

# XJTLU LIBRARY

# DID YOU KNOW

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## HOW TO SEARCH AND FIND BOOKS 如何查询图书

LAMP · Be SMART, Be SURE

# XJTLU | LIBRARY

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Here are some tips to help you find your desired printed books in the library catalogue easily and quickly. Please scan the QR code to read more.

请扫描二维码获取更多关于图书检索的技巧，帮助您更准确、快速地找到您想要的图书信息。



# SEARCHING AND FINDING BOOKS

## 查询图书

01

To check the availability of any item that you would like to borrow, please go to <https://opac.xjtlu.edu.cn>.

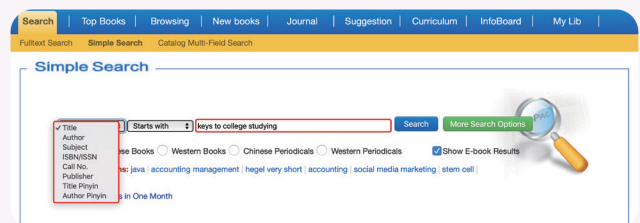
如果您需要查询您想要的图书是否可借, 可使用图书馆书目检索系统 <https://opac.xjtlu.edu.cn> 进行检索。



02

Simply search the catalogue using key words relevant to your desired item (title, author, subject etc.).

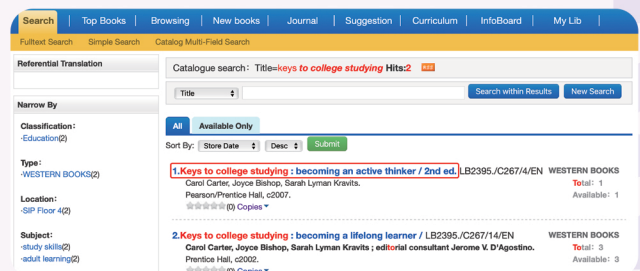
通过所需图书的关键词信息进行检索 (如题名、作者、主题词等)。



03

Click on your desired item in the search results to see its specific information such as call number, location and status.

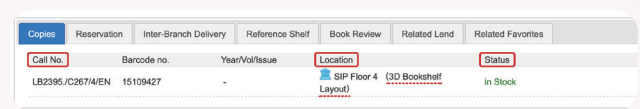
在搜索结果页面点击相关图书链接, 查看该图书的详细信息, 如索书号、馆藏地、书刊状态等。



04

The specific information tells you where the book is located and if it is available. If the book is available, please use the 3D bookshelf layout and book's call number to locate it on the library's bookshelves.

根据该图书的详细信息, 获知其所在的馆藏地以及是否可借。如果该图书可借, 您可以根据图书定位信息和索书号确定其在书架中的具体位置。



## LOOK AT THE TAGS ON THE BOOKSHELF

### 查看书架上的层架标



Go to the indicated location and then use the 3D bookshelf layout to locate which bookshelf your book is on. For example, the book is marked with the information about "SIP Floor 4 14Sh5C3R" on the 3D bookshelf layout. If you find the tag with the same information on the bookshelf, then begin looking through that bookshelf.

前往系统中指示的馆藏地, 然后使用图书定位信息找到您查询的图书所在的书架层位。例如: 该图书的定位信息显示为 "SIP Floor 4 14Sh5C3R", 即代表图书所在位置为 "苏州园区校区图书馆 4楼 14架 5列 3层"。如果您在书架上找到与之信息一致的层架标, 则开始浏览该层图书。

## LOOK AT THE CALL NUMBERS ON THE BOOKS' SPINE

### 查看图书书脊上的索书号



Use the call number to locate the book on the bookshelf. The call number is typically located at the bottom of the book's spine. The book's all number should match the call number in the system identically.

使用索书号在该层书架上定位图书的排列位置。索书号通常位于图书书脊的底部。图书上的索书号需要与系统中显示的索书号相一致。