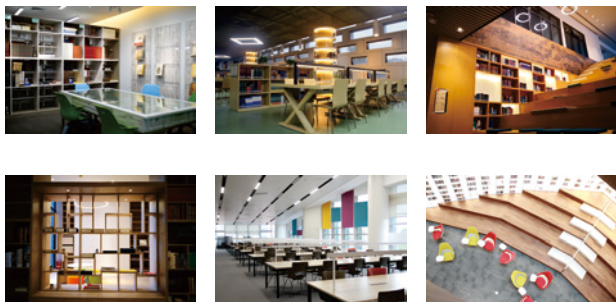### 3. Software and Tools

• EndNote

EndNote is a bibliographical management software, supporting reference formats for 6,000 kinds of journals across the world and hundreds of writing modules, improving your writing efficiency by creating citation while you write.

• Turnitin

Turnitin is a tool for detecting unoriginal work by checking for inappropriate citation and potential plagiarism. It helps improve skills of reference and paraphrasing.

IV. Functional Areas and Facilities

There are three libraries on SUSTech campus. Lynn Library, a three-story building of 10,000 square meters, was made available for public use in September 2013. Yidan Library, opened in December 2020, is a building with a total area of 9,010 square meters. The Learning Nexus, a building of 1,200 square meters, opened in November 2020. Each library provides diversified spaces conducive to learning in various forms including leisure zone, quiet study zone, collaborative learning space, computer hub, group study room, classroom, studio and auditorium.

Library Wechat

For more information, please refer to the library website.

南方科技大学图书馆

地址：广东省深圳市南山区西丽学苑大道1088号
电话：0755-88010800
邮箱：lib_ref@sustech.edu.cn

Add：No.1088, Xueyuan Road, Nanshan District,
　　　Shenzhen, Guangdong, China
Tel： +86-755-88010800
E-mail：lib_ref@sustech.edu.cn

https://lib.sustech.edu.cn

SUSTech Library

Library Guide 2021

Libraries are open Mon-Fri 8:00-22:00
except the 1st floor of Yidan Library(opens 24hr).
Holidays will be notified seperately.

I.Borrowing

1. Loan Rules

Items \ Patrons		Undergraduate Graduate Other Patrons	Faculty	Borrowing Location
Book	Maximum	20 Items	30 Items	Self-service Machines of the Library
	Loan Period	30 Days	60 Days	
	Maximum loan days	60 Days	90 Days	
CD/VCD/ AV	Maximum	5 Items		Service Desk
	Loan Period	15 Days		
Course Reserves	Maximum	5 Items		Course Reserves, 2nd Floor, Yidan Library
	Loan Period	4 Hours		
JD Read	Maximum	1 Item		JD Read Shelf, 1st Floor, Yidan Library
	Loan Period	15 Days		

Tips: Reference works, newspapers and journals are not available for loan. If a patron needs to borrow such an item for a particular and acceptable reason, he/she can have it on loan only for 24 hours. Borrowing of such an item can only be processed at the Service Desk.

2. Renewal

A patron can renew a borrowed item before it is due, and by doing so you can keep the item for an additional loan period. However, if the loan period reaches its maximum, or if the borrowed item is on call, you cannot have the item renewed.

Notice:CD/VCD, audio-video materials, course reserves and JD Read are not for renewable.

3. Request

You can request an item if it is out on loan. A message will be sent to you when the item comes back to the library and is ready for you to pick up at the Service Desk or 24-Hour Self-service Pick-up Book Cabinet by presenting the message. The library will keep the item for a maximum of three days.

4. Overdue Fine

When a book is overdue, the overdue fines will be charged (at a rate of RMB 0.2 yuan per item per day), but the patron's borrowing privilege will not be suspended. It will be suspended only when the overdue fines accrue to 10 yuan, and privilege will be resumed only when overdue items are returned and the payment of fines is made.

Type of Resources	Book	CD/VCD/Audio-video	Course Reserves	JD Read
Overdue Fine Rate	0.2 RMB/item/day	10 RMB/item/day	0.2 RMB/item/hour	1 RMB/item/day

5. Items Damaged or Lost

Patrons should protect the library collection from damage or loss; otherwise different types of penalties will occur.

II. Services

1. Patron's Card Service

Your University Card (UC) can also function as your library card, but it has to be authenticated before you use it to borrow books or other materials from the library.

- UC for new students is automatically authenticated for library loans. Faculty and staff can bring UC to the Service Desk for authentication.
- Writing-off of the UC can only be processed after patrons return all the items on the card when they leave the university.
- Service Hours: Yidan Library: Monday to Sunday: 8:30-22:00

   Lynn Library: Monday to Friday: 8:30-12:00;14:00-17:30

   except National Holidays and winter/summer vacations.

2.Recommend a Purchase

- Patrons are welcomed to recommend a book, a journal or other information resources that are not available in the library's collection.
- To make a recommendation, please visit the library website and fill out the form of "Recommend a Purchase" under "Collections"; or email at lib_acq@sustech.edu.cn; or fill out the paper form provided at the Service Desk and hand in to the librarian.

3. Interlibrary Loan / Document Delivery

- Our library will obtain a document (a book, an article or some other material) from other libraries at the request of a patron when he/she cannot find it at our own library.
- Patrons can apply for Interlibrary Loan / Document Delivery online via the library website, or send document request to lib_ill@sustech.edu.cn.
- Our library will request document (a book, an article or some other material) from other libraries at the request of a patron and send the electronic document to the patron, or inform the patron to collect the printed document at the Service Desk.
- The library will provide a subsidy of RMB 500 per person per year for the cost of Interlibrary Loan/Document Delivery. No subsidy will be provided for the excess amount.

4. Information Literacy Education

The library provides various training on information searching, databases, tools, new student orientation, etc. Please refer to "Information Literacy Education" under " Learning & Research" on the library homepage.

III. Library Collection

As of June 2021, the library has a total of 259,830 Chinese and foreign volumes of books (194,214 in Chinese and 65,616 in foreign languages), 68 titles of Chinese newspapers and periodicals, and 31 titles of foreign language newspapers and periodicals. There are 134 Chinese and foreign language databases (29 Chinese and 105 foreign languages), including 566,011 e-books and 86,239 e-journals.

1. Entity Collection

Libraries	Floor	Entity Collection
Lynn Library	1st	Reference Books (T Books Excepted), English Fictions, New Arrivals, Scholar Recommend, Current Periodicals, Newspapers
	2nd	Audio-visual Materials
	3rd	F-S, U-Z Books, Special Collections, Bound Periodicals, Duplicates of Scholar Recommend Titles
Yidan Library	1st	A-E books, Duplicate Copies of T Books
	2nd	TP books, Course Reserves, New Arrivals, Current Newspapers and Periodicals
	3rd	TA-TM Books
	4th	TN, TQ-TV Books, Chinese Translation of Classics
Learning Nexus	1st	Classical Art Books, T Reference Books

2.Electronic Resources

Chinese General Databases	CNKI China Knowledge Resource Integrated Database	Major scholarly database in China to access academic journals, doctoral and masters' theses, conference proceedings, newspapers.
	Wanfang Data Knowledge service platform	Major scholarly database in China to access academic journals, doctoral and masters' theses, conference proceedings.
General Databases in English	Elsevier-ScienceDirect eJournals and eBooks	The world's leading academic database in science and technology, and health care. The library subscribes to more than 3,000 journals and 10,000 books.
	Springer eJournals and eBooks	One of the largest publisher for scientific publications in the world. The library subscribes to more than 1,700 journals and 100,000 books.
	Wiley eJournals and eBooks	One of the world's largest academic publication organization. The library subscribes more than 1,000 journals and 10,000 books.
	Cambridge eJournals and eBooks	The library subscribes to over 300 journals and 2,000 eBooks published by Cambridge University Press.
	Oxford eJournals and eBooks	The library subscribes to over 300 journals and 8,000 eBooks published by Oxford University Press.
	IEEE/IET Electronic Library （IEL)	Include publications from IEEE and Institution of Engineering and Technology (IET). The library subscribes to over 400 journals,over 17,000 conference proceedings and over 2,600 standards.
Abstract and Index Databases	SCI (Science Citation Index)	It provides researchers, administrators, faculty, and students with quick, powerful access to the bibliographic and citation information they need to find research data and more.
	EI (Engineering Village)	EI is the broadest and most complete engineering literature index database available in the world.
Databases of General Education	Superstar Erya General Education Video	It provides systematic general education video classes by famous teachers, covering historical and cultural heritage, science and technology, art appreciation and aesthetic experience, etc.
	KUKE Digital Music Library	It provides abundant music resources to music lovers, including classical music and introduction, opera,music documentary,etc.
English-learning Database	New Oriental Multimedia Learning Library	It provides examinations courses for CET4, CET6, overseas studies, special purposes, and vocations.