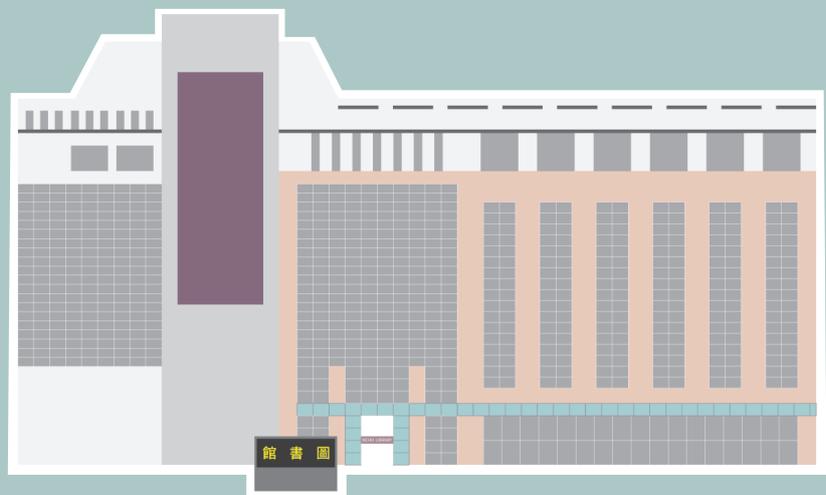


# Discovering Your Library

Student User Guide  
National Chung Hsing University Library



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# 01 A Fabulous Place to Study



The NCHU library provides you with user-friendly environments. We are well equipped for every study need, from a group study room, vast collections of books, to Learning Commons for students who wish to use audio software and plenty of computers.

We create an ideal learning atmosphere for you to develop your creativity and intellectual curiosity, and to enhance your professional skill here!

## **Study Rooms - B1 of the Library**

If you are looking for a quiet place to study, there are 160 available seats for you to choose. You can use the seat selection system to easily access the self-study space.

Each seat is equipped with a smart control lamp to support you through every examination!

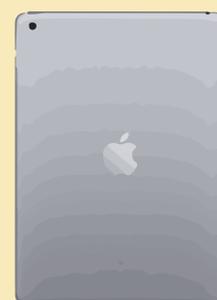


Each seat is also equipped with a USB charger port and a power sockets.



## **Learning Commons - B1 of the Library**

Apple iPads and laptops are available for temporary use for free, whilst they are for library use only. Please check at the information desk in B1 to make a request.



Learning Commons is a fun area for you to discuss with each other in muted voices. It's also a place where equipped with 43 computers along with 2 apple iMacs for your homework, reports or e-learning, or even for your designing works.

## **NCHU Collection - 1F of the Library**

NCHU Collection, located on the first floor of the library, is an exclusive space that highlights academic publications and achievements by NCHU faculties. This space is well designed to create a relaxing, lazy atmosphere like a modern coffee shop.

We are hoping to provide a place for you to throw troubles and distractions out the doors and enjoy a slow pace of life.



## **Reading WOW - 2F of the Library**

Reading WOW!

We designed this enjoyable and comfortable space corner for students to meet your learning and research needs. Theme book exhibition and new released journals are here for you to explore. So before heading home, why not have a wander around our library's fascinating collections?



## **Multimedia Center - 3F of the Library**

Get tired of study? Enjoy the vast collection of resources about the film world here! The Multimedia Center offers single or group seats for you to enjoy DVD or videos with the 32-inch curved TV, or the 43-inch TV. You can also book different sizes of group rooms for watching videos with friends.

DVDs are also available for you to borrow back home!



## **Multimedia maker space - 3F of the Library**

Parts of Multimedia Center were renovated into a Multimedia maker space. The space has 3 sections : media editing station, creative-thinking area and learning-discussion area.

Varieties of computer software such as professional editing software, free audio resources are available here for you to use.

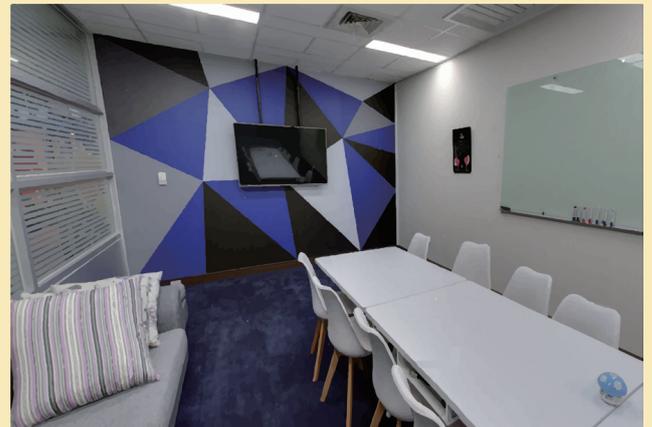
You can also borrow board games from the information desk, so don't hesitate to invite your friends to visit our Multimedia Center together !

## **Group Discussion Rooms - 2F, 3F, 4F, 5F of the Library**

There are 7 discussion rooms which students can reserve to study in groups or work on group projects.

Online booking can be made on the library website.

Booking must be made by a minimum of 3 users with valid student ID cards.



You can book a group discussion room for a maximum of 4 hours in one day. Besides, bookings can be made up to 14 days in advance.

The light and air conditioner of the room will turn on automatically once you insert your student ID card into the power slot.

Then the space will be ready for you, enjoy your group discussions!



To book a group discussion room, you can either use online-booking system or Kiosk machine on the B1 and 1F for an on-site reservation.



## **Digital Maker Studio - 5th floor of the library**

Located on the 5th floor in NCHU Library, the Digital Maker Studio is an innovative environment that encourages our students and faculties to explore new ideas and engage in hands-on experience.

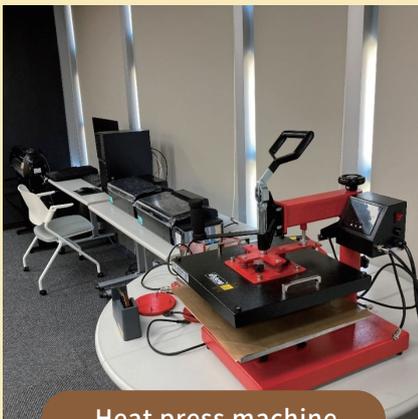


For more information, please visit →→



This studio provides 3D scanning workstations, monochrome/multi-color 3D printer, LCD 3D printer, and heat transfer printing system.

We endeavor to provide the latest technology and tools to enhance research and experiential learning.



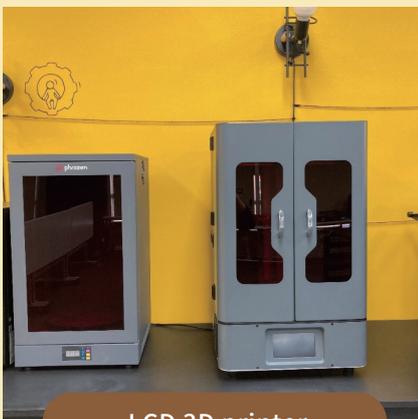
Heat press machine



Multicolor 3D printer



Delta 3D printer



LCD 3D printer



Monochrome 3D printer



Laser cutter & engraver



# 02

## Best Loan Service



Loan service, the most frequently-used service in the library. NCHU students can access the library with their student ID cards, and here are things you need to know first!

### **Borrowing and Returning**

<b>Status</b>	<b>Undergraduates</b>	<b>Postgraduate, PHD Students</b>	<b>Alumni</b>	<b>Exchange Students</b>
Item Limits	<b>50</b>	<b>80</b>	<b>10</b>	<b>20</b>
Loan Periods (Days)	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
Online Reserves (items)	<b>10</b>	<b>15</b>	<b>5</b>	<b>5</b>
DVDs / Videos (items)	<b>2</b>	<b>2</b>	<b>N/A</b>	<b>2</b>
DVDs / Videos Loan Periods (items)	<b>5</b>	<b>5</b>	<b>N/A</b>	<b>5</b>



The loan periods for most books are 30 days. If the books are requested by another patron, the loan period will be shortened to 14 days.



You can renew items every 30 days prior to their due dates.

Renewed items are due 30 days after the date of renewal.

However, you can only renew items within a year after the original checkout date.

Books are required to return to the Library for renewal once every twelve months or if the books have been requested by others.



Reference books, atlas, journals, newspapers, dissertations, periodicals, and special collections are for library use only.

For more information, please visit →→



## Renewals

When the items you borrowed are due soon and you still want to use them, you can renew them online prior to the due date.

Please click 'Collections' on the Library website

- 👉 NCHU Library WebPAC
- 👉 My account/Renewal
- 👉 Renew loans option in the 'Self Service Area'.



Please note that you cannot renew items if you have any overdue items or unpaid fines, or if the item has been reserved by others.

## Overdue Items

For each late return of items, you will be charged NTD\$ 5 late fines for each item per day thereafter up to a maximum 30 days.

After 30 days, your borrowing entitlement will be suspended thereafter. Suspensions for multiple overdue items are cumulative.



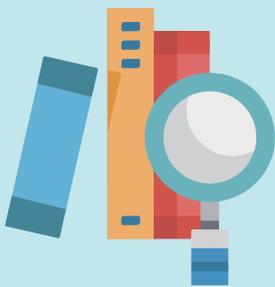
## **Reserved Books**

If an item has been checked out, you can request it through the following steps on the library website :

Please click 'Collections' of the Library website

- 👉 Search the library catalogue for the item that you want
- 👉 Click the 'Place Hold' button

You will receive an email notification once the item is returned to the library. Please collect the requested items within 5 working days from the Circulation Desk on the first floor.



## **Checking my borrowing History**

You can view your borrowing History by logging into the Library website.

Once you have logged into your Library Account with student ID number and password, you can view your borrowing History by clicking 'My account/Renewal' to view items that you have checked out, requested, or your borrowing history.

## **Email Notice**

The Library sends out email notice prior to an item's due date, or upon the arrival of a requested item. Please provide a valid email address you frequently access and check your inbox regularly.

However, the library sends notices only as a reminder.

Failure to receive email notices may not be used as an excuse for reducing overdue fines or extending a loan period.

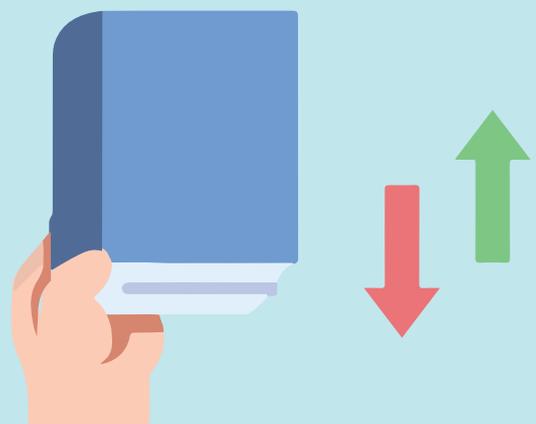
If you have any questions,  
please contact Library Circulation Desk  
or call 04-22840290#160 or 161.



## **Self-issue Machine & Book Sterilizer**

To borrow books, you can either use the self-issue machines,  
close to the Circulation Desk, or take your books to the Circulation Desk located  
on the first floor.

Not only they are easy to use, you can also get a receipt to check your  
borrowing list.



Self-service UV book sterilizers are available in the Library 1F, you are welcome to use the devices to sterilize library books.

If you are having trouble, including the suspension of ID card, the damage of barcode, the wrong magnetic stripe, or poor sensing, etc.

Please directly contact the Circulation desk.



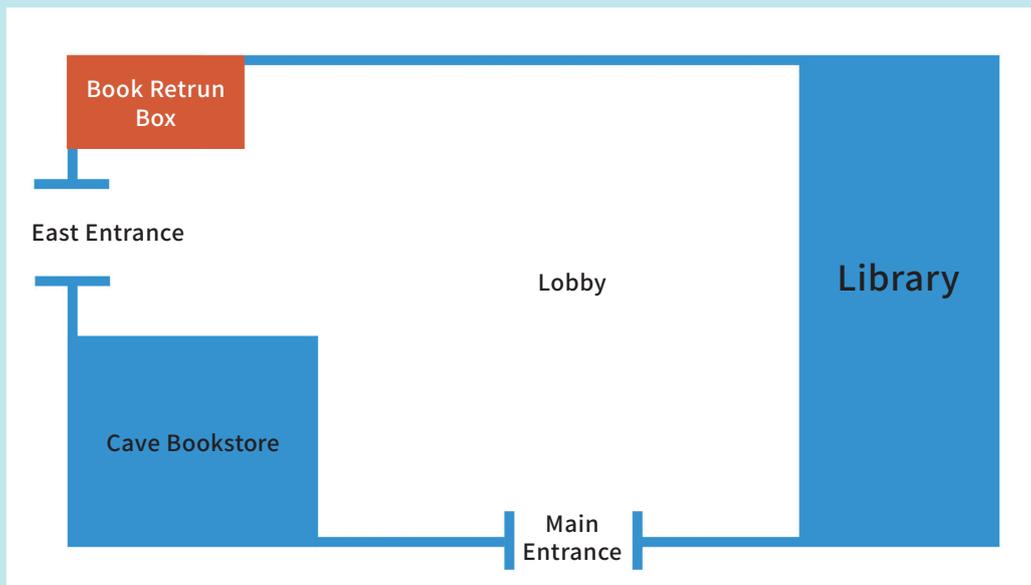
With simply one touch, enjoy reading germ-free books after seconds sterilization.



## **Book return Box**

Books can be returned to book return box when the library is closed.

If a book is returned to the return box, its date of return will be the day on which it is dropped off.



## **Departmental Libraries**

There are 8 Departmental Libraries on campus, namely libraries for the Department of Applied Mathematics, Department of Chemistry, Department of Physics, Language Center, Art Center, Department of Entomology, Department of Horticulture, and Institute of Molecular Biology.

For the opening hours of these libraries,  
please visit →→



The departmental libraries associated with the Library system.

College	Department	Tel	Location
	<b>Applied Mathematics</b>	<b>22840421 #316</b>	<b>3F of Information Science Building</b>
<b>Science</b>	<b>Chemistry</b>	<b>22840406</b>	<b>4F of Science College Building</b>
	<b>Physics</b>	<b>22840407</b>	<b>4F of Science College Building</b>

**Method**

The branches are associated with the Main Library system, please use student ID cards or staff permits to borrow items.

The departmental libraries **NOT** associated with the Library system.

College	Department	Tel	Location
<b>Agriculture and Natural Resources</b>	<b>Entomology</b>	<b>22840361 #519</b>	<b>8F of Agricultural &amp; Environmental Science Building</b>
	<b>Horticulture</b>	<b>22840340 #210</b>	<b>2F of Agricultural &amp; Environmental Science Building</b>
<b>Life Science</b>	<b>Institute of Molecular Biology</b>	<b>22840485 #222</b>	<b>9F of Life Science Building</b>
<b>Other office</b>	<b>Art Center</b>	<b>22840449</b>	<b>7F of the Library</b>

**Method**

The branches are NOT associated with the Main Library system, you will need a 'Departmental Library Card' from the Main Library before borrowing any items.

College	Department	Tel	Location
<b>Liberal Arts</b>	<b>Language Center</b>	<b>22840326 #207</b>	<b>2F of Wan-Nien Hall</b>

**Method**

Only for library use.

## **Borrowing from Other Libraries : Inter-Library Loan Service**

Can't find what you are looking for from our collections? No problem!

Let's find them from other libraries!

You are welcome to apply for book loans from local and foreign libraries via interlibrary loan service!

### **Inter-library loan service**

You can make a request online via NDDS and Rapid ILL, an Inter-library loan service online, for the materials from other local libraries or even from some libraries internationally.



**Apply online and collect items at NCHU Library**



**NDDS - Nationwide Document Delivery Service  
RapidILL - Rapid Access, Processing and  
Information Delivery Interlibrary Loan**



**Collect items at NCHU reference Desk**



## Inter-library Card service

You can apply for 'Inter-library Card' at Circulation Desk of our main Library to access other libraries and borrow books from other libraries in person.  
This service is Free!

**Borrow items in person**

**TCUS / Central University / Library League /  
Library card / exchange**

**Apply interlibrary cards at NCHU Circulation desk**



### NDDS

Area

Taiwan

Genre

Book loan and document reproduction :  
books, periodicals, master thesis and doctoral  
dissertations, conference papers, research  
reports and other types of materials.

Application

First time user should apply for a user account  
before using the system  
Account : your residence permit number  
Password : create your password

Charge

Vary according to the library where the item  
was issued

Processing  
Times

About 1-5 working days, depending on the  
procedures of other libraries

### Rapid ILL

USA and Canada

Document reproduction:  
Request for western journal articles only

There isn't need to apply for a user account  
Account : student ID number or  
faculty ID number  
Password : password of NCHU Single Sign  
on System

NTD\$3 per page

About 3 working days

Note

1. You are obliged to follow the regulations of the other libraries.  
You are also responsible for any costs charged by the  
lending libraries for any overdue, lost or damaged items.
2. You cannot apply for an Inter-library card if you have overdue  
books, unpaid fines, any records of violation of library regulation  
in our library, or if your library entitlement have been suspended.

For more information,  
please visit →→



## Mobile APP for the NCHU Library Service

In order to provide more convenient library services, we developed NCHU library Service APP so you can access the NCHU Library service on your mobile devices.

In this app, your books on loan are displayed, so you can see due dates and renew books directly from the app...etc. More app features are here for you to find out.

The APP is available on both Android and apple iOS.

Find the following link and do not hesitate to download it now!



[Android](#)



[iOS](#)

## APP Features

The Library app provides a number of features :

1. Notifications of library news :  
catch up-to-date news from our website on this app.



2. Library loan notice : the app sends out notifications prior to your loan are due or upon the arrival of a requested item. Overdue alert will sent to you too after the due date.



Make sure your mobile phone has connected to the internet and log in to the library account to get notifications!



### 3. Search Library Collections

-  Using our app as a bar-code scanner to find out if the library collections are available.
-  Finding Collections by using “Library Search” with keywords on the app to reserve books.
-  New-book notification allows you to discover the new releases in the Library.



Just scan the ISBN barcode on the book to see if it is available !

### 4. Borrowing History :

View your borrowing history or reserved book list on the app and choose to renew all or parts of your loan.



### 5. Reserved items : Checking your request book status and your personal hold list

### 6. Most Popular Library Books : The app shows most borrowed books and DVDs in the library in recent years.

### 7. Opening hours :

You can check the opening hours of the Library and departmental libraries on the app.



# 03

## Instant Access to Books



The Library collection resources mainly support the needs of our faculties and students in teaching, research and learning.

We collect a wide range of books, periodicals, audio-visual materials, electronic resources, etc. so students can choose learning materials of their own.

For more information please visit NCHU library website  
<http://www.lib.nchu.edu.tw/index.php/en>





110學年度  
圖書館導覽  
9/09-10  
13-14  
線上 實體 任你選

View our service links

News & Activities

- Library Closing on 7/25 and 8/1
- Vote for NCHU Library as One of t...  
Hours During the Summer

Find the latest news

Service links

- NDDS
- Rapid ILL
- Recommendations
- More...
- Upload Thesis/Dissertation
- Guide of Thesis/Dissertation Submission

Database

- SCIE / SSCI / JCR / EndNote
- PubMed / Agricola / Scifinder
- SDOL / JSTOR / Emerald
- ACS / SpringerLink / Wiley
- EI / IEL / Nature / Science
- ABI/INFORM / ASP / BSP
- Airiti Library
- Dissertations and Theses
- China Journal Full-text

Quick access to popular database

Links

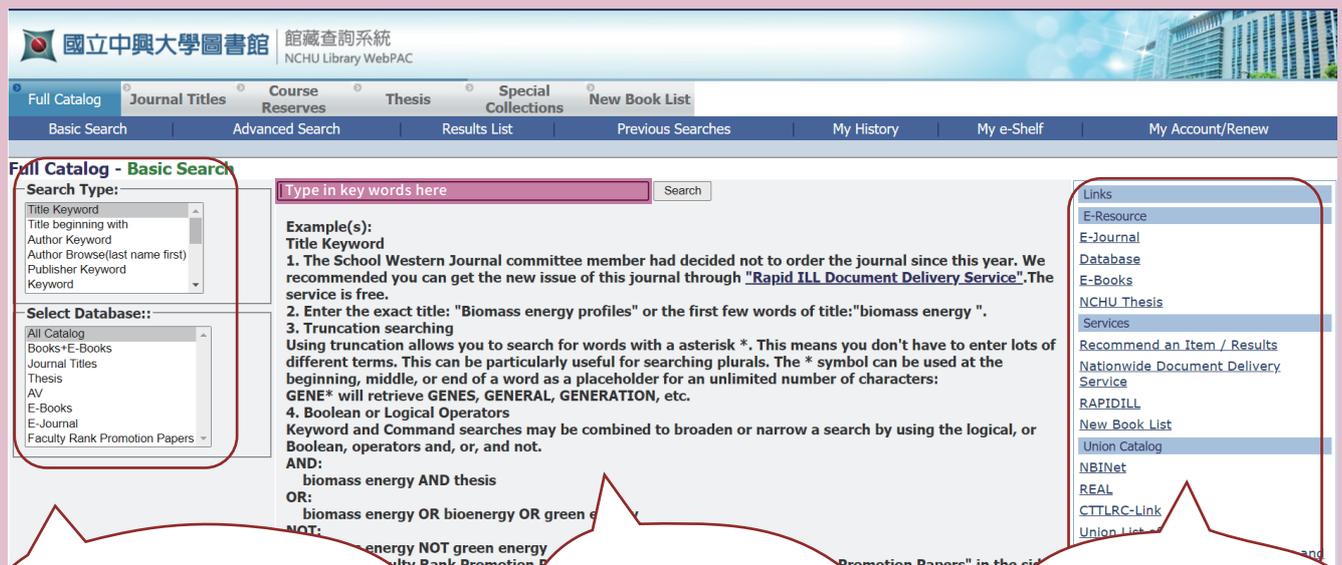
- Turnitin
- ORCID
- Library Instruction Se
- Opening Hours
- Taiwan Academic E-L Database Consortium
- Lending rankings
- Panoramic Images of NCHU Library
- Panoramic Images of University Archives

One click to links



## Search Tips : Library Catalog

Quick search : Using NCHU Library WebPAC to search for books, journals and more.



You can choose Search Type & Content Type here

We provide searching examples for you

Here are quick links to our other resources

Advanced search : For more accurate searching for books, journals and more.



Multi-field search with multiple query words at once.

Note : Ticking 'Yes' means the all of the words in the search term must appear, and must be adjacent to each other to show the results

Search tips for you !

Provide more detailed information or narrow down the searching scope

## How to locate a book

Search 'The Five People You Meet in Heaven' 

Results for Title Keyword= the five people you meet in heaven; Sorted by: Year(D)

Records 1 - 6 of 6 (maximum display and short is 10000 records)

(Please click **Filter** or **Refine** to narrow the results)

#	Title	Author/Publisher	Year	FMT	Lib/Item	Call no
1 Select Row <input type="checkbox"/>	<b>The five people you meet in heaven /</b>	Albom, Mitch,/Sphere,	2008	Books	Library( 1/0)	813.6 AL14 c.1
2 Select Row <input type="checkbox"/>	在天堂遇見的五個人 [錄影資料] = <b>The five people you meet in heaven /</b>	艾爾邦			Multimedia Center( 2/	DVD 987.83 4415 v.1
3 Select Row <input type="checkbox"/>	在天堂遇見的五個人 [電子資源] /	艾爾邦				
4 Select Row <input type="checkbox"/>	在天堂遇見的五個人 = <b>The five people you meet in heaven /</b>	艾爾邦/大			Library( 3/0)	874.57 4415
5 Select Row <input type="checkbox"/>	<b>The five people you meet in heaven /</b>	Albom, Mitch,/Random House Large Print,	2003	Books	Library( 1/0)	813.6 AL14-1

There are several results, click 'title' of the item you would like to borrow.

### Full View of Record

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 1 out of 6

Holdings

[All items](#)

Holdings(Location)

[Library](#)

'Location' shows its floor and area.

### Full Catalog - Holdings

Albom, Mitch, 1958-:

The five people you meet in heaven /Mitch Albom..

London : Sphere, 2008,c2003..

231 p. ; 18 cm..

Record details- it shows main title, author, publisher, and publication year.

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.  
Click on an underlined due date to view details about the person borrowing the item.

Select year  Select volume  Select sublibrary   Hide loaned items

	Description	Item status	Due date	Due hour	Sublibrary	Collection	Location	Copy Number	Pages	No. of requests	Location-2	Barcode	OPAC note	SFX
<a href="#">Expand</a>		Circulating	<u>On Shelf</u>		Library	6th Floor Western Books Stacks	813.6 AL14					1650008		

View the details to see where the item is located.  
If the "due date" field of the table shows the item is "on shelf", this means the items is available, while if you find this due date field shows a date, this means the item has been borrowed out by others.

Full Catalog - Holdings

莫瑞那 (Morena, Francesco), 著.:  
浮世繪三傑: 善多川歌麿, 葛飾北齋, 歌川廣重 / 佛朗西斯科·莫雷納(Francesco Morena)著; 袁潔譯.  
新北市: 漢湘文化出版: 幼福文化總經銷, 2020[民109].  
225, [2]面: 彩圖; 26公分..

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.  
Click on an underlined due date to view details about the person borrowing the item.

Select year  Select volume  Select sublibrary   Hide loaned items

	Description	Item status	Due date	Due hour	Sublibrary	Collection	Location	Copy Number	Pages	No. of requests	Location-2	Barcode	OPAC note	SFX
<a href="#">Request</a> <a href="#">Expand</a>		Circulating	20201109 <u>Requested</u>	23:59	Library	5th Floor Chinese Books Stacks	946.148 4411			1 ( 1 / 1 )		1506356	精裝	

© 2009 Ex Libris

### Call number-

- All items in the library have a unique call number attached. It's more like the book's address on the library's shelves or stacks.
- It indicates the location of an item.  
You can record the call number of the items then use them to find the book.
- Use the order of the call numbers to find the actual item.



Collection NO.	Classification NO.	Author ID	Year	Volume	Copy	Language
R	023.31	5733	96	v.1	c.1	Chinese
R	370.3	En19g	2003	v.4		English

## Finding Journals

Choose 'Journal Titles' in the column of 'select database' and type in your keywords in search bar.

**Journal Titles - Basic Search**

Search Type: applied psychology Search

Select Database: Journal Titles

**Example(s):**  
**Title Keyword**  
 1. The School Western Journal committee member had decided not to order the journal since this year. We recommended you can get the new issue of this journal through "Rapid ILL Document Delivery Service". The service is free.  
 2. Enter the exact title: "Biomass energy profiles" or the first few words of title: "biomass energy".  
 3. Truncation searching  
 Using truncation allows you to search for words with a asterisk \*. This means you don't have to enter lots of different terms. This can be particularly useful for searching plurals. The \* symbol can be used at the beginning, middle, or end of a word as a placeholder for an unlimited number of characters: GENE\* will retrieve GENES, GENERAL, GENERATION, etc.  
 4. Boolean or Logical Operators  
 Keyword and Command searches may be combined to broaden or narrow a search by using the logical, or Boolean, operators and, or, and not.  
**AND:**  
 biomass energy AND thesis  
**OR:**  
 biomass energy OR bioenergy OR green energy  
**NOT:**  
 biomass energy NOT green energy  
 5. To find "Faculty Rank Promotion Papers", select the category "Faculty Rank Promotion Papers" in the side box.

Click 'title' of the item you like to borrow.

Results for Title Keyword= applied psychology  
 Records 1 - 25 of 25 (maximum display = 10000 records)  
 (Please click **Filter** or **Refine** to narrow results)

#	Title	Author/Publisher	Year	FMT	Lib/Item	Call no
1	Select Row : <a href="#">Applied &amp; preventive psychology journal of the American Association of Applied and Preventive P</a>	Cambridge University Press,	1992	Periodical	<a href="#">Compact Stacks( 12/ 0)</a>	2E-5-5
2	Select Row : <a href="#">European Review of Applied Psychology = Revue Europeenne de Psychologie Appliquee.</a>	Editions du Centre de psychologie appliquee,	1991	Periodical	<a href="#">Compact Stacks( 12/ 0)</a>	15E-8-1
3	Select Row : <a href="#">Journal of applied developmental psychology.</a>	Elsevier Science Inc. [etc.].	1980	Periodical	<a href="#">Compact Stacks( 8/ 0)</a>	9E-11-6
4	Select Row : <a href="#">Journal of applied psychology.</a>	American Psychological Association, etc.],	1917	Periodical	<a href="#">Library( 25/ 0)</a>	1-4-7
5	Select Row : <a href="#">Romanian Journal of Experimental Applied Psychology. [electronic resources]</a>		----	E-Journal		
6	Select Row : <a href="#">Romanian Journal of Applied Psychology. [electronic resources]</a>		----	E-Journal		
7	Select Row : <a href="#">Amity Journal of Applied Psychology. [electronic resources]</a>		----	E-Journal		

## Full View of Record

Choose format: [Standard format](#)

Record 10 out of 25

Holdings [All items](#)

Holdings(Location) [Library](#)

**Title** [Journal of applied psychology.](#)  
**Imprint** [Washington, etc. : American Psychological Association, etc.], 1917-.  
**Descr.** v. : ill., diags. ; 23-28 cm.  
**CurFreq.** Bimonthly, 1989-  
**Gen. Note** Founded and for some years edited by G.S. Hall.  
**ISSN** 0021-9010  
**Subject** [Psychology](#) -- Periodicals.  
[Psychology, Applied](#) -- Periodicals.  
[Psychology, Applied](#) -- Periodicals.  
[Toegepaste psychologie.](#)  
[Psychologie -- Périodiques.](#)  
[Psychologie appliquée -- Périodiques.](#)

'Location' shows its floor and area

## Journal Titles - Holdings

Journal of applied psychology..  
 [Washington, etc. : American Psychol  
 v. : ill., diags. ; 23-28 cm..

圖書館  
 B76 On Shelf:1-4-7  
 Holdings: 總圖2樓西文過刊:v.98-100(1-6)(2013-15),v.101-104(1-12)(2016-19),v.105(1-11)(20

Click on the link ("request" or "photo") to make a hold request or photocopy request for a  
 Click on an underlined due date to view detail

Select year [All](#) Select volume

[Previous Page](#)

Request	Barcode	Sublibrary	
	5938225-1200	Library	2nd Floor

The numbers indicate what stack journals are displayed

Location of the journal.  
 For example "Journal of applied psychology" is on stack :  
 1-4-7, 2F, main Library.

圖書館

B76 On Shelf:1-4-7

Holdings: 總圖2樓西文過刊:v.98-100(1-6)

## Full View of Record

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 11 out of 25

**Title** [Journal of applied psychology.](#)

**Electronic Location** [Findit@NCHU ;](#)

**Imprint** UNITED STATES : American Psychological Association (PsycARTICLES).  
**ISSN** 0021-9010  
**Subject** [Health Sciences -- Neurology.](#)  
[Health Sciences -- Psychiatry & Psychology.](#)  
[Social Sciences -- Behavioral Science \(Psychology\) and Counselling](#)  
**Sys. No.** 002000166

By clicking on the electronic format, you can read it online.

## **Journal Collections (for library use only)**



- **2F - Latest Western journal sections**  
Arranged alphabetically by the first letter of titles on periodical display shelves.
- **3F - Latest Chinese journal sections**  
Arranged in the order of Chinese strokes of the first character on periodical display shelves.



- **2F - The back volumes of Western Journals (or periodicals)**
  - **3F - The back volumes of Chinese journals (or periodicals)**
- Back journals are arranged by call numbers.



**The latest issue of journals can be found on periodical display shelves.**  
**You can also find the other current issues inside the shelves by flipping the shelves' cover.**

# 04 Useful Tips for Electronic Resources



The Library subscribes wide ranges of electronic resources to support our staff and students in research, teaching and studying.

We provides approximately 1.47 million e-books, over 40,000 electronic journals, and nearly 389 reference databases for you to access.

## System login

國立中興大學圖書館電子資源系統  
NCHU Library E-Resources System

**Login**

Your ID :

Passwd :

**Login** **Guest Login**

are able to acquire all kinds of information through a quick and easy search and browse function using a single search interface, which also provides a comprehensive design of personalized online services to meet individual users' requirement.

**Authentication Guideline :**  
Please enter the barcode number on your library ID card, followed by a check number.

Note : Use of the e-resources is subject to copyright law and the license agreements that NCHU signs with the e-resource providers.  
You Must not engage in systematic or excessive downloading.

If you are having trouble with access, you are advised to change your password via NCHU Single Sign on System first.

Please directly contact a library staff if you need further assistance.

## Using E-resources Off-campus

The electronic resource system provides various types of collection, and using quick search and browser makes users quickly obtain the resources they need.

NCHU faculties and students can access the electronic resources on or off campus with their accounts and passwords.

For those who are campus visitors are only allowed to use within the campus network domain and log in as 'guest' .

**Login**

Your ID :

Passwd :

**Login** **Guest Login**

## How to Use E-resources Databases

Getting started with the E-resources databases, you can select 'Electronic Database' to search by subjects, colleges, languages, etc.

The screenshot shows the NCHU Library E-Resources System interface. The top navigation bar includes 'Home', '中文', 'News', 'FAQ', and 'Exit'. Below the navigation bar, there are tabs for 'Database', 'E-Book', 'Federated Search', 'Citation Search', 'Web Resources', 'LibGuides', and 'My Library'. The main content area is divided into several sections:

- 1**: A search bar labeled '[Resources search]' with a search button and an 'Advance' link.
- 2**: A list of search results with columns for 'id', 'Resources Name', 'Type', 'Subject', 'Sources / ISSN', 'Year', 'Note', and 'Web2.0'. The first result is 'ABC-CLIO & Greenwood 電子書'.
- 3**: A 'Browse' sidebar on the left with categories like 'Chinese DB', 'Western DB', 'by College', 'by Type', 'Newarrival', 'Trial', 'Popular hits', 'Popular', 'Bookmark', and 'Recommendation'.
- 4**: A 'Facet Analysis' sidebar on the right showing 'Database Subject' (Social sciences(199), Humanities sciences(199), Natural sciences(160), Applied sciences(152), Generalities(139)) and 'College' (College of Liberal Arts(207), College of Management(170), College of Law and Politics(163), College of Electrical Engineering and Computer Science(160), College of Life Sciences(157)).

- 1 Using keyword searches in database
- 2 Select item from list. Databases are sorted by their names alphabetically.
- 3 Browsing by category
- 4 "Facet analysis" are sort by subjects, colleges, types, and languages.

You may click the database for further query.

Also, you can get more information, as for example, the database introduction by clicking 



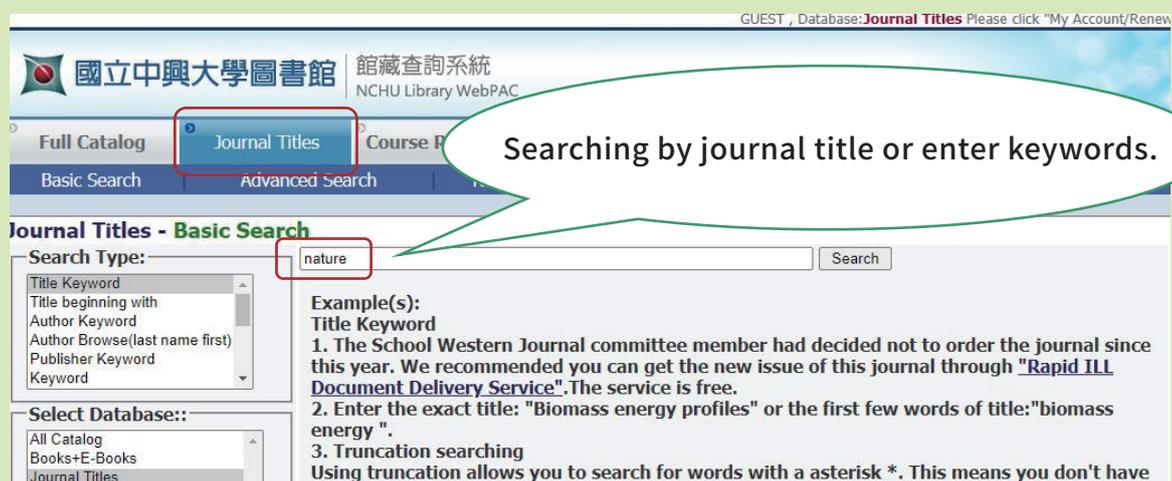
## How to Use E-Journals

 TIPS 1 : Search on the Library Catalog (web Pac) with keywords

Type in your search with journal titles.

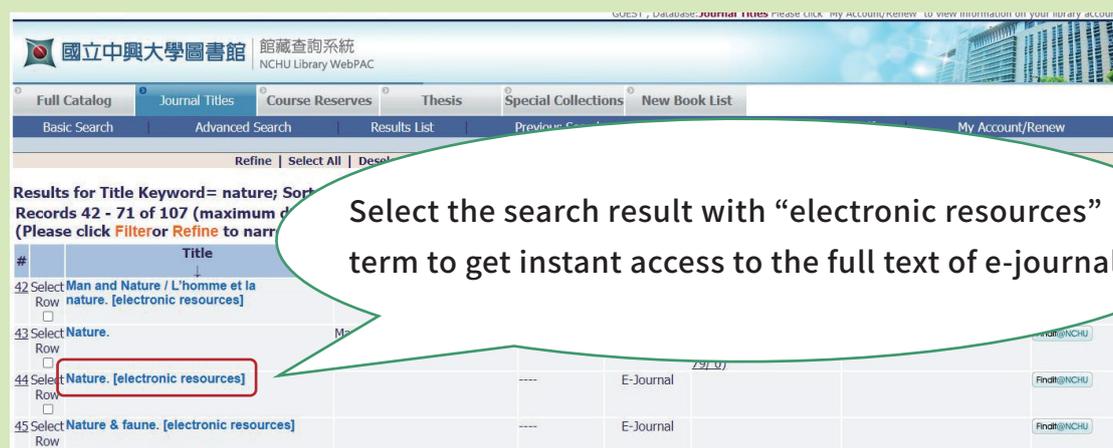
If the Library has subscribed the journal in both paper and electronic copies, it will both appear in the search results.

Click on the search result with ‘electronic resources’ term to enjoy your online reading.



Searching by journal title or enter keywords.

Example(s):  
Title Keyword  
1. The School Western Journal committee member had decided not to order the journal since this year. We recommended you can get the new issue of this journal through "[Rapid ILL Document Delivery Service](#)". The service is free.  
2. Enter the exact title: "Biomass energy profiles" or the first few words of title: "biomass energy".  
3. Truncation searching  
Using truncation allows you to search for words with an asterisk \*. This means you don't have



Select the search result with “electronic resources” term to get instant access to the full text of e-journals.

#	Title	Format	Access
42	Man and Nature / L'homme et la nature. [electronic resources]		
43	Nature. [electronic resources]		
44	Nature. [electronic resources]	E-Journal	Findit@NCHU
45	Nature & faune. [electronic resources]	E-Journal	Findit@NCHU

### Full View of Record

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 44 out of 107

Title	Nature. [electronic resources]
Electronic Location	Findit@NCHU ;
Imprint	ENGLAND : [Macmillan Journals Ltd., etc.].
ISSN	0028-0836



## TIPS 2 : Use 'E-resource system' homepage to browse E-journals by category or to search E-journals by keywords

You can simply browse journals by category on 'E-resource system'.

Our librarians have categorized these e-Journals by titles, subjects, school department and popularity...etc., and have listed them on the e-resource homepage for you to choose.

Or you can just type in your keywords on 'E-resource system' homepage to search for E-journals.

The screenshot displays the 'E-resource system' homepage. At the top, there is a navigation bar with links for 'E-Journal', 'Database', 'E-Book', 'Federated Search', 'Citation Search', 'Web Resources', 'LibGuides', and 'My Library'. The user is identified as 'User: 讀者'. The main search area is titled '[Resources search]' and includes a search box, a dropdown for 'Resources Name (tim)', a dropdown for 'Journal', and buttons for 'exact search', '- search -', and 'Advance'. Below the search area, there is a section for 'Journal:' with phonetic symbols, stroke numbers of first Chinese character, and A to Z alphabet. The search results show 7917 records found, with a page size of 50. The results are displayed in a table with columns: id, Resources Name, Type, Subject, Sources / ISSN/Year, Note, and Web2.0. The table lists five journals, each with a 'Bookmark', 'Recommend', and 'Info' icon. To the right of the table is a 'Facet Analysis' section with three categories: 'LC Subject', 'College', and 'Department', each with a list of related subjects and their counts.

id	Resources Name	Type	Subject	Sources / ISSN/Year	Note	Web2.0
1	A&D Watch		Business,	1073-0263 1940-8471	Advice UC	view : 422 bookmark : 6 recommend : 1
2	A+BE : Architecture and the Built Environment			2212-3202 2214-7233	Advice UC	view : 112 bookmark : 2 recommend : 0
3	A-Mark Financial Corporation SWOT Analysis				Advice	view : 23 bookmark : 1 recommend : 0
4	A-Sonic Aerospace Limited MarketLine Company Profile				Advice	view : 3 bookmark : 0 recommend : 0
5	A-Z: Luxemburger illustrierte Wochenschrift				Advice	view : 81 bookmark : 0 recommend : 5



## How to use e-books ?

 TIPS 1 : Search on the Library Catalog (Web Pac) with keywords

Type in your search with keywords.

If the Library has the book in both paper and electronic copies, it will both appear in the search results.

Click on the search result with 'electronic resources' term to enjoy your online reading.

We would suggest you use this method if you wish to find a certain eBook.



Title	第一次就考好New TOEIC必修字彙 [電子資源] / EZ叢書館編輯部作.
Author	EZ叢書館編輯部作.
Electronic Location	Click for full text; { Airiti eBooks }
Imprint	臺北市: EZ叢書館, 2011[民100].
Edition	初版
Descr.	308面: 圖, 像; 23公分.
Gen. Note	檢索形式: 電子書服務平台 系統需求: Airiti Books Reader 2012 TEBSCO Airiti eBooks
ISBN	9789862481653(電子版): NT\$350



第一次就考好New TOEIC單字

作者: EZ叢書館編輯部 (著)

學科分類: 語言學

書籍分類: 英文檢定 / 托福; 外語學院

出版社: EZ叢書館

出版地: 台灣

出版日期: 2011

語文: 繁體中文

ISBN/叢別號: 9789862481653

可使用: 66人

線上閱讀中: 0人

請用Airiti Reader APP掃描

線上看

借書

Use link to access the content and if you are off-site you will be prompted to login on the NCHU single sign-on screen before being taken to the e-book.



## TIPS 2 : Use 'E-resource system' homepage to browse E-books platform by category or to search E-books platform by keywords

The library subscribed a wide range of E-book platforms which provides you an abundance of options for e-books.

You can simply browse E-book platforms by category on 'E-resource system' homepage. Our library staff have categorized these e-books platforms by title and language, and list them on the e-resource homepage for you to choose.

However, 'E-resource system' homepage only provide "eBook platforms" searching, you cannot search for a certain e-book on it. We would suggest this method if you just want to explore our eBooks collections and you don't have any book list in mind.

The screenshot shows the library's E-Book search interface. The search bar contains "[Resources search]". The search results are displayed in a table with columns for "Resources Name", "Database", "Year", "Subject", and "College". The first result is "ABC-CLIO & Greenwood 電子書" (ABC-CLIO & Greenwood e-books). A callout box points to this result with the text "Click on the e-books platform you are interested in." Below the search results, there is a detailed view of the "eBOOKS" platform. The platform details include the title "A Battlefield of Values: America's Left, Right, and Endangered Center" by Stephen D. Burgard and Benjamin J. Hubbard, the ISBN-13 (9781440831935), the print ISBN-13 (9781440831928), the imprint (Praeger), and the page count (264). Another book is listed below: "A Guide for Dual-Career Couples: Rewriting the Rules" by Eve Sprunt Ph.D., ISBN-13 (9781440850103), print ISBN-13 (9781440850097), imprint (Praeger), and page count (256).

Click to get access to the e-books platform and choose your eBook.

## Personalized Service

國立中興大學圖書館電子資源系統  
NCHU Library E-Resources System

E-Journal | Database | E-Book | Federated Search | Citation Search | Web Resources | **LibGuides**

My Library

141 records found

id	Resources Name
1	AGRICOLA農業文 (PreQuest) <input type="checkbox"/> Bookmark <input type="checkbox"/> Recommend
2	Agriculture, ecosystem environment <input type="checkbox"/> Bookmark <input type="checkbox"/> Recommend

Add to "bookmark" You can add frequently used databases to 'My Library-My resources'. Then you can get a quick access to your 'frequently-used database' list next time.

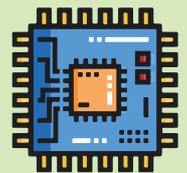
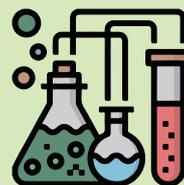
## Quick to get TOP electronic database

News & Activities	Servicelinks	Database	Links
<ul style="list-style-type: none"> <li>Library Closing on 7/25 and 8/1</li> <li>Vote for NCHU Library as One of T...</li> <li>Library Hours During the Summer</li> </ul>	<ul style="list-style-type: none"> <li>NDDS</li> <li>Rapid ILL</li> <li>Recommendations</li> <li>Upload Thesis/Dissertation</li> </ul>	<ul style="list-style-type: none"> <li>SCIE / SSCI / JCR / EndNote</li> <li>PubMed / Agricola / Scifinder</li> <li>SDOL / JSTOR / Emerald</li> <li>ACS / SpringerLink / Wiley</li> <li>EI / IEL / Nature / Science</li> <li>ABI/INFORM / ASP / BSP</li> <li>Airiti Library</li> <li>Dissertations and Theses</li> <li>China Journal Full-text Database(CJFD)</li> </ul>	<ul style="list-style-type: none"> <li>Turnitin</li> <li>ORCID</li> <li>Library Instruction Services</li> <li>Opening Hours</li> <li>Taiwan Academic E-Book &amp; Database Consortium</li> <li>Lending rankings</li> <li>Panoramic Images of NCHU Library</li> <li>Panoramic Images of University Archives</li> </ul>



## Frequently-used Database

- 💡 SCIE/SSCI (Science Citation Index Expanded/Social Science Citation Index)
- 💡 Science Direct Online(full-text journals)
- 💡 EI/IET (for electronic area)
- 💡 PubMed (for biomedical literature)
- 💡 Agricola (for AGRICultural area)
- 💡 ABI/INFORM (for business and economics area)



# 05

# Independent Learning Support



## Tips for using Turnitin

Turnitin is an online text-matching software that indicates the degree of textual similarity found in each submitted paper.

All NCHU graduate students are required to submit their theses/dissertations to Turnitin system and hand in the originality reports to their advisors prior to their oral defenses.

NCHU Library made an English video guide about Turnitin system to help our international graduate students quickly learn on it.

If you don't have much time to watch the video, you can also read the English version of Turnitin Handbook.



Handbook link



Video guide

## LibGuides

Lib-Guides are user-friendly webpages that our library staff use it to organize subject specific resources and showcasing them for our students and faculties.

We create subject guides for each academic department and gathered useful resources to support your academic research, teaching and study.

We'll help you find the most relevant resources in hand through this website.



中興大學圖書館資源情報站  
National Chung Hsing University Library Lib Guides

國立中興大學 / 圖書館 / 資源情報站 / Home

Search this Guide Search

What's New

探索你的圖書館  
Rediscovering your Library

系所學門指引  
Subject Guides

如何找資源  
How to Guide

學科館員  
Your Librarians

熱門資訊 Hot News

- ★ 語言學習
- ★ 研究者必知的工具與資源
- ★ 這一次，你一定得戴口罩！：COVID-19期刊文獻即時佈告

快速導引 Library Quick Links

- 最新消息與活動 News
- 館藏利用教學 Instruction Services
- 數位學習資源 Digital Learning Resources
- 館藏合作 Interlibrary Cooperation

中興大學圖書館資源情報站  
National Chung Hsing University Library Lib Guides

國立中興大學 / 圖書館 / 資源情報站 / 工學院 / 土木工程學系學科指引 Department of Civil Engineering / 期刊資源 Journals

Search this Guide Search

首頁 Home 圖書資源 Books 電子書 Ebooks 期刊資源 Journals 資料庫 Databases 學位論文 Dissertations 網路資源 Network Resource

期刊推薦 Journals For You

Construction and Building Materials  
6.141  
Impact Factor Trend 2020  
Q1

Jurnal Teknik Sipil dan Lingkungan  
16.389  
Impact Factor Trend 2020  
Q1

Jurnal Teknik Sipil dan Lingkungan  
10.856  
Impact Factor Trend 2020  
Q1

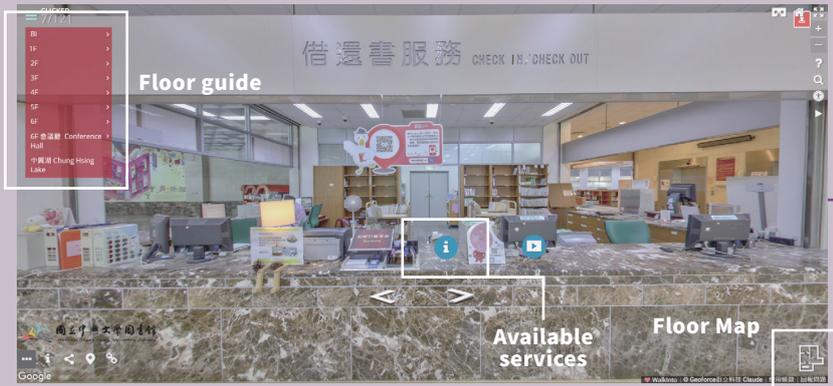
核心期刊 Core Journals 2021

#	Journal	ISSN
1	ACI Structural Journal	0899-3241 1944-7361
2	Agricultural Water Management	0378-3774
3	Applied Ocean Research	0141-1187
4	Automation in Construction	0926-5805

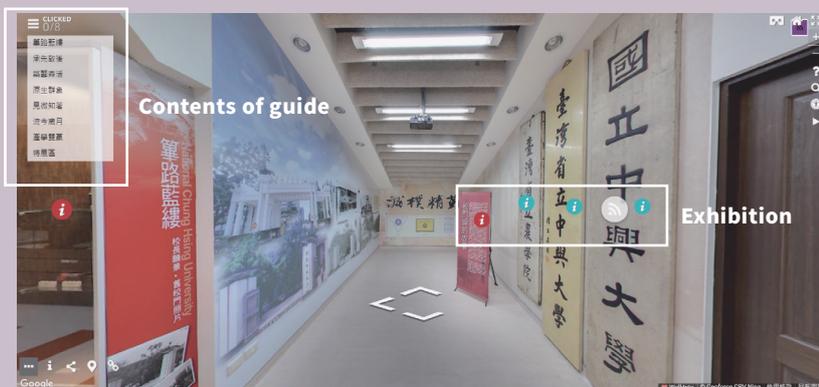
整合查詢 Federated Search

- 全國期刊聯合目錄 Union List of Serials
- CONCERT 電子期刊聯合目錄 Union List of Electronic Journals
- 期刊文獻館網 NCL Taiwan Periodical Literature

館際合作 Interlibrary Cooperation



Library of 360° Tour



History Gallery of 360° Tour

**Video Tour**



Intro Video



# 06

## Frequently Asked Questions





## How do I connect to WIFI in NCHU library?

1. Click on the wireless network with 'NCHU' on your device.
2. Then open browser on your device and log in with your own NCHU Single Sign on System account.

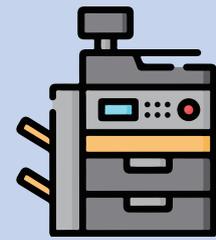
The screenshot shows the login interface for NCHU's wireless service. At the top is the university's logo and name in Chinese and English. Below that is a header for 'National Chung Hsing University Wireless service'. The main area contains three input fields: 'Account' (with a subtext '信箱(Email) or 漫遊帳號(Roaming account)'), 'Domain' (with a dropdown arrow), and 'Password' (with a subtext '請輸入密碼(Your Password)'). A '登入 / Login' button is positioned below the fields. At the bottom, there are three bullet points providing additional instructions in Chinese.



3. Account : Your student ID number  
Domain : mail.nchu.edu.tw  
Password : Your NCHU Single Sign on System's password
4. After a successful authentication, you will be able to use our WIFI service!



## How can I use Photocopying, Printing and Scanning Services in NCHU library?

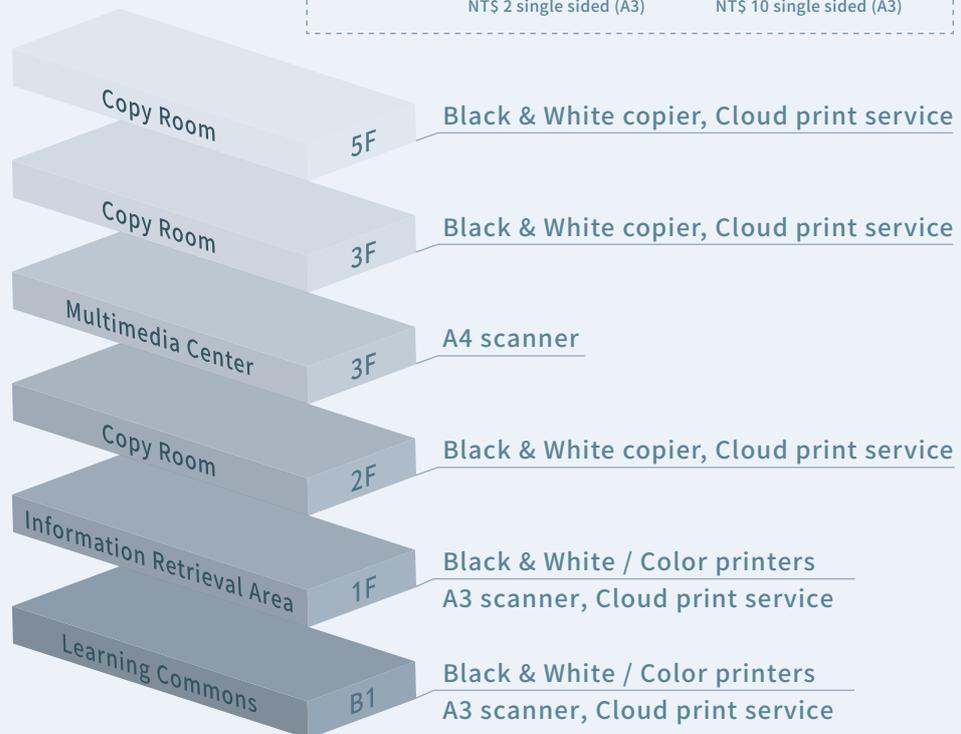


All NCHU library visitors are very welcome to use our Photocopying, Printing and Scanning Services.



Services

<b>Scan</b> : Free	<b>Black &amp; White</b> : NT\$ 1 single sided(A4, B4) NT\$ 2 single sided (A3)	<b>Color</b> : NT\$ 5 single sided (A4, B4) NT\$ 10 single sided (A3)
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Payment Options

Smart Cards



Credit Cards



Mobile Payments



WHATS NEW?

## Cloud Print Service

We are now very glad to introduce you our new “Cloud Print Service”!

By only three steps you can make printing easier and get better support on your mobile working and study!



1. Simply send your files to the “Printing Assistant”, and get a unique code for your own.
2. Remember the code and enter it in any payment machine of the printer in the library.
3. Pick up your documents and done!

[Printing Assistant official Line account](#) →→



Reproducing library materials, including photocopying, printing, scanning, copying, are subject to the Copyright law and NCHU Statements on Reproduction.

Do not violate the regulations of Copyright law.



←← [NCHU Statements on Reproduction](#)



## How can I recommend a book for the Library to purchase?

On the Library website, click on ‘Service Links’

👉 ‘Books Recommendation’

👉 log in with your student ID number and password.

查詢館藏目錄 / Library Catalog Search		查詢薦購系統/Recommendation System Search		我要推薦書刊/Recommendation
書刊關鍵字 (Title)	<input type="text"/>	資料型態(Type)	不推定 <input type="text"/>	<input type="button" value="我要推薦/Recommendation"/>
作者關鍵字 (Author)	<input type="text"/>	書名(Title)	<input type="text"/>	
出版者關鍵字 (Publisher)	<input type="text"/>	作者(Author)	<input type="text"/>	
ISBN	<input type="text"/>	出版者(Publisher)	<input type="text"/>	
ISSN	<input type="text"/>	審核狀態(Status)	不推定 <input type="text"/>	
		範圍(Range)	<input type="radio"/> 我推薦的(My) <input checked="" type="radio"/> 全部的(All)	
		推薦日期(Date)	<input type="text"/> 至 <input type="text"/>	
		排序權位(Sort by)	購日期(Date) <input type="text"/>	
<input type="button" value="登出/Logout"/>	<input type="button" value="查詢本館館藏/Search"/>		<input type="button" value="查詢薦購/Search"/>	

1. Please check the online “Library Catalogue” first to see if there is already a copy in our library collection.
2. Please fully fill in the form to speed up the process.
3. You can recommend up to 5 books per month.



## **How do I apply rush cataloging request service?**

Find the rush cataloging Application form from our website to apply for rush cataloging request service.

1. This service is for current NCHU faculty, staff and students only.
2. The Library will place a high priority on teaching and academic materials.
3. You may submit a request for any title marked in the system as "in process," or "being cataloged."
4. You can request up to 5 items per month and you will get an email notice once your request is done. Please make sure your email address and phone number are correct and valid.



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

If you can't find the item you're looking for in the stacks one or more of the following reasons might apply :

1. It has been borrowed out.
2. Another patron is reading it.
3. It has been placed on the wrong stack.
4. It's on display in a book exhibition.
5. Missing
6. No longer available.

Please ask for help at the circulation desk and request a search for missing book.





## What do I do if I have lost my borrowed library books or items?

In case you will be charged for an overdue fine when it's due, please contact our circulation desk and report the case immediately.

For more information, please refer to the Library website-Lost library materials.



## Why I can't place a recall or hold request?

The reasons are as follows :

You might happen to requesting a book that is for library-use only, or your requests for books are over the maximum of the limit, or you might have overdue books, unpaid late fees on your records.

For detailed information, you can log into our library website or contact our circulation desk to check your records.





## What are the Library equipment that I can borrow?

Equipment borrowing service makes your learning more comfortable.

Please Note : All equipment is for library use only /

Equipment is not eligible for renewal /

Equipment Must be returned on the same day.



Portable charger : Circulation Desk on the first floor,  
Learning Common



Portable laptop charger : Circulation Desk on the first floor



Desk lamp : Circulation Desk on the first floor



## Where are the desks with power sockets in the Library?

In our library, some desks are designed for laptop use with power provided to help you with your study.

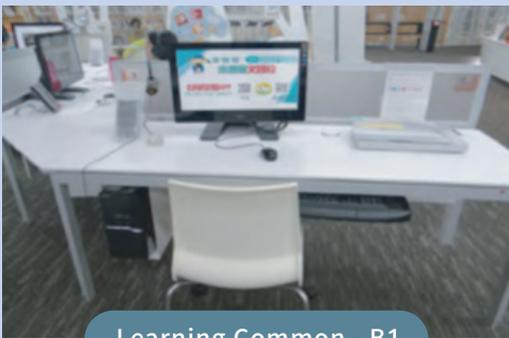
You can find these desks with power sockets in the following areas :

Learning Commons and Self-study Room on B1,

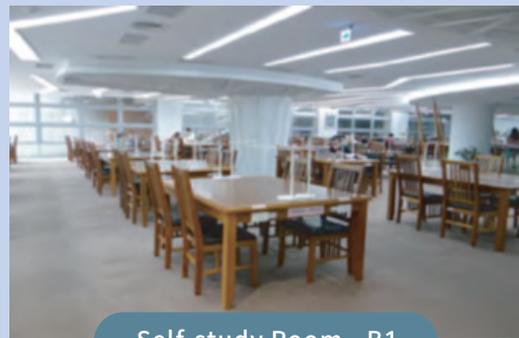
PC zone(Information Retrieval Area) on 1F,

Reading Station with stools and Laptop Zones on 2nd floor,

and Laptop Zone on the northeast side, 3rd floor.



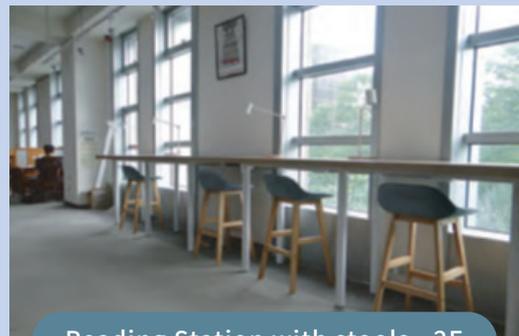
Learning Common - B1



Self-study Room - B1



PC zone(Information Retrieval Area) - 1F



Reading Station with stools - 2F



Laptop Zone on the north side  
of Reading Areas - 2F



Laptop Zone on the northeast  
side of Reading Areas - 3F



## **Where are the Laptop-Free Zones and Quiet Study Zone in the Library?**



Quiet Study Zone are on the east side of 2nd floor, the north side of 5th floor, and the C area of Self-study room on B1, where Laptops, mobile phones and other transmission devices aren't allowed in these areas.

Students who are looking for silent individual study are always welcome to use our Quiet Study Zone.



The C area (Quiet Study Zone) of Self-study room - B1



The north side of Laptop-Free Zone - 5F



The east side of Laptop-Free Zone - 2F

# NCHU Library Student User Guide

Editor in Chef | Chih-Yu, Wen

Editorial team | Reference Division, NCHU Library

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<http://www.lib.nchu.edu.tw/>

Tel : (04) 22840291 #142 / 145



NCHU Library  
Facebook Page



NCHU Library  
Line Official Account



NCHU Library  
Instagram Official Account