#### 厦門大学园言能 XIAMEN UNIVERSITY LIBRARIES

# 2024/8/30 Library Orientation

User Guide 2024

Xiaochen Liu

Outline

**01** About XMU Library

**02** Visit and Study

03

Find, Borrow, Return

04

WiFi and Off-Campus Access

XIAMEN UNIVERSITY

# Part 1 About XMU Library

1.1 Library Locations1.2 Resources





#### **1.1 Library Locations**



Xiangan Campus-Dewang Library



厦門大學園書館 XIAMEN UNIVERSITY LIBRARIES

**East Campus-Haiyun Library** 

#### Siming Campus-Main Library



Zhangzhou Campus Library



Siming Campus-Art Library



Siming Campus-Law Library

#### **1.2 Resources**



(Data updated December 2023, excluding Zhangzhou Campus Library and Malaysia Campus)

厦門大學







# Siming Campus Main Library





#### Siming Campus Main Library Foreign Book Stacks Location: Floor 1 Opening Hours: Monday-Sunday 8:00-11:40, 14:30-17:30





# Visit and Study

2.1 Opening Hours

Part 2

- 2.2 Access Services
- 2.3 Enter and Leave Library
- 2.4 Select a Seat (IMPORTANT)
- 2.5 Reserve a Collaborative Study Room2.6 Other Facilities

#### 2.1 Opening Hours



<mark>Study Spaces</mark>	Siming Campus-Main Library Xiangan Campus-Dewang Library	Everyday 7:00—23:00			
	<b>Other Library Branches</b>	Everyday 8:00—22:00			
<mark>General Service</mark> Desk	<b>Everyday 8:00—22:00</b> ( Temporarily Closed Wednesday 14:30-18:00 )				
*Closed on National Holidays, see XMUL library website or Wechat XMUL library account for any changes					

#### **2.2 Access Services**



### Siming Campus Main Library:

#### General Service Desk (2<sup>nd</sup> floor)



#### **2.2 Access Services**

Siming Campus-Main Library

Tel: 0592-2186616

E-mail: librarian@xmu.edu.cn

Xiangan Campus-Dewang Library

Tel: 0592-2886616

E-mail: xalib@xmu.edu.cn

**Scan and Subscribe** 





Wechat Official Account: XMULibrary

#### 2.3 Enter & Leave Library



#### □ Face Recognition Device

#### Face fails to be recognized?

• Get help from General Service Desk



#### 2.4 Select a Seat

Our spaces are often packed and seats are usually in short supply at the Main Library.

We highly recommend you select a seat rather than randomly pick an available one , which may soon be selected by another student who can ask you to move. How to select a seat?

### Select via Wechat Official Account



Scan and Subscribe XMULibrary

厦門大學



#### 2.4 Select a Seat

Select via Wechat Official Account





.

#### 2.4 Select a Seat: Confirm Taking Your Seat



# **Confirm** Taking Seat

After selecting a seat, confirm taking your seat by entering the library through a face recognition device in 30 minutes.



#### 2.4 Select a Seat: Cancel Your Seat

Click

system"

厦門大學圖書館 XIAMEN UNIVERSITY LIBRARIES



#### 2.4 Select a Seat: Seat Management Regulations

![](_page_17_Picture_1.jpeg)

Please do obey the rules, otherwise you'll be <u>blacklisted</u> and forbidden to select a seat for five days after receiving three violation messages on Wechat.

### Tips:

- 1. Confirm taking your seat on time after selection.
- 2. Return to your seat within time limit.

#### 2.4 Select a Seat: Seat Management Regulations

![](_page_18_Picture_1.jpeg)

![](_page_18_Figure_2.jpeg)

#### If you leave the library:

- Most cases: seat retain for 30min
- At 11:00-12:30: seat retain for 90min
- At 17:00-18:30: seat retain for 60min

## Tips:

- 1. Confirm taking your seat on time after selection.
- 2. Return to your seat within time limit.
- 3. Cancel your seat if leaving the library longer than seat retaining time.

#### 2.5 Reserve a Group Study Room

![](_page_19_Picture_1.jpeg)

![](_page_19_Picture_2.jpeg)

Xiamen University

Search Email:

TEL:

#### **2.6 Other Facilities**

![](_page_20_Picture_1.jpeg)

![](_page_20_Picture_2.jpeg)

![](_page_20_Picture_3.jpeg)

#### Self-service Printing and Scanning

Location:

• Main Library Floor 2 (next to the west entrance)

Location:

• Main Library Floor 2 (near Library Desk)

#### Part 3

# Find, Borrow, Return

3.1 Log in Library Account3.2 Find Materials-Printed and Electronic3.3 Borrow and Return

![](_page_21_Picture_3.jpeg)

#### 3.1 Log in Library Account

厦門大学园書館 XIAMEN UNIVERSITY LIBRARIES

Xiamen University Library & IT Services

Home -Find Materials -Services -Library -

#### https://linc.xmu.edu.cn

Explore Chinese Homepage library.xmu.edu.cn

		Links	SEARCH				CONTACT	
		<ul><li>Xiamen University</li><li>Xiang'an Campus Library</li></ul>	Books	O EBooks	O E-Journals	Search	Email: Librarian@xmu.edu.cr TEL: Siming Campus Library	0592-2186616
Click	"My Library"	<ul><li>My library</li><li>Mail System</li></ul>	I NEWO				Xiang'an Campus Library East Campus Library	0592-2888305 0592-2186982
		• 中文版	NEWS				Art Library Law Library	0592-2180762 0592-2182079
						More	6 💫	

#### **3.1 Log in Library Account**

![](_page_23_Picture_2.jpeg)

#### **3.1 Log in Library Account**

![](_page_24_Picture_1.jpeg)

![](_page_24_Figure_2.jpeg)

#### **3.2 Find Materials-Printed Books**

![](_page_25_Picture_1.jpeg)

![](_page_25_Picture_2.jpeg)

![](_page_25_Picture_3.jpeg)

![](_page_25_Picture_4.jpeg)

![](_page_25_Picture_5.jpeg)

Search	Top Books	Browsing	New books	Journal	Suggestion	InfoBoard	My Lib
Fulltext Search	Simple Search	Catalog Mul	ti-Field Search				

#### - Simple Search

✓ Title Author	Starts with ~ More Search Options
Subject ISBN/ISSN Call No.	Books 〇 Western Books 〇 Chinese Periodicals 〇 Western Periodicals 我与地坛   学习高手   汉宫秋   第一哲学   social issues   现代汉语词典   邏輯學導論   荣格文集   日本 散文   企业社会
Publisher Title Pinyin Author Pinyin	One Month

![](_page_25_Picture_9.jpeg)

![](_page_26_Picture_1.jpeg)

![](_page_26_Picture_2.jpeg)

### **3.2 Find Materials-Databases**

![](_page_27_Figure_1.jpeg)

#### **3.2 Find Materials-Electronic Resources**

![](_page_28_Picture_1.jpeg)

![](_page_28_Picture_2.jpeg)

![](_page_29_Picture_1.jpeg)

![](_page_29_Figure_2.jpeg)

### 3.2 Difficulty in finding materials? Get help from us!

	XI	夏门大学的 MU Knowledg	知识资源港 ge Resource Portal			站内检索
	首页	概况	服务资源	共享平台 文档 🛛	玉堂	思政 我的图书馆
≣	服务		首页 > 服务 > 学科服务			
	图书借阅	•	学科服务 学科服务简报			
	教学支持服务	•	图书馆根据院系及学科分布情	况设置了学科馆员,读者在使用[	图书馆过程中有信	任何问题或建议都可以和他们理
	科技查新	•	<del></del>			
	咨询与培训	•	学科/院系	姓名(部门)	电话	电子邮箱
	成果证明	•	al <u>egral segral se</u>	人文与艺术学部 社会	科学学部	
	馆际互借	•	经济学院、王亚南经济研究	院 杨玉花(经济与管理分 馆)	2182392	ecorf1@xmu.edu.cn
	学科服务	•	财务管理与会计研究院、管	理学 钟建法(采访部)	2180878	jianfa@xmu.edu.cn
	研讨间预约	•	院			
	自助文印	•	法学院、国际法高等研究院	、知陈萌宜(法学分馆)	2182079	280074156@qq.com
Ge	t help f	rom	a library spec	cialist(only av	<i>v</i> ailable	edu.cn
Chi htt	inese w ps://lib	ebsi orary	te) .xmu.edu.cn/	fw/xkfw.htm		.cn

智晓静(研究资料部)

2184336

zxj@xmu.edu.cn

国学研究院、中国语言文学系、

历中与文化遗产学院 折学系

图书捐赠

#### Come to General Service Desk and ASK!

厦門大學圖書館

XIAMEN UNIVERSITY LIBRA

![](_page_30_Picture_3.jpeg)

# Or contact your department teaching secretary.

#### 厦門大学园書館 XIAMEN UNIVERSITY LIBRARIES

### **Borrow with your student card**

- Used by card-holder only
- Lost card or forget password, get help from:
  - 1. Siming Campus-Student Affair Service Office (Songen Building Floor 1)
  - 2. Siming Campus-Main Library
  - 3. East Campus-Haiyun Library

General Service Desk

![](_page_31_Picture_9.jpeg)

![](_page_32_Picture_1.jpeg)

### 200 Books

![](_page_32_Figure_3.jpeg)

**Return on time!** 

![](_page_33_Figure_1.jpeg)

![](_page_33_Figure_2.jpeg)

#### **Overdue books**

- Fine: 0.2 RMB /day
- You can't borrow books if your overdue payment is over 10 RMB.
- If you lost a book, please come to the general service desk.

# WiFi and Off-Campus Access

4.1 Campus Wi-Fi4.1 Reset WiFi Password4.2 Off-campus Access4.3 Download Genuine Software

Part 4

#### 4.1 Campus Wi-Fi

![](_page_35_Picture_1.jpeg)

## • XMUNET+

#### Username: Student Number Password:

You can access all the library resources when connecting campus Wi-Fi.

![](_page_35_Picture_5.jpeg)

# https://pass.xmu.edu.cn

![](_page_36_Figure_2.jpeg)

#### 4.2 Reset WiFi Password

![](_page_37_Picture_1.jpeg)

![](_page_37_Figure_2.jpeg)

Modify campus network(also Wi-Fi/VPN) password

![](_page_37_Picture_4.jpeg)

Modify Password Return

#### 4.2 Reset WiFi Password

# Follow instructions to set your password

#### **i** Tips for your password

1.It is suggested the new password should be strong enough. which contains at least 8 characters in length and at least 3 mixed combinations of uppercase, lowercase, numeric and special characters.

2.Don't use your realname, birthday, email address, phone number and other information closely related to personal information in the password, so as to avoid attackers to get your public information and then piece up the password. If Trump using Trump@19870204、Biden using Biden@2181234.This kind of password seems complicated, but it is easy to hack.

3.Never to use a simple password, such as '123456', '111111', '888888',

4.Passwords are need to update. Your can reset a temporary complex password if you have to tell someone.

#### 输入密码

![](_page_38_Figure_8.jpeg)

![](_page_39_Picture_1.jpeg)

When using other networks, you need "offcampus access" to use library resources.

![](_page_39_Figure_3.jpeg)

### 4.3 Off-campus Access

When using other networks, you need "offcampus access" to use library resources.

Note: This VPN is only used to access library resources, not irrelevant webpages.

![](_page_40_Figure_3.jpeg)

#### 4.4 Download Genuine Software

![](_page_41_Picture_1.jpeg)

![](_page_41_Picture_2.jpeg)

Windows操作系统	Office套件	EndNote	MATLAB	福昕PDF编辑器
-------------	----------	---------	--------	----------

#### CONTACT

![](_page_41_Picture_6.jpeg)

Email: Librarian@xmu.edu.cn

TEL:

![](_page_42_Picture_0.jpeg)

![](_page_42_Picture_1.jpeg)

#### Siming Campus-Main Library

#### **General Service Desk**

Time: 8:00-22:00

Tel: 0592-2186616

E-mail: librarian@xmu.edu.cn

![](_page_42_Picture_7.jpeg)

![](_page_42_Picture_8.jpeg)

![](_page_42_Picture_9.jpeg)

Wechat Official Account: XMULibrary

![](_page_43_Picture_0.jpeg)

#### 厦門大学园言館 XIAMEN UNIVERSITY LIBRARIES

#### Link: https://linc.xmu.edu.cn/

Xiamen University Library & IT Services

![](_page_43_Figure_4.jpeg)

# Thank you!