



中國人民大學 苏州校区图书馆
RENMIN UNIVERSITY OF CHINA SUZHOU CAMPUS LIBRARY

Approaching Suzhou Campus Library

Library introduction
for 2022 new students

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01 Library Introduction

02 Library Resources

03 Library Services



PART 01

Library Introduction

Suzhou Campus Library

Date of establishment: September 2009

Area: Over 2000 square meters

Location: 1st Floor: Information desk
Books display stand
Chinese books zone
English books zone
Compact stack room of back issues
Electronic resource retrieval area
Self-service zone
236 seats

2nd Floor: French reading room
Reading room of ocean and military
Reading room of the Party's history
and national conditions



Information Desk

Book Display Stand

Self-service Zone

Electronic retrieval area



Chinese Books Zone

English Books Zone

French Reading Room



Reading Seats

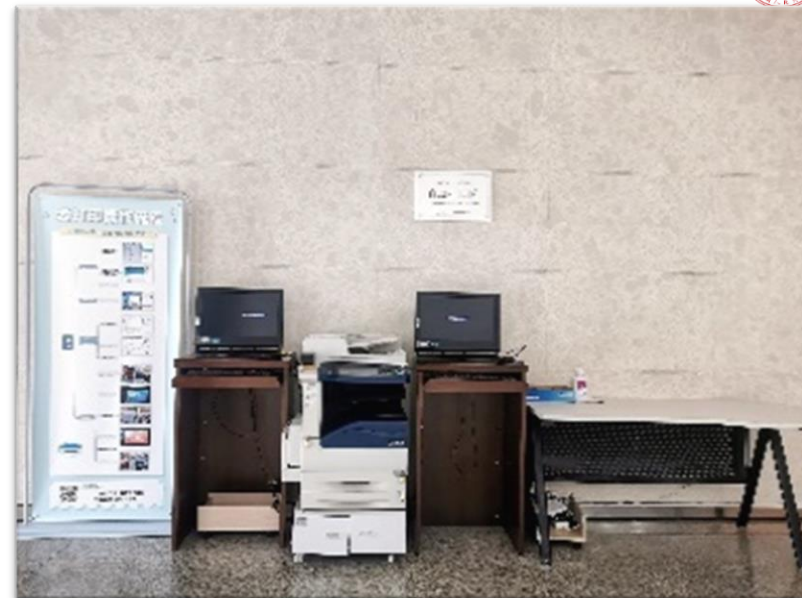
Compact Stack Room



Self-service Zone

Sound Insulation Pod

Electronic Newspaper Reader



Library Collection Scope and Opening Hours

Location	Type of Reading Room	Collection Scope	Service	Service Objects	Opening Hours
1 st floor	Chinese books zone	Chinese books	Reading and loan services (open-shelf)	Staff and students at Suzhou Campus	Monday to Sunday 8:00-22:00
	English books zone	English books	Reading and loan services (open-shelf)		
		Chinese and English periodicals	Reading service (open-shelf)		
	Compact stack room of back issues	Back issues	Reading and loan services (closed stacks)		
	Dissertation room	Dissertations	Reading service (closed stacks)		
2 nd floor	French reading room	French books French periodicals	Reading and loan services (open-shelf)	Staff and students at Suzhou Campus	Monday to Sunday 8:00-22:00
	Reading room of the Party's history and national conditions	Books and periodicals	Reading service (open-shelf)		Monday and Friday 8:30-11:30
	Reading room of ocean and military				

Library access certificates

- Valid **Tencent campus codes** and **RUC campus cards** are the certificates for the access of entry, borrowing books and studies in the library.
- Scan the campus code or swipe the campus card to enter and leave the library.





PART 02

Library Resources

Printed Resources

- **About 150,000 books and materials**
- ✓ 105,992 Chinese books
- ✓ **10,106 English books**
- ✓ 9,332 French books
- ✓ 80 types of Chinese journals
- ✓ **14 types of English journals**
- ✓ 9 types of French journals
- ✓ 13,006 Chinese back issues
- ✓ **3,161 foreign languages back issues**
- ✓ 4,261 book-attached CDs
- ✓ Over 10,000 dissertations

Electronic Resources

- **Over 400 types of domestic and overseas databases**
- ✓ E-books
- ✓ E-journals
- ✓ E-newspapers
- ✓ Dissertations
- ✓ Reference tools
- ✓ Multimedia resources

Library Catalog



中国人民大学图书馆
RENMIN UNIVERSITY OF CHINA LIBRARIES

RUC Library:
<http://www.lib.ruc.edu.cn/>

馆藏目录

中文发现

外文发现

数据库

电子期刊

BALIS资源

题名

检索

借阅信息 续借 添加邮箱 借阅历史 借阅排行 馆际互借 新书推荐 随书光盘 手机短信服务



资源



服务



互动



特别推荐



新闻/公告



新购资源



试用资源



本馆简介

- ▶ 文献传递
- ▶ 多媒体服务
- ▶ 馆际互借
- ▶ 教学/培训
- ▶ 科技查新
- ▶ 微服务
- ▶ 代查代检
- ▶ 自助服务
- ▶ 引文统计
- ▶ 借阅服务
- ▶ 学科服务
- ▶ 论文制作

- ▶ 图书馆办理2015届毕... [06-04]
- ▶ 第16届北京青年学术... [05-29]
- ▶ 图书馆多功能厅2014... [11-02]
- ▶ “知识视界”有奖问... [10-22]
- ▶ 图书馆多功能厅2015... [06-02]
- ▶ 图书馆多功能厅2015... [05-28]
- ▶ 亚太经济合作组织会... [10-30]
- >>>更多



SirsiDynix e-Library™

English

借阅证号码:

个人密码:

用户登录

中国人民大学图书馆馆藏查询系统

[检索/主页](#) [院系资料查询](#) [经济学分馆](#) [苏研院分馆](#) [法学图书馆](#) [新书推荐](#) [教参借阅台](#) [我的账号](#) [与我们联系](#)

[返回](#) [说明](#) [退出登录](#)

题名



确定

馆别: ALL



[高级查询](#)

图书馆公告

[新书](#)

[借阅历史\(不含当月\)](#)

[书目查询问答](#)

["CGI请求无效"处理提示](#)

[更多信息](#)

最热门馆藏

题名: [盗墓笔记](#) 南派三叔著

著者: 南派三叔 著

主题: [长篇小说](#) chang pian xiao shuo 中国 当代

[更多馆藏](#)

SirsiDynix e-Library™

中文

User ID:

PIN:

Login to e-Library

Your Electronic Library on the Web

[检索/主页](#) [院系资料查询](#) [经济学分馆](#) [苏研院分馆](#) [法学图书馆](#) [I Need Material](#) [教参借阅台](#) [我的账号](#) [Contact Us](#)

[Go Back](#) [Help](#) [Logout](#)

title

library:

[Power Search](#)

Highest Interest Items

Title: 盗墓笔记 南派三叔著

Author: 南派三叔 著

Subject: 长篇小说 chang pian xiao shuo 中国 当代

[More items](#)

Library Info

[新书](#)

[借阅历史\(不含当月\)](#)

[书目查询问答](#)

["CGI请求无效"处理提示](#)

[More information](#)

[Go Back](#) [Help](#) [Logout](#)

SirsiDynix e-Library™

Your Electronic Library on the Web

[检索 / 主页](#) [院系资料查询](#) [经济学分馆](#) [苏研院分馆](#) [法学图书馆](#) [I Need Material](#) [教参借阅台](#) [我的账号](#) [Contact Us](#)

[Go Back](#) [Help](#) [Logout](#)

A tale of two cities

title

Search

library: 苏研院分馆

[Power Search](#)

Suzhou Campus Library

Highest Interest Items

Title: 盗墓笔记 南派三叔著

Author: 南派三叔 著

Subject: 长篇小说 chang pian xiao shuo 中国 当代

[More items](#)

[Go Back](#) [Help](#) [Logout](#)

Search Results

title "a tale of two cities" search found 6 Title.

- Keep **A tale of two cities = 双城记 Charles Dickens chi**
狄更斯 (Dickens, Charles), 1812-1870 著
(SY)F H319.4:I/8
2008
1 copy available at 苏研院分馆(流通) in 苏研院分馆
- Keep **A tale of two cities**
Dickens, Charles, 1812-1870.
(SY)F I561.44/16
New York : Bantam Books, c1989.
1989
1 copy available at 苏研院分馆(流通) in 苏研院分馆
- Keep **Understanding A tale of two cities : a student casebook to issues, sources, and historical documents**
Newlin, George.
(SY)F I561.074/4
北京 : 中国人民大学出版社, 2008.
2008
2022/9/16 2 copies available at 苏研院分馆(流通)

record 2 of 6 for search title "a tale of two cities"

Item Details

Keep

[Place Hold](#)

[Buy now](#)

[Find more by this author](#)

[Nearby items onshelf](#)

Item Information

Title

Author

Publisher

Pub Date

\$

ISBN

Item Info

Catalog Record

A tale of two cities

Dickens, Charles, 1812-1870.

Bantam Books,

c1989.

viii, 369 p. ;

0553211765

1 copy available at 苏研院分馆(流通) .

Holdings

苏研院分馆

索书号

(SY)F I561.44/16

Copy

1

Material

西文图书

Location

苏研院分馆 (nocirc)

[Continue search in](#)

[其它图书馆](#)

[Google](#)

[You Found Titles in Categories](#)

[English Literature](#)

Library Info

[新书](#)

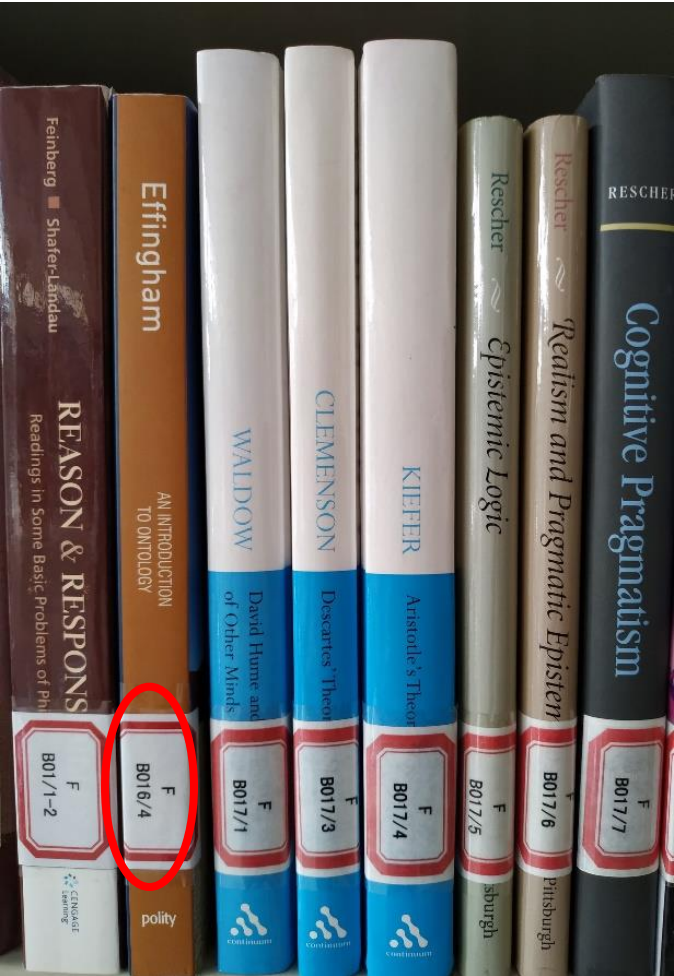
[借阅历史\(不含当月\)](#)

[书目查询问答](#)

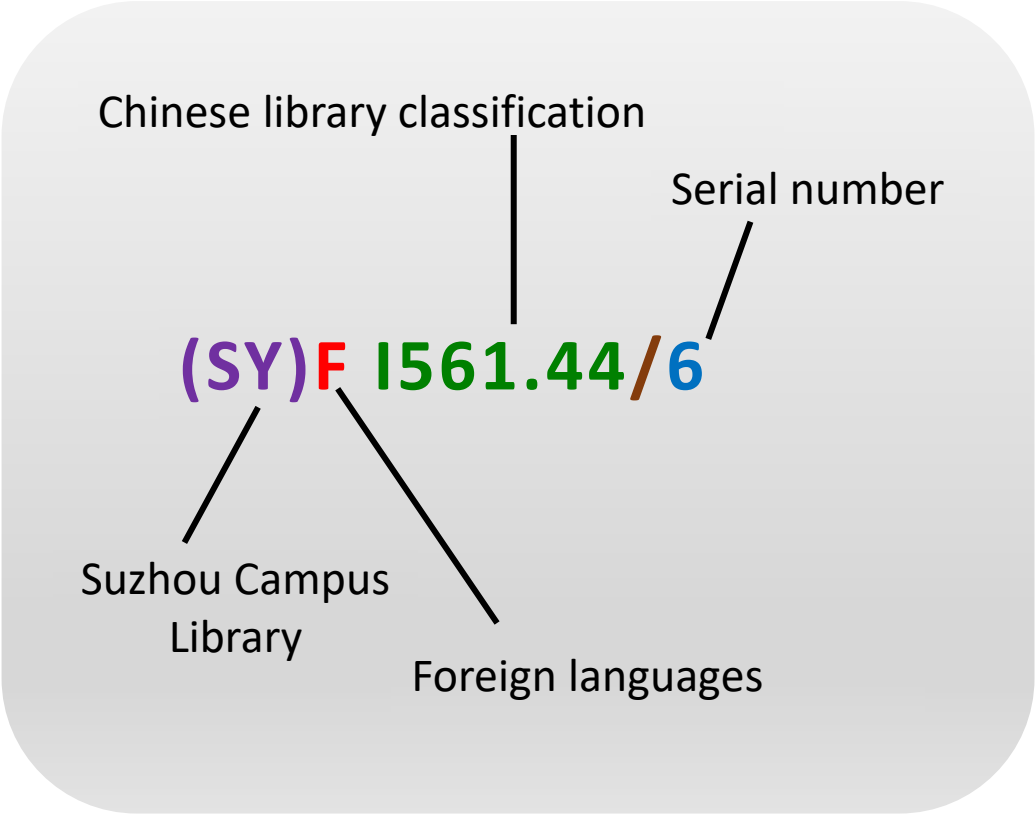
["CGI请求无效"处理提示](#)

[More information](#)

Call Number



Components of a call number



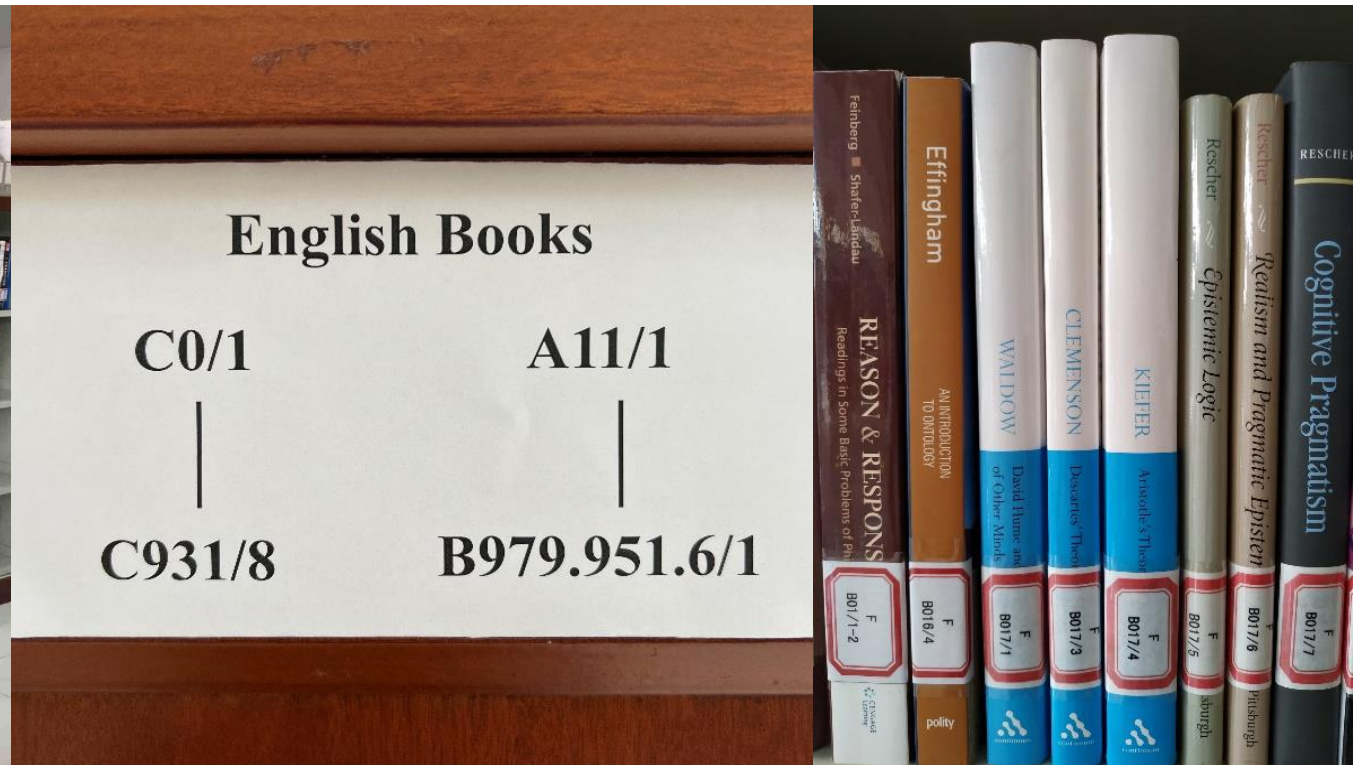
Chinese Library Classification Outline	
A Marxism, Leninism, Maoism, Deng Xiaoping Theory	N Natural science pandect
B Philosophy, Religion	O Mathematical science and Chemistry
C Social science	P Astronomy, Earth science
D Politics, Law	Q Biology science
E Military	R Medicine, Health
F Economics	S Agricultural science
G Culture, Science, Education, Sport	T Industrial technology
H Linguistics, Philology	U Transportation
I Literature	V Aerospace
J Art	X Environmental science, Safety science
K History, Geography	Z Comprehensive books

Library Resources – Printed Resources

All books are arranged from left to right in order of call numbers. There is a label on the side of each shelf, showing the beginning and the ending call numbers of the books on that shelf. Readers can find a book easily with the help of these labels.



2022/9/16



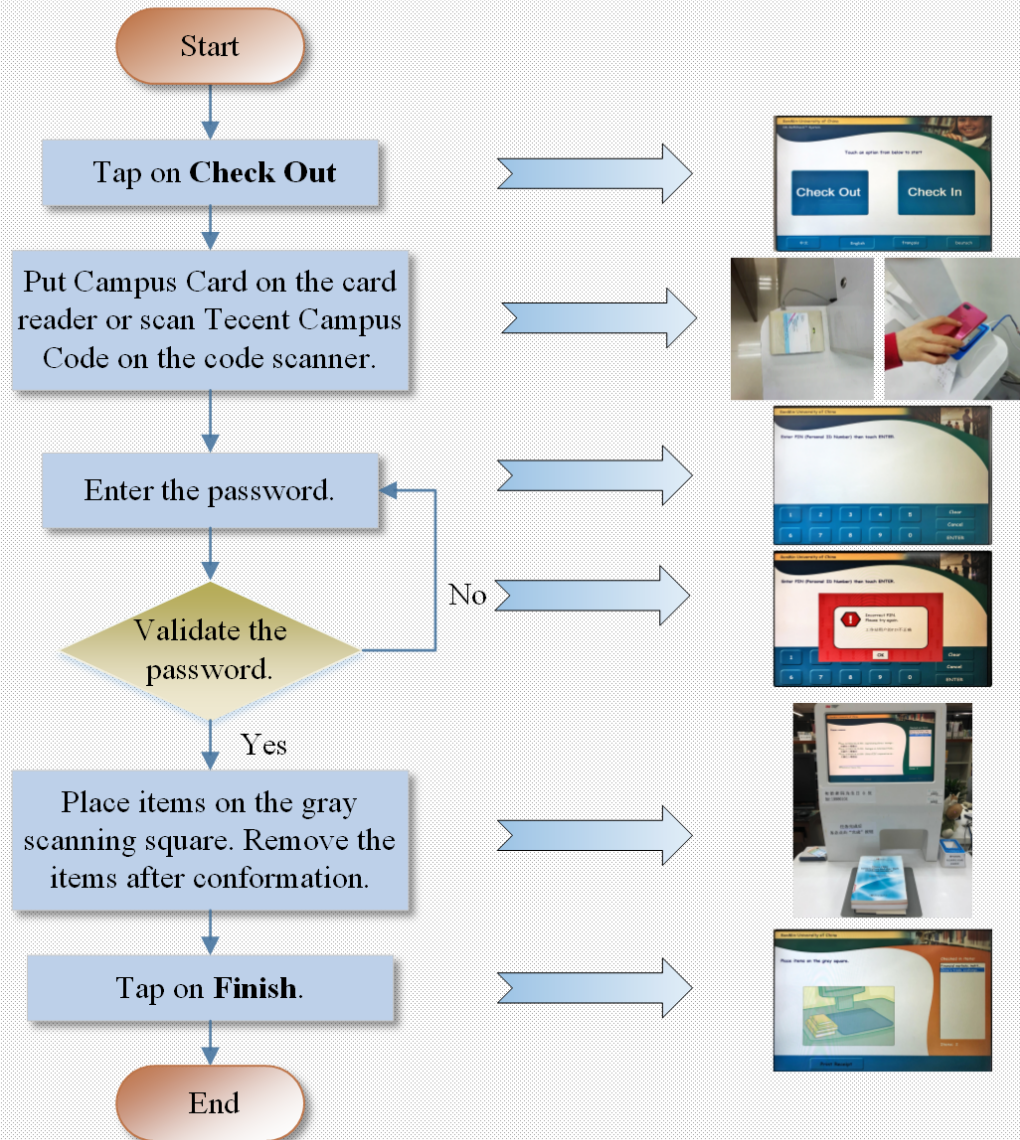
21

3M Self-circulation Machine

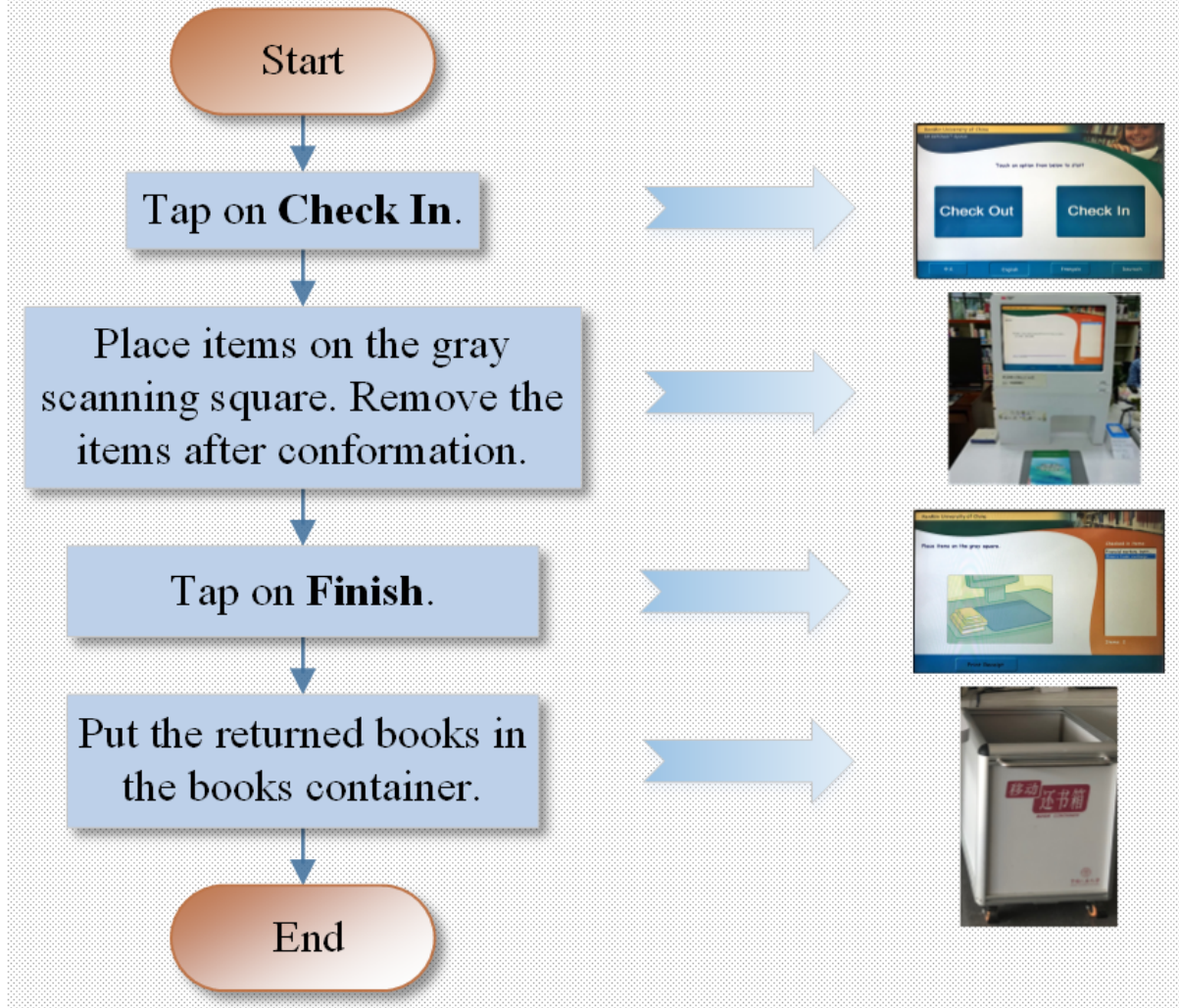
Campus Card / Tencent Campus Code



Flow Chart of Borrowing



Flow Chart of Returning



Book Recommendations



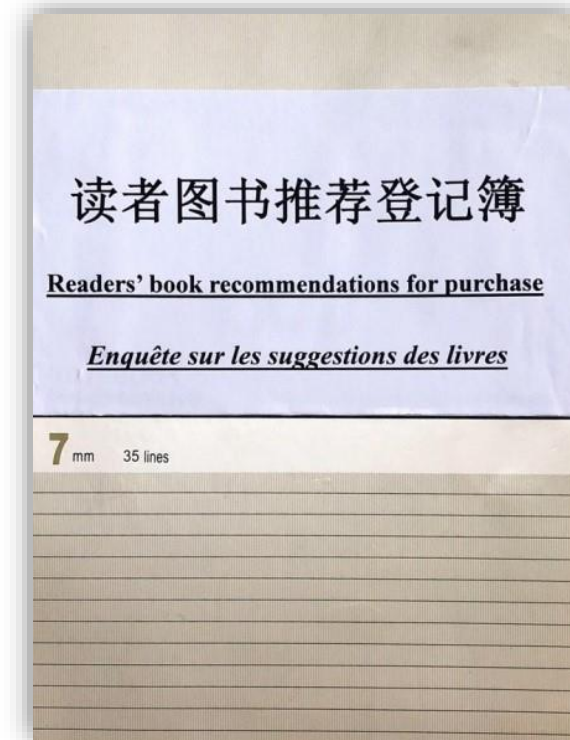
Readers can recommend books in the following two ways:

- Fill in the book recommendation form at the information desk of the library.
- Email to library public mailbox:

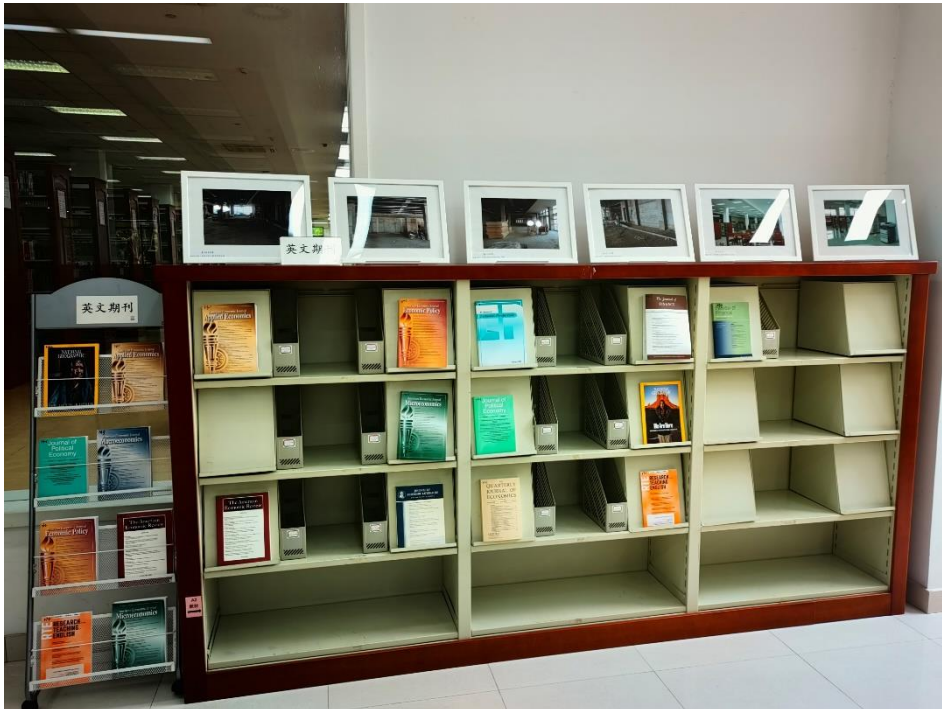
tsgsuzhou@ruc.edu.cn



The book suggestion should include the following information: title, author, publisher, year of publication, ISBN.



English Journals



01

Browse among
the shelves

02

Consult at the
information desk

List of English Journals (2022)

1	The American Economic Review
2	Journal of Economic Literature
3	Journal of Economic Perspectives
4	American Economic Journal: Macroeconomics
5	American Economic Journal: Microeconomics
6	American Economic Journal: Economic Policy
7	American Economic Journal: Applied Economics
8	Journal of Political Economy
9	Quarterly Journal of Economics
10	Economist
11	Journal of Finance (FTE Small)(Print and Online)
12	Review of Finance
13	Research in the Teaching of English
14	National Geographic

How many books can I borrow? How long can I keep the books?

Q&A

- Postgraduate students may have on loan not more than 20 items, in which **foreign language books are not more than 10.**
- Loan period is **4 weeks** (28 days) .
- Loan period of requested books with more than 3 holds would be shortened to 2 weeks.
- All borrowed books with no holds can be renewed once.

What shall I do if some of my loans are overdue?

A fine of **0.10 yuan per day** will be charged for each overdue book. Privileges including borrowing, renewals and reservation will be blocked when the cumulative fine is over 5.00 yuan. Privileges will resume automatically when the accrued fine has been paid. Overdue fines can be paid on the self-service payment computer in the library.

Q&A

Q&A

What should I do if I lost a book?

- A reader who lost a book should replace it with a new one of the same version (or a newer version if permitted), and pay a 10.00 yuan processing fee as well as the overdue fine of the lost book.
- If he/she fails to purchase a new item of the same version (or a newer version if permitted), he/she will compensate for the loss at an amount according to the library regulations.

What kind of resources are not for loan?

What if I take a book out of the library without permission?

- Journals, dissertations and reference books such as dictionaries, yearbooks, and encyclopedias are to be read inside the library only.
- Books and other reading materials in the reading rooms are not allowed to carry out without permission, or else it will be regarded as theft. A fine of 200 yuan (RMB) per book will be imposed on stealing. What's more, the action will be reported to college heads and student association.

Q&A

Electronic Resources Introduction

The RUC Library has collected comparatively abundant digital resources, including over 400 types of domestic and overseas databases.

The databases cover five discipline categories of humanities, economics, social sciences, law and politics, science and technology, and contain all types of electronic resources, such as e-journals, e-books, e-newspapers, reference tools, dissertations, multimedia resources and so on. Besides, after years of work, RUC Library has also established its own databases.

Readers of Suzhou Campus Library have the privilege to use all these resources.

Electronic Resources

- Over 400 types of domestic and overseas databases
 - ✓ E-books
 - ✓ E-journals
 - ✓ E-newspapers
 - ✓ Dissertations
 - ✓ Reference tools
 - ✓ Multimedia resources



Unified Access System for Electronic Resources

Access Methods:

- ① Homepage of RUC library--Databases--Unified access system
- ② Directly open the website at <http://www.libproxy.ruc.edu.cn>.



中国人民大学图书馆
RENMIN UNIVERSITY OF CHINA LIBRARIES



开馆时间：
周一至周五：7:00-22:00
周六日：8:00-22:00

Databases

馆藏目录 中文发现 外文发现 数据库 电子期刊 BALIS资源

检索

数据库导航 试用资源 多媒体资源 人大文库 古籍特藏 特色资源 校内外统一访问

Unified access
on and off campus



资源



服务



互动



特别推荐



新闻/公告



新购资源



试用资源



本馆简介

- ▶ PQDT学位论文荐购
- ▶ 电子资源荐购
- ▶ 教学参考书推荐
- ▶ 学位论文提交
- ▶ 意见与建议
- ▶ 书刊捐赠

- ▶ 馆长寄语
- ▶ 馆刊馆讯
- ▶ 图书馆简介
- ▶ 开馆时间
- ▶ 组织结构

>>更多

RUC Library:
<http://www.lib.ruc.edu.cn/>

快捷通道

- ▶ 咨询台
- ▶ 校外访问
- ▶ 研修室预约
- ▶ 座位预约
- ▶ 借阅信息
- ▶ 专题讲座
- ▶ 新生专栏
- ▶ 学位论文提交
- ▶ 人大文库
- ▶ 馆刊馆讯
- ▶ 书刊捐赠
- ▶ 意见与建议

移动图书馆



人图订阅号



人图服务号



搜资源库:

语种: [中文](#) [外文](#)学科: [人文](#) [经济](#) [社会](#) [法政](#) [理工](#)文献类型: [电子期刊](#) [电子报纸](#) [电子图书](#) [学位论文](#) [多媒体](#) [事实类](#) [数据](#)资源状态: [常用资源](#) [新购资源](#) [试用资源](#)首字母: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
<http://www.libproxy.ruc.edu.cn>
排序: [名称↑](#) [访问量](#)

366 个



中文数据库

- 1 [【置顶】万方数据资源系统-数字化期刊全文库](#)
- 2 [【置顶】维普-维普资讯中文期刊服务平台7](#)
- 3 [【置顶】中国知网-中国期刊全文数据库](#)
- 4 [【置顶】中文发现](#)
- 5 [3E英语多媒体资源库](#)
- 6 [CADAL电子书](#)
- 7 [CCER经济金融数据库](#)

外文数据库

- 1 [【置顶】SCOPUS数据库](#)
- 2 [【置顶】Web of Science--SSCI](#)
- 3 [【置顶】外文发现](#)
- 4 [ACM \(美国计算机学会\) 电子期刊数据库](#)
- 5 [ACS \(美国化学学会\) 数据库](#)
- 6 [AIP \(美国物理联合会\) Proceedings](#) 32
- 7 [AIP \(美国物理联合会\) 全文数据库](#)



Login



搜资源库:



语种: 中文 外文

学科: 人文 经济 社会 法政 理工

文献类型: 电子期刊 电子报纸 电子图书 学位论文 多媒体 事实类 数据

资源状态: 常用资源 新购资源 试用资源

首字母: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

排序: 名称↑ 访问量

366 个



中文数据库

- 1 [【置顶】万方数据资源系统-数字化期刊全文库](#)
- 2 [【置顶】维普-维普资讯中文期刊服务平台7](#)
- 3 [【置顶】中国知网-中国期刊全文数据库](#)
- 4 [【置顶】中文发现](#)
- 5 [3E英语多媒体资源库](#)
- 6 [CADAL电子书](#)
- 7 [CCER经济金融数据库](#)

外文数据库

- 1 [【置顶】SCOPUS数据库](#)
- 2 [【置顶】Web of Science--SSCI](#)
- 3 [【置顶】外文发现](#)
- 4 [ACM \(美国计算机学会\) 电子期刊数据库](#)
- 5 [ACS \(美国化学学会\) 数据库](#)
- 6 [AIP \(美国物理联合会\) Proceedings](#) 33
- 7 [AIP \(美国物理联合会\) 全文数据库](#)





The screenshot shows a login form titled "身份认证" (Identity Authentication). It includes two input fields: "学工号/手机号/邮箱" (Student ID/Phone Number/Email) and "密码" (Password). Below these is a CAPTCHA field with the text "请输入验证码" (Please enter the verification code) and a box containing "x mK c". A note below the CAPTCHA states "验证码只包含字母,不区分大小写" (Verification code only contains letters, case-insensitive). At the bottom, there is a red "登录" (Log in) button, a checkbox for "记住登录状态" (Remember login status), and a link for "忘记密码?" (Forgot password?).

Account: **Student Number**
Password: **Password of micro-RUC**

Log in

Initial password of micro-RUC:
➤ **The last 6 digits of passport number**

搜资源库:



语种: 中文 外文

学科: 人文 经济 社会 法政 理工

文献类型: 电子期刊 电子报纸 电子图书 学位论文 多媒体 事实类 数据

资源状态: 常用资源 新购资源 试用资源

首字母: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

排序: 名称↑ 访问量

Foreign Language
Databases

328 个



中文数据库

- 1 【置顶】维普资讯中文期刊服务平台7
- 2 【置顶】中国期刊全文数据库 (中国知网)
- 3 3E英语多媒体资源库
- 4 CADAL电子书
- 5 CEIC经济数据库
- 6 CNKI中国引文数据库
- 7 EPS全球统计数据/分析平台

外文数据库

- 1 ACM (美国计算机学会) 电子期刊数据库
- 2 ACS (美国化学学会) 数据库
- 3 AIP (美国物理联合会) Proceedings
- 4 AIP (美国物理联合会) 全文数据库
- 5 American Library Association (ALA电子图书数据库)
- 6 American National Biography Online (ANBO) 美国国家人物传记
- 7 AMS电子刊数据库



搜资源库:



语种: 中文 外文

学科: 人文 经济 社会 法政 理工

文献类型: 电子期刊 电子报纸 电子图书 学位论文 多媒体 事实类 数据

资源状态: 常用资源 新购资源 试用资源

首字母: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name

排序: 名称↑ 访问量

169 个



中文数据库

外文数据库

- | | | |
|---|--|----|
| 1 | ACM (美国计算机学会) 电子期刊数据库 | |
| 2 | ACS (美国化学学会) 数据库 | |
| 3 | AIP (美国物理联合会) Proceedings | |
| 4 | AIP (美国物理联合会) 全文数据库 | |
| 5 | American Library Association (ALA电子图书数据库) | |
| 6 | American National Biography Online (ANBO) 美国国家人物传记 | |
| 7 | AMS电子刊数据库 | 36 |





中文数据库

外文数据库

- 1 JSTOR电子期刊
- 2 Web of Science--SSCI
- 3 Elsevier ScienceDirect数据库
- 4 Web of Science--SCI
- 5 Springer电子期刊数据库
- 6 HeinOnline法律数据库
- 7 Ebsco-Academic Search Complete (ASC)综合学科学术文献大全
- 8 Sage电子期刊
- 9 IBFD荷兰国际财政文献局在线数据库
- 10 Wiley Online Library
- 11 Taylor & Francis期刊数据库
- 12 ACS (美国化学学会) 数据库
- 13 SciFinder
- 14 EBSCO--Academic Search Premier
- 15 Jove美国视频实验期刊库
- 16 Westlaw International法律在线数据库
- 17 Cambridge University Press剑桥大学出版社电子书
- 18 APA (美国心理学会) -PsycARTICLES
- 19 Elsevier电子图书数据库



搜资源库:

语种: 中文 外文

学科: 人文 经济

文献类型: 电子期刊 电子图书 事实类 数据

资源状态: 常用资源 新购

首字母: A B C D N O P Q R S T U V W X Y Z

Language
Subject
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排序: 名称↑ 访问量

328 个



中文数据库

- 1 【置顶】维普资讯中文期刊服务平台7
- 2 【置顶】中国期刊全文数据库 (中国知网)
- 3 3E英语多媒体资源库
- 4 CADAL电子书
- 5 CEIC经济数据库
- 6 CNKI中国引文数据库
- 7 EPS全球统计数据/分析平台

外文数据库

- 1 ACM (美国计算机学会) 电子期刊数据库
- 2 ACS (美国化学学会) 数据库
- 3 AIP (美国物理联合会) Proceedings
- 4 AIP (美国物理联合会) 全文数据库
- 5 American Library Association (ALA电子图书数据库)
- 6 American National Biography Online (ANBO) 美国国家人物传记
- 7 AMS电子刊数据库



搜资源库: JSTOR



语种: 中文 外文

学科: 人文 经济 社会 法政 理工

文献类型: 电子期刊 电子报纸 电子图书 学位论文 多媒体 事实类 数据

资源状态: 常用资源 新购资源 试用资源

首字母: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

4 个



中文数据库

外文数据库

- 1 JSTOR电子书
- 2 JSTOR电子期刊
- 3 ProjectMUSE人文社科期刊数据库
- 4 PAO电子期刊数据库

搜资源库:



语种^x:

中文

外文^x

Foreign Languages

学科:

人文 经济 社会 法政 理工

文献类型:

电子期刊 电子报纸 电子图书 学位论文 多媒体 事实类 数据

资源状态:

常用资源 新购资源 试用资源

首字母:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

排序:

名称↑

访问量

169 个



中文数据库

外文数据库

- 1 ACM (美国计算机学会) 电子期刊数据库
- 2 ACS (美国化学学会) 数据库
- 3 AIP (美国物理联合会) Proceedings
- 4 AIP (美国物理联合会) 全文数据库
- 5 American Library Association (ALA电子图书数据库)
- 6 American National Biography Online (ANBO) 美国国家人物传记
- 7 AMS电子刊数据库 40



American Library Association (ALA电子图书数据库)

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总访问量: 54

常用标签

自定义标签

信息介绍

语种: 外文

学科: 社会

首字母: A

文献类型: 电子图书

资源状态: 常用资源

American Library Association(ALA)是美国图书馆界的专业组织, 世界上最大的图书馆协会之一。成立于1876年, 主要创始人J.温泽、W.F.普尔和M.杜威, 总部设在芝加哥。是图书馆员常用的欧美书评、书讯杂志《Choice》与《Booklist》的出版者。

目前American Library Association电子图书数据库收录了该出版社249种特色图书, 涵盖以下领域: 图书馆管理、读者管理、图书馆员发展、图书馆市场管理、馆舍与馆藏建设、编目、管理及分类、图书馆系统与服务、图书馆工具与技术、公共图书馆项目与服务少儿图书馆项目与服务。

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Heritage Books of Asia	ISEAS Publishing



PART 03

Library Services

Book Reservation Service

In order to facilitate readers and save their time to find books, the library provides book reservation service. Readers can check the book information through the library online catalog and send the reservation application to the library's public mailbox. The library staff will check out the required books to the reader's library account according to his/her reservation application. After that, the reader can collect the books in the library at the specified time.

Application method:

Send the reservation application to the library's mailbox: tsgsuzhou@ruc.edu.cn.

Application requirements:

- (1) Personal information: Name, student number/staff number, phone number and email address.
- (2) Book information: Title, call number, language.

Time for book collection: On the second day after the application is submitted.

Place for book collection: Information desk, 1st floor of Suzhou Campus Library

Certificate for book collection: Campus card or Student ID card

E-Book Acquisition Service

The e-book acquisition service aims to save readers time searching for e-books. The library helps readers to search and deliver the e-book resources they want by using the massive e-book database and related document delivery system of the RUC library.



How to apply: Readers can send the book information to the library's public mailbox: tsgsuzhou@ruc.edu.cn. The book information should include the book's title, author, publisher, publishing year and ISBN. The email subject should be "E-book acquisition + name + student number/staff number + phone number + email address".

Delivery method: The library will send feedback to the reader's email within 3 days after receiving the application.

➤ Self-circulation Service

The library implements self-assist borrowing and returning service, supporting **campus card** and **Tencent campus code**.



➤ Self-printing, copying and scanning Service

There is a self-printing zone in the library where readers can print, photocopy, and scan with **Tencent campus code**.

① Print in the self-printing zone

Submit printing tasks on the computers in the library lobby or in the reading rooms. Having sent the printing tasks, you will get the printed documents on the printer by scanning your Tencent campus code. Photocopying and scanning can be operated directly on the printer in the lobby.



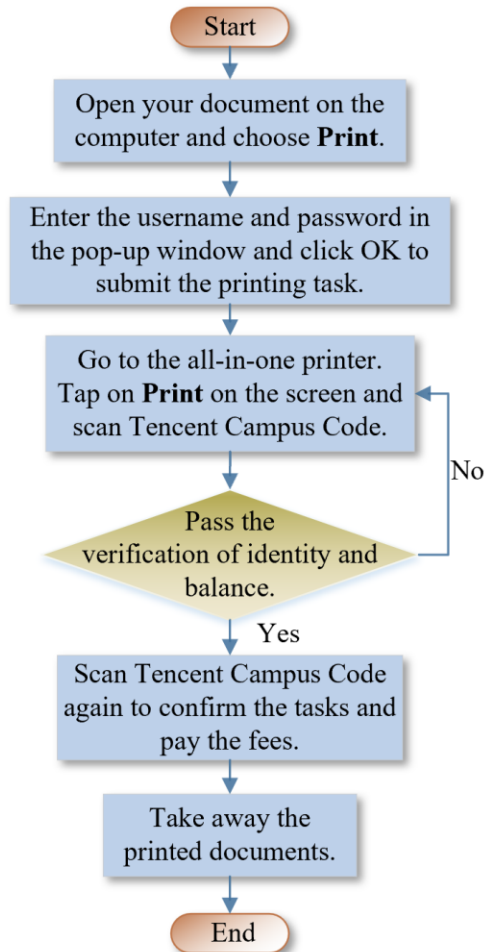
➤ Self-printing, copying and scanning Service

② Cloud print

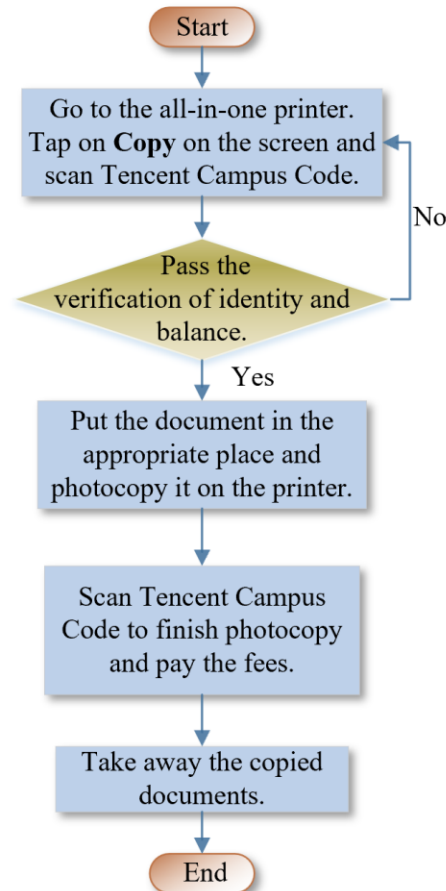
Submit printing tasks on a personal computer or mobile phone connected to the Wi-Fi of Suzhou Campus. Enter **172.16.1.9:9130** for the address bar of the computer/mobile phone to access Lianchuang Print Management System – select “cloud print” – enter the account and password (both are student numbers) – select document – confirm printing. After submitting printing tasks, you will get the printed documents on the printer in the lobby by scanning your Tencent campus code. Photocopying and scanning can be operated directly on the printer.



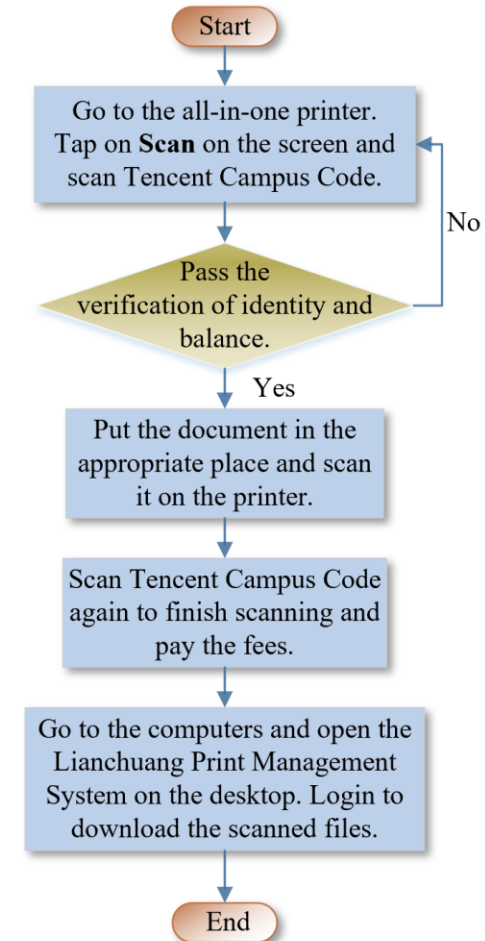
Flow Chart of Self-printing with Tencent Campus Code



Flow Chart of Self-photocopy with Tencent Campus Code



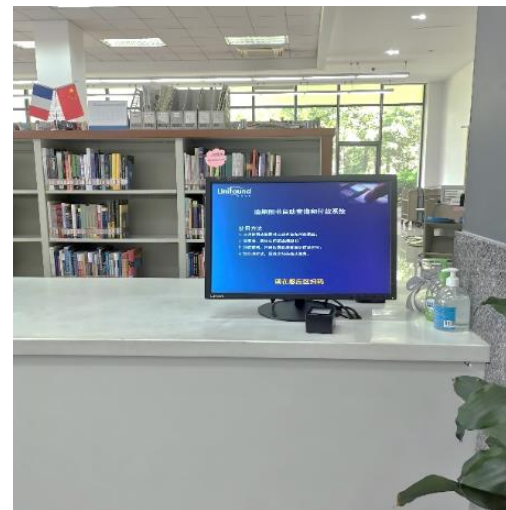
Flow Chart of Self-scanning with Tencent Campus Code



➤ Self-service Payment of Overdue Fines

There is a self-service payment computer in the reading room on the first floor of the library, on which a reader can pay the overdue fines using his/her Tencent campus code. Scan the Tencent campus code and you will see all your overdue books and overdue fines listed on the screen. Check the list carefully, and then scan the code again to pay the fines (make sure there is sufficient amount in the WeChat virtual campus code).

Note: To avoid overdue books continuing to generate arrears, please return the overdue books before paying the fine.



➤ Library Training



➤ WeChat Official Account

Suzhou Campus Library



RUC Library



➤ Electronic Resource Retrieval Areas

In order to facilitate readers' use of electronic resources, the library has set up electronic inquiry and retrieval zones, providing 8 retrieval computers on the first floor (3 in the Chinese books zone and 5 in the English books zone) and 6 inquiry computers on the second floor. All of the computers have been installed with various common software. To access and utilize the electronic resources of the library, readers can directly visit the homepage of the RUC library, click the “database”, and log in the unified access system for electronic resources.



➤ New Book Display Stand

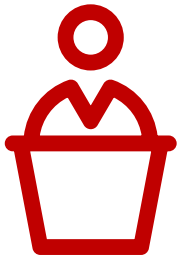
There is a book display stand on the first floor of the library, which displays the new books and books of different themes, such as financial books, French books, maths books, human resources books, Chinese language teaching books and so on. It is convenient for readers to get the information of library collections directly. There are leisure reading seats beside the book display stand. Readers can either read in the library or borrow the books.



➤ Reading Area

- ✓ **Seats:** There are 236 seats in the reading rooms on the first floor and 120 seats on the second floor.
- ✓ **Power Supply:** Most of the tables in the library have four sockets mounted underneath the table, distributed over the four corners of the table. Each socket has two USB charging ports as well, so as to meet the readers' needs as far as possible. As the pictures show.
- ✓ **Free Wi-Fi:** Name: **ruc.sc**
Username: Student number
Initial password: Ruc123456





**If there are any problems in practical use,
please go to the information desk and ask
for help.**



We sincerely welcome students to use the library during university. The library will do its best to guarantee the quality of resources and services and create a beautiful and comfortable reading environment. All staff in the library are willing to listen to the readers. If you have any opinions and suggestions, please come to the information desk or email us.



tsgsuzhou@ruc.edu.cn



**Suzhou Campus Library
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**Welcome to use library resources and services.
Thank you!**