you please, including jazz, classical, natural music, etc.

With beautiful melodies and sunshine streaming through the windows, this place will be the best site for you to refresh yourself after class and banish all worries.



All Your Libraries

GET A FRESH START!

Medical Library

Department of Library
& Information Science

...and more!

Law Library

Main Library



Map of the Main Campus



MRT



Bus Stop



Vehicle Parking



Motorcycle Parking



Vehicles Exit



Pedestrian/Bicycle Exit

1

Main Library

2

Dept. of Library and Information Science

3

Astronomy-Mathematics Bldg.

4

Dept. of Physics (Center for Condensed Matter Sciences)

5

Institute of Atomic and Molecular Sciences, Academia Sinica

6

Depot. of Atmospheric Sciences

7

Graduate Institute of Oceanography

8

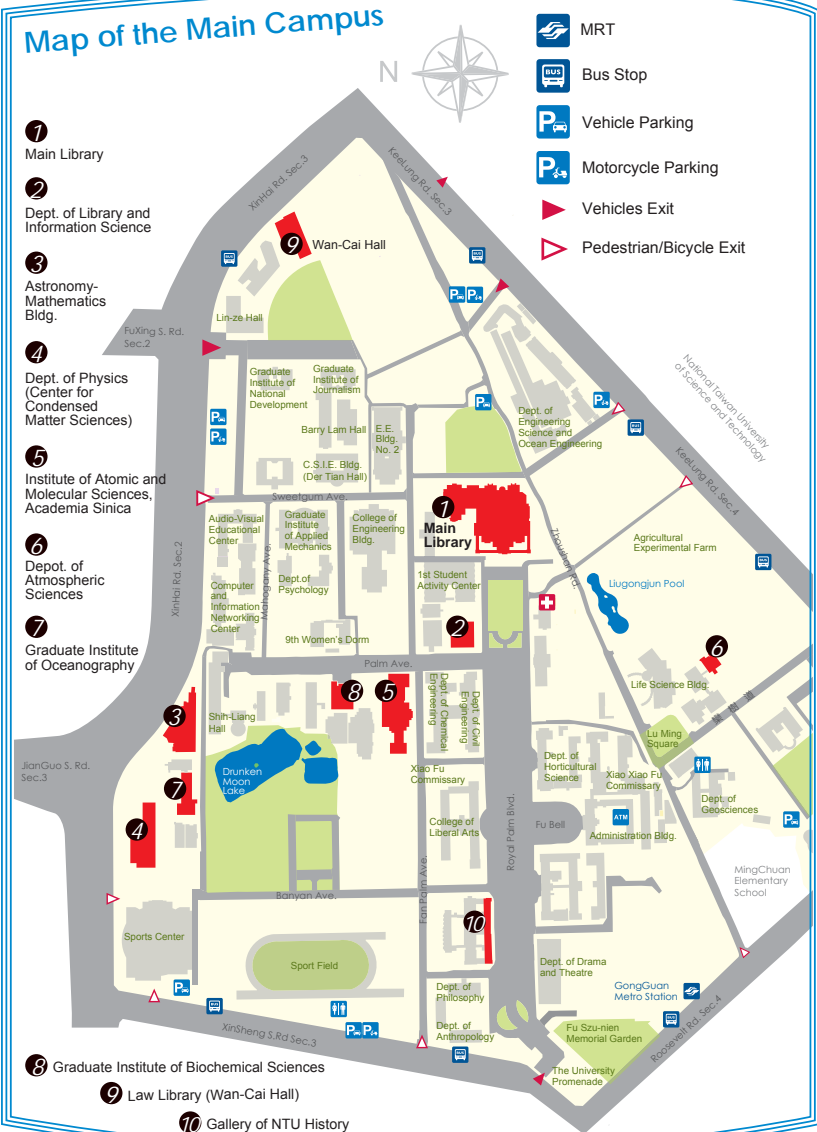
Graduate Institute of Biochemical Sciences

9

Law Library (Wan-Cai Hall)

10

Gallery of NTU History



Main Library

www.lib.ntu.edu.tw



Circulation Service •

(02)3366-2353 tulcir@ntu.edu.tw

Reference Service •

(02)3366-2326 tul@ntu.edu.tw

Hours •

	Regular Semester			Summer & Winter Break	
	Mon-Fri	Sat	Sun	Mon-Fri	Sat-Sun
General Study Room	0800-2230		0800-1700	as regular semester hours	
Reading Area				0800-2100	0800-1700
Circulation Service Desk	0820-2200		0820-1645	0820-2045	0820-1645
Reference Service Desk	0820-2100	0820-2100	0820-1700	0820-2100	0820-1700
Multimedia Service Center		0900-2100	0900-1700	0820-2000	0900-1700
Special Collections Area	0820-1900	0820-1700	0820-1200	0820-1700	0820-1200

★ 24-hour study room is closed at 17:00 on the last Sunday of every month till 8:00 on Monday.

★ For specific opening hours of each floor, please visit our website.



Departmental Libraries



Dept. of Library & Information Science Library	(02)3366-2955
Institute of Oceanography Library	(02)3366-1609
Dept. of Chemistry Library	(02)3366-1160
Institute of Biochemical Sciences Library	(02)3366-4101#3141
Dept. of Mathematics Library	(02)3366-2812
Dept. of Physics Library	(02)3366-5117
Dept. of Atmospheric Sciences Library	(02)3366-3929
Law Library (Wan-Cai Hall in the Main Campus)	(02)3366-3366#55230

Hours •

Hours ●	Regular Semester			Summer & Winter Break	
	Mon-Fri	Sat	Sun	Mon-Fri	Sat-Sun
Law Library	0810-2200	0910-1300	Closed	0810-1700	Closed
Dept. of Library & Information Science Library	0800-1900	0900-1300			
Dept. of Chemistry Library	0830-2050 ★1	0900-1650 ★2		as regular semester hours	
Institute of Biochemical Sciences Library	0900-1200 1400-1700	Closed		0800-1200 1300-1700	Closed
Institute of Oceanography Library	0800-1800				
Dept. of Mathematics Library	0810-2100	1300-1700		as regular semester hours	
Dept. of Physics Library	0810-2030 ★1	Closed		0810-1700	Closed
Dept. of Atmospheric Sciences Library	Mon, Wed, Fri 0900-1700			0800-1200 1300-1700	
	Tue, Thu 0800-1200 1300-1700				

★1 Circulation Service closed at 1650.

★2 Only Book Return Available, Checkout Service Unavailable.

Law and Social Sciences Library

<http://lkserver.law.ntu.edu.tw>

Circulation Service • (02)2351-9641 #313

Reference Service • (02)2351-9641 #314 lawlib@ntu.edu.tw



Law & Political Science Research Library • (02)2351-9641 #331

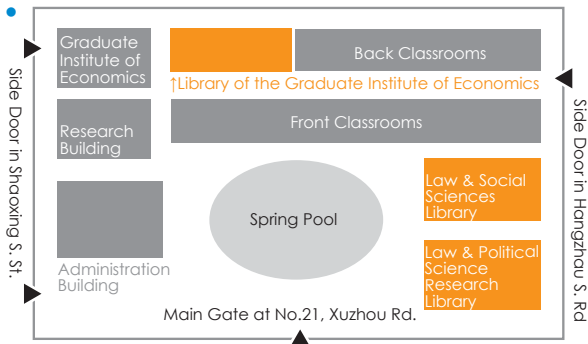
Library of the Graduate Institute of Economics • (02)2351-9641 #278

Hours •

Hours ●

	Regular Semester			Summer & Winter Break			
Law and Social Sciences Library	Mon-Fri	Sat	Sun	Mon-Fri	Sat	Sun	
Circulation Service	0810-2130		Closed	0810-1650		Closed	
Reference Room	0800-2200						
Reading Room			1000-2200	0800-2200			
Institute Libraries							
Law & Political Science Research Library	0810-1650	Closed		0810-1650	Closed		
Library of the Graduate Institute of Economics							

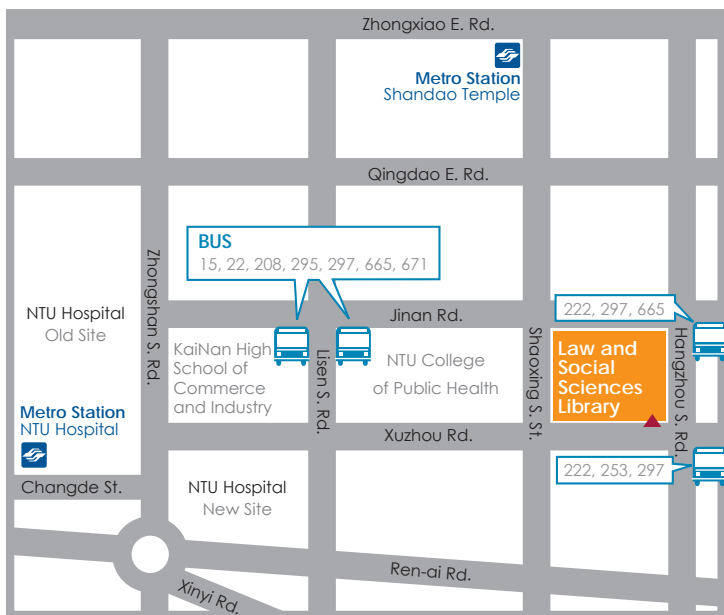
Library Location •



How to get to the Law and Social Sciences Library?

Address: No.21, Xuzhou Rd.

- 1 **Campus Shuttle Bus** • You can take the campus shuttle bus on the main campus to the College of Law and Social Sciences. You can download the English schedule at the homepage of the Office of General Affairs.
- 2 **Take MRT** • You can take the MRT at the Gongguan Station on Roosevelt Road. Take the Danshui-Xindian (green) line to National Taiwan University Hospital Station. Go out from Exit #2 and then go straight on the Zhongshan S. Rd. and turn left on the Xuzhou Rd. It's about 10 minutes by walking.
- 3 **Take Bus** • You can take bus #253 at the Gongguan Station and get off at the Xuzhou & Hangzhou S. Roads. Or take bus #208 and get off at the Kai-Nan High School of Commerce and Industry.



Medical Library

<http://ntuml.mc.ntu.edu.tw>

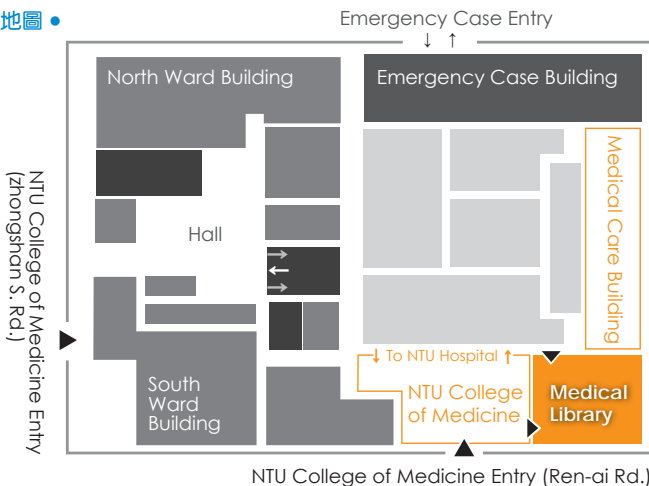
Circulation Service • (02)2356-2207

Reference Service • (02)2356-2208 medlib@ntu.edu.tw

Hours •

Hours ●	Regular Semester			Summer & Winter Break			
	Mon-Fri	Sat	Sun	Mon-Thu	Fri	Sat	Sun
Circulation Service	0800-2200	0900-2200	0900-1700	0800-2100	0800-1700	0900-1700	
Multimedia Learning center	0830-2000	Closed		0830-2000	0830-1650	Closed	
Closed Stacks	0900-1630			0900-1630			

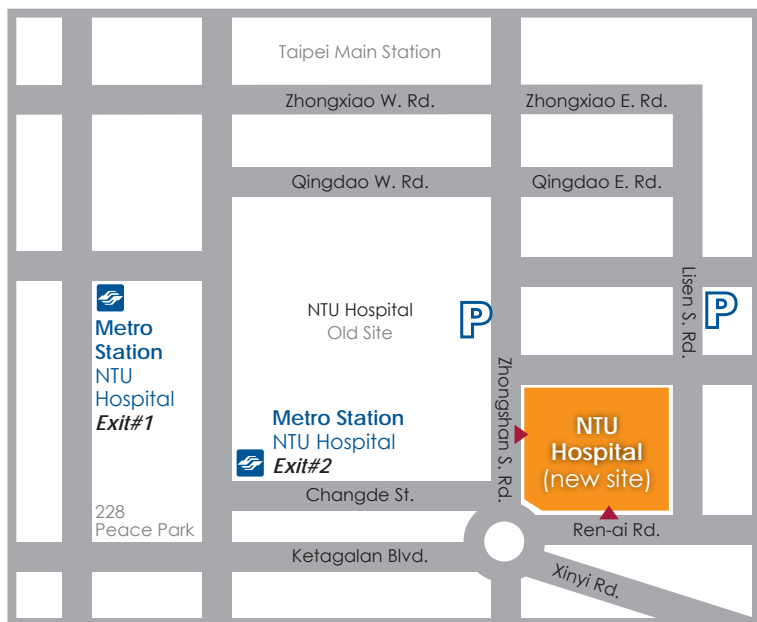
醫學院校區地圖 •



How to get to the Medical Library?

Address: No.1, Sec. 1, Ren Ai Rd.

- 1 Campus Shuttle Bus** • You can take the campus shuttle bus on the main campus to the College of Medicine. You can download the English schedule at the homepage of the Office of General Affairs.
- 2 Take MRT** • You can take the MRT at the Gongguan Station on Roosevelt Road. Take the Danshui-Xindian (green) line to NTU Hospital Station. Go out from Exit #2. The College of Medicine is across Zhongshan S. Rd
- 3 Take Bus** • You can take bus #208 and get off at the National Taiwan University (NTU) Hospital.



Borrowing from the Library

.....
**IMPORTANT STUFF
YOU NEED TO KNOW!**



Borrowing and returns

You can access and borrow books from any library of the NTU Library system by using the University ID card. The borrowing privilege is determined according to the following table.

Category	Loan quota(items)	Loan periods(days)
Undergraduates	20	30
Master's program Students	40	60
Ph.D program Students	60	60
Faculty	80	60

NOTE:

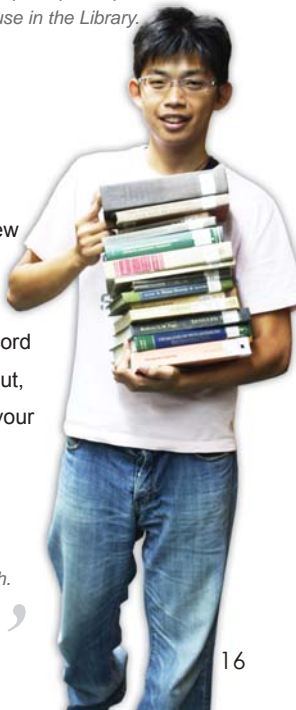
- If an item is reserved by another user upon checking out, the loan period will be shortened to 14 days.
- For more information, please visit http://www.lib.ntu.edu.tw/CL/rules/book_eng.htm
- Reference materials, theses & dissertations, periodicals, newspapers, public presentation edition of AV materials, and special collections are limited for use in the Library.
- Books borrowed from any site/departmental library can be returned at any of the libraries.

Viewing circulation record

Click on **(Manage Your Library Account)**, you can view your own circulation record online through the library website. On the Library's homepage, After entering your patron ID and PIN, you can view your own circulation record containing information such as items currently checked out, items on hold, and your reading history. You can modify your personal information and PIN. You can also renew your borrowed items online five days prior to the due date.

NOTE:

Your PIN is "a" followed by the first 4 digits of your date of birth.
i.e. if your birthday is 30 August, your PIN is "a0830."



Intercampus loan service

Intercampus loan is a service provided to deliver books between NTU campuses. Through the service, you may request books located in the library of other campuses without going there yourself to pick up the books at the library you selected. Intercampus loan service is available through the online request form. The average time for processing and delivering books is three working days. Books may be returned or renewed at any library.

Online reservation

You may request the items that are already checked out via the Library online catalog. You will be notified by e-mail when your requested item is returned to the library. It will be available for you to pick-up at the library you select.

“ **NOTE :** *In addition to the checked out materials, you can also make an online request for In Process / On Order items.* ”

Online renewal

When the items you borrowed will be due soon and you still want to use them, you can renew the items online five days prior to the due date. On the Library's homepage, click on ([Manage Your Library Account](#)) and then you can renew your borrowed items on your account.

“ **NOTE :** *Please note that renewals will not be approved on the following conditions:*

- item is overdue
- item is on hold
- item is reserved by another user
- item has already been renewed twice
- user's borrowing privilege is locked temporarily, eg: unpaid fine
- too soon to renew

(only accepted during five days prior to the due date) ”



Book drop service

The book drop service is a convenient option to return borrowed books after hours. Both the main and branch libraries have an outdoor book drop next to the library entrance. The return date of borrowed books left on the outdoor book drop will be adjusted to the next day the library is open. But you need to make sure that books returned are removed from your account by viewing your circulation record online or calling us by telephone.

Overdue fines

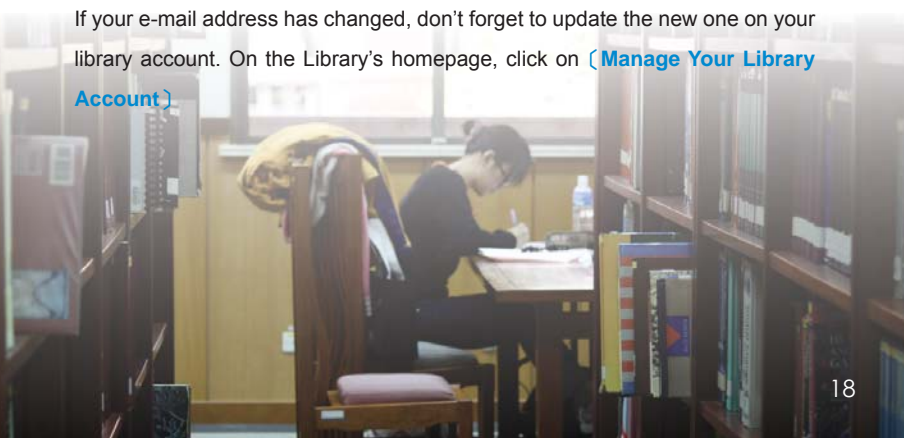
When an item you have borrowed becomes overdue, your borrowing privileges will be blocked and an overdue fine will be charged. General materials are fined at the rate of NT\$5 per item per day. Overnight borrowed materials are fined at the rate of NT\$5 per item per hour. Multimedia materials are fined at the rate of NT\$50 per item per day. The charges will be accumulated until the items are returned. Please return borrowed items on time.

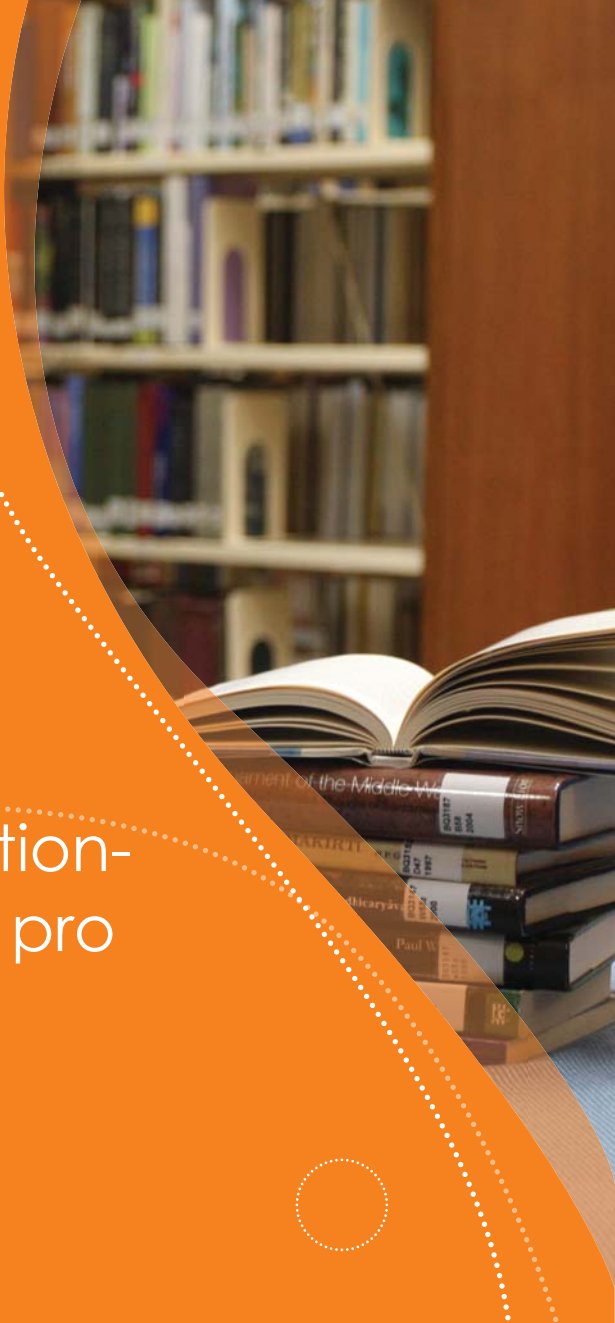
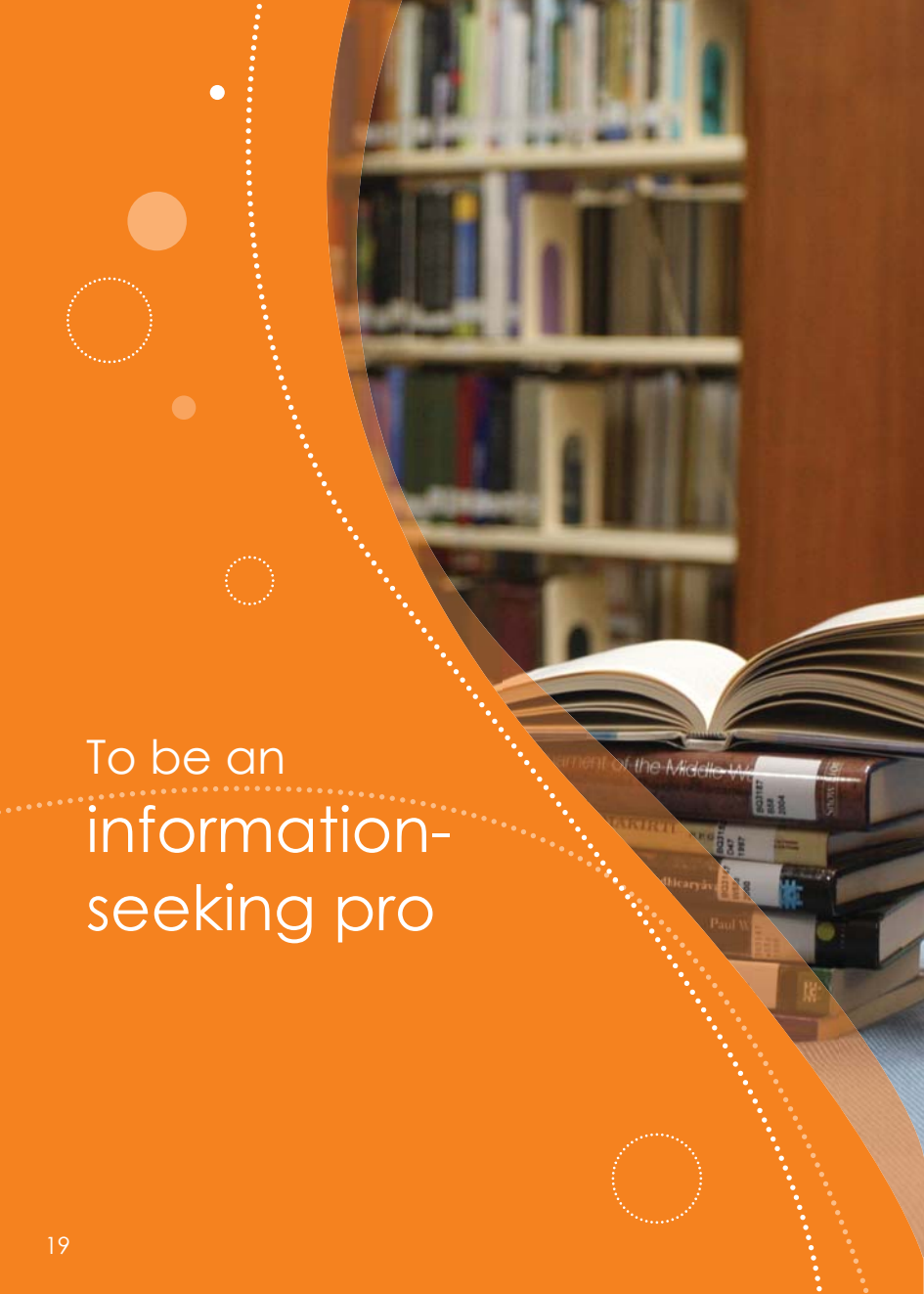
E-mail notification service

E-mail notification is also a convenient service for you. Subscribers to this service will receive the following notices by e-mail:

- ◆ Overdue notice
- ◆ Hold pick-up notice for requested items
- ◆ Recall notice
- ◆ Statement of checked-out items

If your e-mail address has changed, don't forget to update the new one on your library account. On the Library's homepage, click on ([Manage Your Library Account](#))





To be an
information-
seeking pro


How to find books ?

SEARCH TIPS TO
MAKE TERM PAPER



What's TULIPS?

TULIPS is the abbreviation for "Taiwan University Library Information Processing System." It is the online catalog of the library. Please link to the Library's homepage and click on (Library Catalog (TULIPS)) or make a link to <http://tulips.ntu.edu.tw/> directly.


國立臺灣大學圖書館 館藏目錄 · TULIPS
 Taiwan University Library Information Processing Systems

[Home](#) | [Library Catalog](#) | [Search Help](#) | [Login](#) | [中文](#)

[Catalogs](#) ▾ | [E-Resources](#) ▾ | [Special Collections](#) ▾ | [Services & Policies](#) ▾ | [Exhibits & Events](#) | [About NTU Library](#)

[Keyword Search](#) | [Title Search](#) | [Author Search](#) | [Call Number Search](#) | [Advanced Keyword Search](#) | [Course Search](#) | [ISBN / ISSN](#)

Keyword Search

Entire Collection ▾

☐ Limit results to available items

- Type the keyword you want to find.
- Multiple words are searched together as one phrase.
- Words may be right-hand truncated using an asterisk ("*") in place of other characters. The "?" wildcard may also be embedded in a search string. You may use '?' to replace a single character anywhere within a word.
- For more search tips, please see "Search Help."

Other Search

- Subject
- Publisher

My library

- View Your Circulation Record
- Subscribe to Circulation E-mail Notice Service
- Inter-campus Loan Services
- Request for Purchase / Results
- Suggestion

Other Common Use Tools / Resources

- New Books | Featured New Books
- Institutional Repository (NTUR)
- E-Resources : Databases | E-Journals | E-Books
- MultiDatabases Integrated Search Tools : MUSE
- Interlibrary Search Tools : Union Catalog | MetaCat

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 館電：02-33662353 | 參考諮詢：02-33662326 | Email: tul@ntu.edu.tw | 地址：10617台北市大安區羅斯福路四段1號

The title of the book is...

You can use TULIPS to search for a known title or author by selecting the specified tab and entering the title or author name of the book you want to find. For example, finding a book or film of "Pride and Prejudice," you can choose the tab of **(Title Search)** and type in "Pride and Prejudice" in the box. If you forgot the title, but you know the author is "Jane Austen." You can choose the

tab of **(Author Search)** and type in "Austen, Jane" in the box. There are a lot of Jane Austen's works in the search results so you can find the book you want.



What I want is a book, a film, or a periodical?

For some movies that were adapted from books, if you want to find them in the library, you can restrict your search to the (**Multi-media Service Center**) field by choosing from the (**View Entire Collection**) list. This way, you can make sure the search results are limited to films not books. You can also limit your search and save time to filter through the results by restricting to a specified location or periodical.



I found the book I want, but how do I locate it?

Every book in the library has a call number, which is like its address for a location on the shelf. By searching the library catalog, you can find out whether the item is in the library or not, its call number, and at which NTU Library it can be found. Please write down the messages on (**Location**) and (**Call #**). With the information, you can find where the item is located in the library quickly.

“NOTICE:

Only an item which **status** is “available” can be found on the shelf and checked out.”

Title/Author Pride and prejudice / Jane Austen ; edited by Pat Rogers
Main Author Austen, Jane, 1775-1817
Imprint Cambridge ; New York : Cambridge University Press, 2006
★★★★★ ⓘ

Connect to			
Publisher description			
Table of contents only			
Location	Call Number	Barcode	Status
Gen Lib 2F Hum/Soc Sci Area	PR4034 P7 2006 [Nearby on shelf]	2613168	AVAILABLE
Gen Lib 2F Hum/Soc Sci Area	PR4034 P7 2006	3193046	DUE 07-28-10

Descript. boxy, 540 p. : ill. ; 23 cm
Series The Cambridge edition of the works of Jane Austen
Austen, Jane, 1775-1817. Works. 2005
[Show similar items](#)



A call number is located at the bottom of the book (video) on the spine.

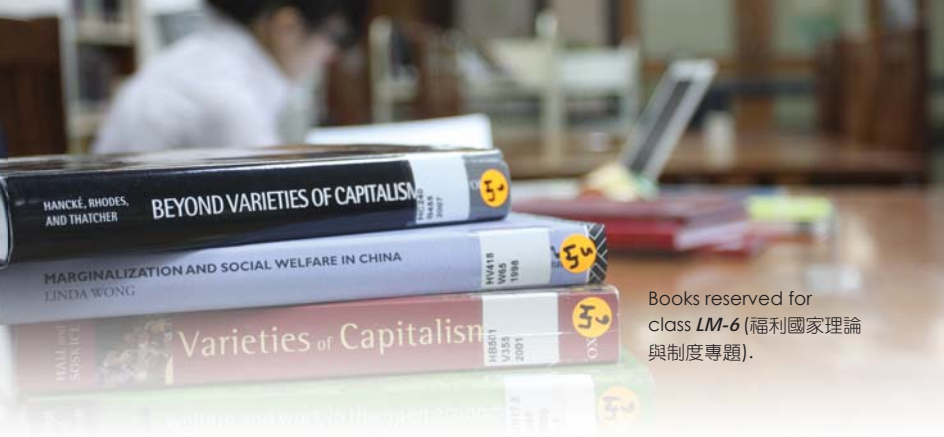
I found the journal I want, but how do I locate it?

The differences between a journal and a book are as below:

1. A journal is shelved alphabetically by title.
2. A journal record includes the volume/issue message. Please make sure the library has the volume/issue you need.

Title/Author	Harvard business review
Imprint	Boston [etc.] : Graduate School of Business Administration, Harvard University
☆☆☆☆☆ ⓘ	
Connect to	
Harvard business review (full text) (Harvard Business School)	
Harvard business review (full text) (EBSCOhost BSP) (1922-)	
Location	General Library 現刊:1F人社期刊09-32;過刊:3F人社期刊060-061排
Lib. Has	7(1928)-10:3(1932),11(1932)-19:1-3(1940-41),27(1949),28:3-6(1950),29(1951)-37(1959),38:1-4(1960),39(1961)-51(1973),52:1-4(1974),53(1975)-54(1976),55:2-6(1977),56(1978)-63(1985),64:1-3,6(1986),65(1987)-66(1988),67:1-5(1989),68:3-6(1990),69(1991)-76(1998),77:2-6(1999),78:2,6(2000),79:1-11(2001),80(2002)-85;1-4,9-12(2007),86(2008)-87:8(2009)-Cumulative index 1(1922)-15(1937)
Latest Received:	July 2010 - August 2010 v.88 no.7-8

The catalog record of a journal includes what issues of the journal the library owns online or in print and lists the recent issues that the library has received. If the library subscribes to the e-journal, online access to the journal will be indicated by a link at the top of the catalog record. You can link to the database and read the full-text article. Otherwise, find the printed journal on the shelf. You need to write down the library location and shelf location. If the journal articles was not held by NTU Libraries, you can make a request ☒ **JADE 付費申請全文** immediately. It usually delivers articles within 24 hours.



Books reserved for class **LM-6** (福利國家理論與制度專題).

How do I find course materials on reserve?

To search for items that instructors have put on reserve for their classes, you may click on **(Course Name or Number)** or **(Instructor's Full Name)** after choosing **(Course Reserves)** on the Library homepage. Materials on reserve are placed on the course reserve books & dissertations room in the basement of the Main Library and can't be checked out in order to allow access to all students taking the course. You can only read or copy the materials there.

Keyword Search | Title Search | Author Search | Call Number Search | Advanced Keyword Search | **Course Search** | ISBN / ISSN

Course Search

Course Name or Number

Course Name or Number

Instructor's Full Name

- 陳
- 陳雪華
- Ruehlmann
- Ruehlmann, Thomas

Please type in the Course Name and press ENTER. For example:

- 哲學概論
- 醫學倫理學
- Comparative Vertebrate Anatomy

To see the course multimedia, please go to the Multimedia Center.

Application for Course Reserves Service | Form Download (Books / Multimedia)

Other Search

- Subject
- Publisher

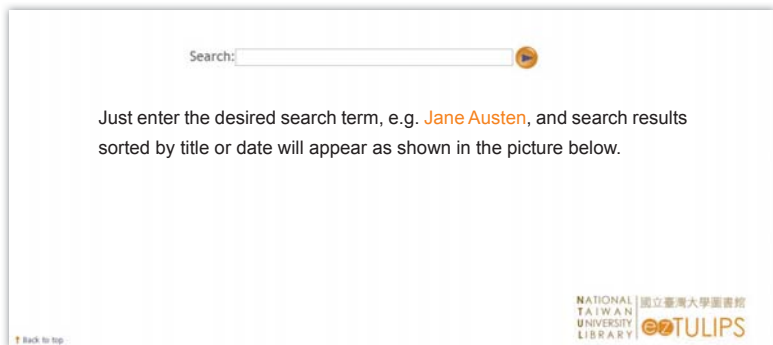
My library

- View Your Circulation Record
- Subscribe to Circulation E-mail Notice Service
- Intercampus Loan Services
- Request for Purchase / Results
- Suggestion

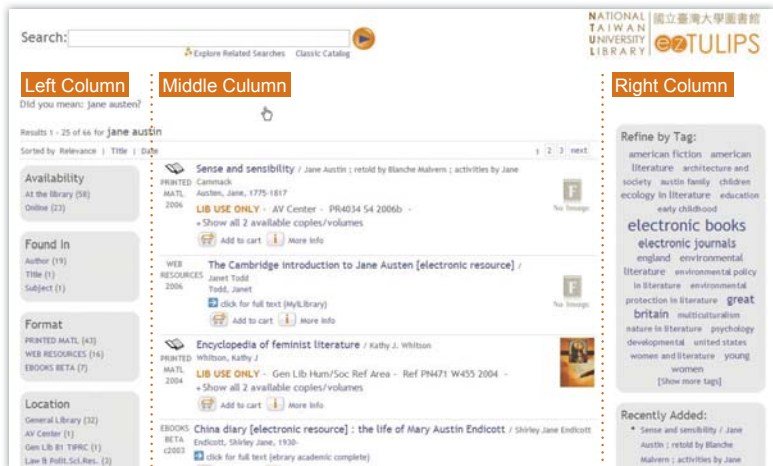
Other Common Use Tools / Resources

Easy to use ...ezTULIPS, so easy!

Need to search the library's collection more rapidly? Use the Library's concise catalog ezTULIPS (<http://eztulips.ntu.edu.tw>) and find the library's various resources through a "Google-like" search function with much more ease.



To narrow your search, ezTULIPS displays results in an easy-to-use faceted format, under classifications such as **Format, Language, Publish Date**...etc. in the left column. You can also click on the **Refine by Tag** button in right column, while **Recently added** shows recently added books on your desired topic.

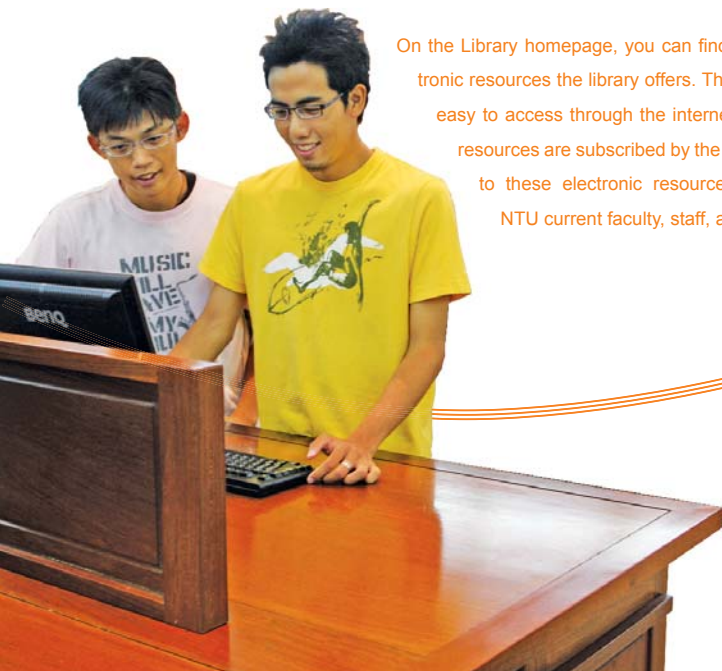


Using *Electronic* resources

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RESEARCH MADE EASY WITH ELECTRONIC RESOURCES

On the Library homepage, you can find all kinds of electronic resources the library offers. These resources are easy to access through the internet. Most electronic resources are subscribed by the library and access to these electronic resources is restricted to NTU current faculty, staff, and students.



Using Database

• What is a database?

When you write a report or do research, you need to read and cite lots of articles to support your argument. It would be convenient if you could find the full-text of the journal articles needed through the internet without going through shelves to find the journal you need. This can be accomplished if you know how to utilize databases.



A database contains value-added data related to specific subject areas so that it can be easily accessed. You can use databases to locate journal and newspaper articles, research reports, conference papers, book chapters, and other resources. Some databases contain full-text documents; however, sometimes only a citation and abstract will be provided. Generally speaking, most of the databases subscribed by the library are scholarly, but there are also music databases (such as Naxos music library) and general databases (such as Encyclopaedia Britannica Online).

● How to use database?

What is in a library database?

The NTU Library subscribes to a wide variety of online resources, including: journal and newspaper articles, conference proceedings, encyclopedias, and multimedia databases. You may choose a database based on your needs.

For example, “Academic Search Complete” is a multi-disciplinary database consisting of full-text periodicals and peer-reviewed journals, as well as abstracts for additional journals and some monographs, reports, and conference proceedings. The database contains over 5,800 periodicals in full-text in a wide variety of disciplines. This is a resource that should be easily utilized.

I'm sure of which database
I want to use

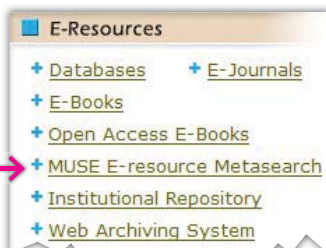
Via databases page

If you know that you are looking for a specific document type or database, click on **(Databases)** on the Library's homepage. You have the option to view the databases list grouped by subject/document type or in an A-to-Z list. You can also search for databases by keywords in a search box. After selecting the database you need, click on the hyperlinked database name which will lead you to the original database.

I don't know where to start

Via MUSE E-resource
metasearch

If you are not sure which database to use, you can utilize **(MUSE)** to search across multiple databases. You can select multiple databases for a particular subject and then request a search through a single interface and retrieve results from all of databases you selected.



A link to MUSE is available on the Library homepage.

Using e-journals

The Library subscribes to more than 37,000 e-journals. You can search the journal title in the Library online catalog (TULIPS) or on the e-journals page. Most e-journals contain full-text articles in either PDF or HTML format. However, there could be full-text delay (from 180 to 360 days) due to publisher restrictions. When that happens, you will not be able to access the full-text articles on current issues.



Using e-books


The library subscribes to more than 900,000 e-books including: regular books, conference proceedings, theses and dissertations, research papers, and reference materials, among many others. You can search the full text of e-books, read online, print or download. You can also search the e-book title in the Library online catalog (TULIPS) or the e-books page.

Network connection services

- Within the campus network

Most of the electronic resources subscribed by the library can be accessed only within the NTU campus network. But some databases may be limited with concurrent user access. With concurrent user access, the vendor limits the number of actual users that can use the database simultaneously. For example, “web edition with five concurrent users” means only five people can use the resource at the same time. Others may need to login by accounts with passwords. You can find the usage information on the library database list page.

- Off-campus internet connection services

The remote symbol -  on searchable databases, e-journals and e-books pages indicates that these links are accessible from off-campus. These electronic resources have been made available through license agreements with the service providers. You can access these electronic resources by VPN (Virtual Private Network) service at home or off-campus.

- Using SSL VPN

Link to the URL :
[httpS://sslvpn.ntu.edu.tw](http://sslvpn.ntu.edu.tw)

* Notice the “S” behind the http



Validation:

Enter your NTU e-mail
account and password

“ **NOTE:** For more detail about VPN connection, please visit this website:
http://www.lib.ntu.edu.tw/CI/services/network_en.htm ”

Borrowing book from other libraries



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**EXTEND LIBRARY SERVICE
BEYOND LOCAL BUNDARIES**

Through interlibrary loan (ILL), you can apply to borrow books or obtain copies of materials from other libraries. Before making a request from ILL service, please check the NTU online catalog to make sure the items you desire are not held at NTU libraries.

Requesting journal articles

Please connect to **(Journal Article Delivery Express-JADE)** from the Library's homepage and submit an application. The requested articles will usually be delivered within 24 hours. NT\$ 5 per page for the articles supplied by JADE Service.

Requesting other types of documents

Please click on **(Interlibrary Loan)** from the Library's homepage and fill out the online application form through **(Nationwide Document Delivery Service-NDDS)**. You need to search union catalog or other libraries' online catalog to check which library houses the item you require. The charges depend upon lending library fees.

Borrowing books

● Free of charge

You can apply for an interlibrary card at the circulation desk of the Main Library, the Law and Social Sciences Library, and the Medical Library, which enables the card holder to borrow materials from the other libraries personally and it is a free service.

● Pay loan fees

If it's not convenient for you to go to some libraries yourself, you can pay to borrow books through the online request form via NDDS.

● Pick up your books

When your requested material has arrived through JADE or NDDS, you'll receive a notification e-mail. You can pick up the material from the library you selected.

- **Main Library** : Circulation desk on the 1st floor

- **Law & Social Sciences Library** : Reference desk on the 1st floor

- **Medical Library** : Circulation desk on the 1st floor

If you have any question about the interlibrary loan service, please don't hesitate to contact us. TEL : **3366-2328**, E-mail : **ntuill@ntu.edu.tw**

“ **NOTE:** For more information, please see **(Interlibrary Loan)** from the Library's homepage. ”

Get more resources and services

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WE ARE HERE TO HELP YOU!



NTU Library e-learning center

The e-learning center is a series of online courses designed by the NTU Library, which is for the users to achieve distance learning and self-study training. The online courses are available any time at any place. We offer online courses such as “Library Virtual Tour,” “A virtual journey exploring NTU Library,” “End-note Bibliography Management Software Training,” and the “English Listening Program,” among many others. Most of the courses are in Chinese, while all four “Main Library Virtual Tour” courses, including “Main Library,” “Law & Social Sciences Library,” “Medical Library,” and “Gallery of NTU History” are in English. Please come and discover new things by yourselves online, link to the Library’s homepage and click on **(E-learning Center)** and start your favorite course.

Library database training

The library arranges database training sessions regularly every semester to strengthen the ability of the NTU faculties and students. The training session information will be announced on the Library's homepage. You can also (**Subscribe to e-News**) to receive the training session information on the Library's homepage. Every session of the database training is applied online. Welcome to participate.

Library instruction classes



You can sign up for the library instruction classes (five persons minimum required), including library orientations, library services, and resources on a specific topic. We also provide hands-on workshops on the use of a wide range of electronic information resources available through Library Web, TULIPS, and the internet. There are several ways to sign up:

- For online application, please link to:

http://www.lib.ntu.edu.tw/CE/services/class/class_eng.htm

- Telephone application: please call (02)**3366-4551**
- E-mail application: please sent to ***tulce@ntu.edu.tw***
- Contact the **Reference Desk** on the 1st floor of the Main Library.





Frequently Asked Questions

I forget my PIN, what do I do?

If you forget your PIN, you need to bring your university ID card to the circulation desk at any branch or departmental library to have your PIN reset. After the librarian deletes the old PIN, you can set a new one. To protect you, the library requires you to appear in person to have your PIN changed.

Why can't I find a book on the shelf?

When you can't find a book after looking it up in the online catalog, one or more of the following reasons might apply:

- Another patron is currently using the book or the book has not been placed back on the shelf.
- Someone borrowed it.
- Different location.
- Placed on the wrong shelf.
- New books might be on display shelves.
- Missing.

Where is the book?



Please don't hesitate to ask for help at the reference desk on any floor.

Why can't I find a journal on the shelf?

This may be due to the following reasons:

- Another patron is reading it or hasn't placed it to the shelf.
- Placed on the wrong shelf.
- The journal was sent for binding.
- The name of the journal/periodical has changed.
- Unbound and bound periodicals are located on separate floors.
- Priority services for periodicals.



Bounded Journal@3F in the Main Library

- The journal is in another library
- The library lacks the issue

You can also ask for help at the reference desk.

Current Journal on the shelf@1F in the Main Library



Why do some materials in TULIPS not have holdings information?

For materials that have not yet been cataloged or are on order, the online catalog does not specify information such as location, call number or status. Materials may be placed on reserve online before they are cataloged. Priority for cataloging will be given to reserved materials. The patrons will be notified to pick up their selections as soon as they are available for borrowing.

When will books “Being Cataloged” be available on the shelves?

It takes between two or three weeks until the cataloged books are placed on the shelves. Urgent cases, including reserved books, are given priority and it takes around three working days to complete the necessary procedures.

How can I recommend a book for the library to purchase?

On the Library's homepage, click on **(Request for Purchase)**. Please make sure the book is not yet in the library's collection. General, non-academic titles will be purchased as long as the books meet library purchasing

guidelines. These purchases are made by drawing from the library's budget. Requests for academic titles will be forwarded to library committee members from respective departments and institutes who decide whether to make the purchase drawing from department funds. To find the results of your request, you may click on (**Results**) adjacent to (**Request for Purchase**) .

★ [Request for Purchase / Results](#)
★ [Interlibrary Loan](#)
★ [Reference Services](#)
★ [Library Tours and Classes](#)
★ [Laptops in the Library](#)
★ [Facilities](#)
★ [Subscribe to e-News](#)
★ [Application Forms](#)
★ [FAQ](#)
★ [Services for Faculty](#)
★ [Services for Alumni](#)

[more...](#)

Why was my recall/hold request rejected?

Please note the following when you make an online request via the Library catalog:

- Online requests are accepted only when a book has been checked out by another patron, is in the process of being purchased, or is being cataloged.
- You must not have any outstanding overdue books, unpaid late fees, or replacement fees on your record.
- You may only request up to 10 books at a time.
- You may not request a book that you have already borrowed.
- You may not request a book that are for use in the library only.

What should I do if I have lost a book?

Please report immediately to the library that holds the book to avoid any late fees. For more information, please refer to the replacement procedures of the library loan policy. You can visit: http://www.lib.ntu.edu.tw/CL/rules/loan_policy_eng.htm.

How to set up the internet connection in the library?

● **Wired Connections**

Please bring your own Ethernet card and connection cable. You can also use your University ID card to borrow connection cables from the Reference Desk on each floor in the Main Library.

Ethernet jacks may be found under certain reading tables on floors 1-5 in the Main Library. The "Laptop Connection" instructions sticker contains TCP/IP information. You need to enter your computer center e-mail ID and password during configuration to use this network.

● **Wireless Connections**

Please bring your own wireless card or you may borrow one from the Computer & Information Networking Center. You need to set a network key for the wireless network, which is "ntuwe." Then enter your computer center e-mail ID and password during configuration to use this network.

“ **NOTE:** For more information, please visit
<http://ccnet.ntu.edu.tw/english/wireless/setting.html>. ”



If you have any questions about setting up the Internet connection, please don't hesitate to ask the librarian for help at the reference desk on any floor.



Classification Guides

Outline of the Chinese
Classification Tables

Library of Congress
Classification Outline

Outline of the Chinese Classification Tables

中文圖書分類法2007年版簡表 (中、日、韓文圖書用)

總類 Generalities

- 000 特藏 Special collections
- 005 中山文庫 Sun Yat-Sen Collections
- 010 目錄學；文獻學
Bibliography; Literacy (Documentation)
- 020 圖書資訊學；檔案學
Library and information science;
Archive management
- 030 國學 Sinology
- 040 普通類書；普通百科全書
General encyclopedia
- 050 連續出版品；期刊
Serial publications; Periodicals
- 060 普通會社；博物館學
General organization; Museology
- 070 普通論叢 General collected essays
- 080 普通叢書 General series
- 090 群經 Collected Chinese classics

哲學類 Philosophy

- 100 哲學總論 Philosophy: general
- 110 思想；學術 Thought; Learning
- 120 中國哲學 Chinese philosophy

- 130 東方哲學 Oriental philosophy
- 140 西洋哲學 Western philosophy
- 150 邏輯學 Logic
- 160 形上學 Metaphysics
- 170 心理學 Psychology
- 180 美學 Aesthetics
- 190 倫理學 Ethics

宗教學 Religion

- 200 宗教總論 Religion: general
- 210 宗教學 Science of religion
- 220 佛教 Buddhism
- 230 道教 Taoism
- 240 基督教 Christianity
- 250 伊斯蘭教 Islam (Mohammedanism)
- 260 猶太教 Judaism
- 270 其他各教 Other religions
- 280 神話 Mythology
- 290 術數；迷信 Astrology; Superstition

科學類 Sciences

- 300 科學總論 Sciences: general
- 310 數學 Mathematics

- 320 天文學 Astronomy
330 物理學 Physics
340 化學 Chemistry
350 地球科學；地質學
Earth science; Geology
357 礦物學 Mineralogy
359 古生物學 Paleontology
360 生物科學 Biological science
370 植物學 Botany
380 動物學 Zoology
390 人類學 Anthropology

應用科學類 Applied sciences

- 400 應用科學總論
Applied sciences: general
410 醫藥 Medical sciences
420 家政 Home economics
430 農業 Agriculture
440 工程 Engineering
450 礦冶 Mining and metallurgy
460 化學工程 Chemical engineering
470 製造 Manufacture
480 商業：各種營業
Commerce: various business
490 商學：經營學 Commerce:
administration and management

社會科學類 Social sciences

- 500 社會科學總論
Social sciences: general

- 510 統計 Statistics
520 教育 Education
530 禮俗 Rite and custom
540 社會學 Sociology
550 經濟 Economy
560 財政 Finance
570 政治 Political science
580 法律 Law; Jurisprudence
590 軍事 Military science

史地類

History and geography

- 600 史地總論
History and geography: general

史地類：中國史地

History and geography of China

- 610 中國通史
Chinese history of China
620 中國斷代史
Chinese history by period
630 中國文化史
History of Chinese civilization
640 中國外交史
Diplomatic history of China
650 中國史料 Historical sources
660 中國地理 Geography of China
670 中國地方志 Local history
680 中國地理類志 Topical topography
690 中國遊記 Chinese travels

史地類：世界史地

World history and geography

- 710 世界史地
World: general history and geography
- 720 海洋志 Oceans and seas
- 730 亞洲史地 Asia history and geography
- 733 臺灣史地
Taiwan history and geography
- 740 歐洲史地
Europe history and geography
- 750 美洲史地
Americas history and geography
- 760 非洲史地
Africa history and geography
- 770 大洋洲各地
Oceania history and geography
- 780 傳記 Biography
- 790 文物考古 Antiquities and archaeology

語言文學類

Linguistics and literature

- 800 語言學總論 Linguistics: general
- 810 文學總論 Literature: general
- 820 中國文學 Chinese literature
- 830 中國文學總集
Chinese literature: general collections
- 840 中國文學別集
Chinese literature: individual works
- 850 中國各種文學
Various Chinese literature

- 860 東方文學 Oriental literature
- 870 西洋文學 Western literature
- 880 其他各國文學
Other countries literatures
- 890 新聞學 Journalism

藝術類 Arts

- 900 藝術總論 Arts: general
- 910 音樂 Music
- 920 建築藝術 Architecture
- 930 雕塑 Sculpture
- 940 書畫；書法
Drawing and painting; Calligraphy
- 950 攝影；電腦藝術
Photography; Computer art
- 960 應用美術 Decorative arts
- 970 技藝 Arts and crafts
- 980 戲劇 Theatre
- 990 遊藝及休閒活動
Recreation and leisure

Library of Congress Classification Outline

General works

- AC Collections. Series. Collected works
- AE Encyclopedias (General)
- AG Dictionaries and other general reference books
- AI Indexes (General)
- AM Museum (General). Collectors and collecting (General)
- AN Newspapers
- AP Periodicals (General)
- AS Academies and learned societies (General)
- AY Yearbooks. Almanacs. Directories
- AZ History of scholarship and learning. The humanities

- CE Technical chronology. Calendar
- CJ Numismatics
- CN Inscriptions. Epigraphy
- CR Heraldry
- CS Genealogy
- CT Biography

History: general and old world

- D History (General)
- DA-DR Europe
- DS Asia
- DT Africa
- DU Oceania (South seas)
- DX Gypsies

Philosophy. Psychology. Religion

- B Philosophy (General)
- BC Logic
- BD Speculative philosophy
- BF Psychology
- BH Aesthetics
- BJ Ethics. Social usages. Etiquette
- BL-BX Religion

History: America

Geography. Anthropology. Recreation.

- G Geography (General). Atlas. Maps
- GA Mathematical geography. Cartography
- GB Physical geography
- GC Oceanography
- GE Environmental Sciences
- GF Human ecology. Anthropogeography
- GN Anthropology
- GR Folklore
- GT Manners and customs (General)
- GV Recreation. Leisure

Auxiliary sciences of history

- C Auxiliary Sciences of History (General)
- CB History of civilization
- CC Archaeology (General)
- CD Diplomatics. Archives. Seals

Social Sciences

- H Social sciences (General)
- HA Statistics
- HB Economic theory. Demography
- HC-HD Economics history and conditions
- HE Transportation and communications
- HF Commerce
- HG Finance
- HJ Public finance
- HM Sociology (General and theoretical)
- HN Social history. Social problems. Social reform
- HQ The family. Marriage. Woman
- HS Societies: secret, benevolent, etc. Clubs.
- HT Communities. Classes. Races
- HV Social pathology.
Social and public welfare. Criminology
- HX Socialism. Communism. Anarchism

Political Science

- J General legislative and executive papers
- JA Collections and general works
- JC Political theory. Theory of the state
- JF Political institutions and administration
- JJ North America
- JK United States
- JL Canada. Latin America
- JN Europe
- JQ Asia. Africa. Australia. Oceania
- JS Local government
- JV Colonies and colonization.
Emigration and immigration
- JZ International relations

Law

- K Law (General)
- KB Religious Law

- KD Law of the United Kingdom and Ireland
- KE Law of Canada
- KF Law of the United States
- KG Law of Latin America
- KH Law of South America
- KJ-KK Law of Europe History of Law. The
- KL Ancient Orient
- KLA-KLW Law of Eurasia
- KM-KPW Law of Asia
- KQ-KTZ Law of Africa
- KU-KWW Law of Pacific Area
- KWX Law of Antarctica
- KZ Law of nations
- KZA Law of the sea
- KZD Space law. Law of outer space

Education

- L Education (General)
- LA History of education
- LB Theory and practice of education
- LC Special aspects of education
- LD-LG Individual institutions: universities, colleges, and schools
- LH College and school magazines and papers
- LJ Student fraternities and societies, United States
- LT Textbooks

Music and Books on Music

- M Music
- ML Literature of music
- MT Music instruction and study

Fine Arts

- N Visual arts
- NA Architecture
- NB Sculpture

- ND Painting
- NE Print media
- NK Decorative arts. Applied arts.
Decoration and ornament
- NX Arts in general

Philology and Literature

- P Philology and linguistics (General)
- PA Classical languages and literatures
- PB-PH Modern European languages
- PJ-PL Oriental languages and literatures
- PM Hyperborean, Indian,
and Artificial languages
- PN Literary history and collection (General)
- PQ Romance literatures
- PR English literature
- PS American literature
- PT Germanic literatures
- PZ Juvenile belles letters

Science

- Q Science (General)
- QA Mathematics
- QB Astronomy
- QC Physics
- QD Chemistry
- QE Geology
- QH Natural history (General)
- QK Botany
- QL Zoology
- QM Human anatomy
- QP Physiology
- QR Microbiology

Medicine

- R Medicine (General)
- RA Public aspects of medicine
- RB Pathology

- RC Internal medicine.
Practice of medicine
- RD Surgery
- RE Ophthalmology
- RF Otorhinolaryngology
- RG Gynecology and obstetrics
- RJ Pediatrics
- RK Dentistry
- RL Dermatology
- RM Therapeutics. Pharmacology
- RS Pharmacy and materia medica
- RT Nursing
- RV Botanic, Thomsonian,
and eclectic medicine
- RX Homeopathy
- RZ Other system of medicine

Agriculture

- S Agriculture (General)
- SB Plant culture
- SD Forestry
- SF Animal culture
- SH Aquaculture. Fisheries. Angling
- SK Hunting

Technology

- T Technology (General)
- TA Engineering (General). Civil engineering
(General)
- TC Hydraulic engineering
- TD Environmental technology. Sanitary
engineering
- TE Highway engineering.
Roads and pavements
- TF Railroad engineering and operation
- TG Bridge engineering
- TH Building construction
- TJ Mechanical engineering and machinery
- TK Electrical engineering. Electronics.
Nuclear engineering

- TL Motor vehicles. Aeronautics. Astronautics
- TN Mining engineering. Metallurgy
- TP Chemical technology
- TR Photography
- TS Manufactures
- TT Handicrafts. Arts and crafts
- TX Home economics

U Military Science

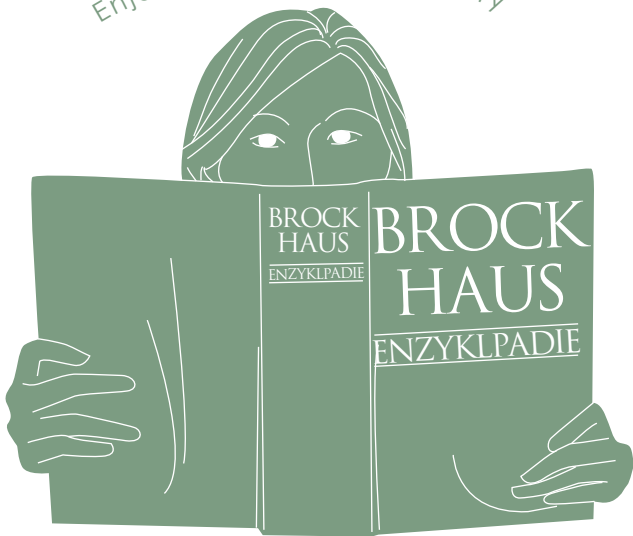
- U Military science
- UA Armies: organization, description, facilities, etc.
- UB Military administration
- UC Maintenance and transportation
- UD Infantry
- UE Cavalry. Armored and mechanized cavalry
- UF Artillery
- UG Military engineering. Air forces. Air warfare. Space Surveillance
- UH Other services

V Naval science

- V Naval science (General)
- VA Navies: organization, description, facilities, etc.
- VB Naval administration
- VC Naval maintenance
- VD Naval seamen
- VE Marines
- VF Naval ordnance
- VG Minor services of navies
- VK Navigation. Merchant marine
- VM Naval architecture. Shipbuilding. Marine engineering

Z Library Science

Enjoy reading @ NTU library



<http://elearning.lib.ntu.edu.tw/>





Happy time, better life @ NTU library



My L♥ve Affair with Library

NTU Library User's Guide

Published by National Taiwan University Library

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http://www.lib.ntu.edu.tw/ENGLISH/index_e.htm

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