

图书馆服务英语

English for Library Service

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内 容 简 介

本书根据目前高校图书馆服务工作的实际需要,由长期从事高校图书馆工作的图书馆馆员与长期从事大学英语教学并有相当国外学习和生活经验的英语教师合作编写。本书为英汉对照读本,共五部分,从图书馆服务读者入手,较全面地介绍了有关图书分类、人员、物品等与图书馆服务相关的知识。

本书以提升高校图书馆服务人员英语能力为目标,以图书馆岗位英语口语服务为重点,以情景设计为特色。力求做到内容新颖、实用。

本书主要用于高校图书馆馆员英语口语培训,也可作为其他类型图书馆馆员的学习参考书,同时也适合图书馆等专业师生、书店工作人员、出国人员等学习使用。

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●序

美国学者哈特（James D. Hart）说：“大学不可能伟大，除非这所大学有一个伟大的图书馆。”（No University can be great unless it has a great library.）一个好的图书馆，除了具有高质量的藏书、先进的设备、宏伟漂亮的馆舍外，最主要的是要有一批高水平的图书馆员为读者提供高水平的服务。可以说，图书馆员的素质和水平决定着图书馆服务的内容和质量。

随着信息技术的迅速发展，基于网络的新的信息环境正在形成，图书馆行业与其他信息服务行业的界线日渐模糊，图书馆事业正在发生着深刻的变革，对图书馆员的评价标准也在悄然发生着变化。一个图书馆员是否称职，不只是看其提供了多少次服务，而是看其为读者

解决多少问题；一个图书馆员是否优秀，不只是取决于其能否依照某种方法快捷地找到读者所要的一本书，而是取决于其能否以渊博的学识和熟练的技能为读者解疑释难，让读者在信息高速公路密如蛛网的路线中和无数转弯处识别方向，让用户在任何时间、任何地点、按照任何内容需要获取个性化的信息和知识。

随着中国经济的高速发展和对外开放力度的进一步加大，越来越多的外国友人来中国投资、学习、交流和工作，图书馆的外籍读者将日益增加，为外籍读者服务将成为图书馆，特别是高校图书馆工作的重要内容，这对图书馆工作人员的外语能力和服务水平提出了更高的要求，图书馆职工有必要掌握基本的外语服务口语。北京交通大学图书馆的馆员们编写的《图书馆服务英语》一书，正好适应了这种形势的需要。

该书针对外籍师生的实际需要，介绍了图书馆日常服务所涉及的图书馆知识。全书按情景对话组织材料，采用英汉对照方式编排，有很强的针对性和趣味性。语句短小、精炼，易

于学习，既可做高校图书馆服务口语的培训教材，也适用于高校图书馆管理人员阅读。相信该书的出版，对提高图书馆工作人员的英语表达能力及对外籍人员的服务水平具有很好的促进作用。

代报关

2007 年 5 月

● 编者的话

PREFACE

近年来国际交流与合作越来越活跃，高校国际化的发展步伐越来越快。高等教育建设的“质量工程”对图书馆的服务质量和水平提出了新的要求，因此提高高校图书馆人员外语服务能力成为迫切需要。为适应时代要求，北京交通大学图书馆的工作人员编写了这本《图书馆服务英语》。

本书从图书馆直接面对读者的服务入手，设计情景对话，并较为全面地介绍了有关图书分类、人员、物品等基本知识，以及馆藏概述、各部门情况、藏书、信息检索、文献传递、课题查新等。本书尽量使用较为短小、精炼的语句，介绍日常口语及惯用语、句型等，能较明确地表述图书馆的服务，易于学习者理解、记忆和使用。本书的主要特点是：由长期从事高

校图书馆工作的馆员与长期从事大学英语教学并有相当国外学习和生活经验的英语教师合作编写，与实际工作结合紧密，实用性、针对性较强；内容丰富、新颖；按情景对话组织材料，采用英汉对照方式编排，易于组织学习和培训。本书是在北京交通大学图书馆培训教材的基础上编写的，其主要内容在实际应用中不断修改、完善。

本书主要用于高校图书馆馆员英语口语培训，也可作为其他类型图书馆馆员的学习参考书，同时也适合图书馆等专业师生、书店工作人员、出国人员等学习使用。

本书编写人员的分工如下：陈梅负责第一部分情景对话（一）至（七），第二至五部分中英文的编写及情景对话（八）、（九）中文的编写；李德娟负责第一部分情景对话（八）、（九）英文的编写及第一部分情景对话（一）至（七）英文的一审；罗平负责第一部分情景对话（十）至（十二）中英文的编写及全部稿件英文的一审；郑雁负责全部稿件英文的二审；郑飞负责全部稿件英文的终审。北京交通大学图书馆韩宝明教授、郑兰副研究馆员为本书的编写做了大量工作。

北京交通大学图书馆的各级领导对本书的编写非常重视，张岳强、宋姣、魏民、李悦、靳红曼、刘迎春、孟宪梅、李红梅、朱亦丹、梁琦等老师对本书的编写工作给予了各种各样的帮助，譬如介绍情况、提出建议、找参考书等，在此对所有帮助和支持这项工作的同志表示深深的感谢。同时，感谢北京交通大学出版社郑光信社长、孙秀翠副总编、张利军编辑的大力支持和帮助及细致、耐心的工作。

由于时间比较匆忙，作者水平有限，所以书中难免会有一些不妥之处，敬请有关专家及广大读者批评指正。希望本书的出版能对高校图书馆的发展起到一定的促进作用。

作 者

2007 年于红果园

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第一部分 ● 情景对话

Part One Dialogues

一、日常服务

Daily Service

(一) 出示证件

Showing Your Card

1. 对话 Dialogue

(一进门)

馆 员：您好！我可以帮助您吗？

Librarian：Hello. Can/May I help you？

(我能为您做什么吗？)

(What can I do for you？)

读 者：您好！我想看书。

Reader：Hello. I want to read some books.

馆 员：请出示您的一卡通。

Librarian：Please show (me) your e-card.

(您有一卡通吗?)

(Do you have an e-card/a library card?)

读者：我没有。

Reader : Sorry , I don't have it.

(Sorry , I haven't.)

馆员：您有学生证或工作证吗？

Librarian : Do you have the student card or the employee card ?

读者：对不起，我没有。

Reader : Sorry , I don't have it.

(Sorry , I haven't.)

馆员：您是我校的学生或教师吗？

Librarian : Are you a member of this university ?

(Are you a student or a teacher here ?)

读者：不，我不是。

Reader : No , I'm not.

馆员：对不起。我们只为我们的学生
和工作人员服务。您先到办公室交咨询费，才能看书。

Librarian : Sorry , we only serve our students

and staff. But you'll be permitted to read the library books after paying a small charge at the Library Office.

(After you pay inquiry fee at the office , you can read our books.)

读者：办公室在哪里？

Reader : Where is the office ?

(Where is the Library Office ?)

馆员：① 一进图书馆，向右走的方向就是。

Librarian : After entering the library , turn right , and you'll find it on the right-hand side.

(When you enter the library , turn right to the office.)

② 坐电梯到二层，穿过大厅，下楼梯，向左走就是。

Go to the second floor by elevator. After going through the Public Hall , go downstairs , turn left , and you'll find it on

the right-hand side.

(Go to the second floor by elevator , through the public hall , go down stairs and turn left to the office.)

读 者 : 谢谢 ! 一会儿见 !

Reader : Thank you. See you later !

馆 员 : 一会儿见 !

Librarian : See you !

2. 单词、词组 Words and Phrases

图书馆 : library

费用 : charge

读者 : reader

馆员 : librarian

学生证 : student card

工作证 : employee card

图书证 : library card

一卡通 : e-card

二层 : the second floor

办公室 : (library) office

电梯 : elevator ; lift

希望 , 想要 : want

给看 , 出示 : show

咨询费 : inquiry fee ;

大厅 : Public Hall

consulting fee

(全体) 职员 : staff

3. 重点句型 Important Expressions

(1) 您有一卡通吗？

Do you have an e-card/a library card ?

(2) 请出示您的一卡通。

Please show (me) your e-card.

(3) 您是我校的学生或教师吗？

Are you a member of this university ?

(Are you a student or a teacher here ?)

4. 扩展内容 Additional Expressions

- (1) { Good morning. 早上好。
Morning. 早。
Good afternoon. 下午好。
Good evening. 晚上好。

- (2) { How are you ? 你好吗？
Fine , thank you. And you ?
我很好 , 谢谢。你呢？
I'm fine. Thank you.
我也很好。谢谢。

- (3) { See you later. 一会儿见。
See you. 一会儿见。
See you again soon.
希望很快会再见面。
Good-bye. 再见。
Bye-bye. 再见。
Nice/Glad to meet/see you.
很高兴见到你。
Me too. 我也是。
Same with me. 我也是。

- (4) 问 : { May/Can I help you ?
我能帮您吗 ?
What can I do for you ?
我能为您做点什么 ?
Yes , please. 是的 , 可以。
Yes , thank you. 是的 , 谢谢。
No , thank you. 不需要 , 谢谢。
答 : { That's very kind of you.
您真好 (别客气) 。
Thanks for your help.
谢谢您的帮助。

You are welcome. 别客气。

- (5) Do you have { an e-card ? 您有一卡通吗 ?
a library card ?
您有图书证吗 ?
a student card ?
您有学生证吗 ?
a ticket ? 您有票吗 ?
a passport ? 您有护照吗 ?
an employee card ?
您有工作证吗 ?

{ Yes , I have. 是的 , 我有。

{ Sorry , I haven't. 对不起 , 我没有。

- (6) { Pardon ? 能重复一下吗 ?
I beg your pardon. 请您重复一遍。
(One more time.)
(Please again.)
Would you say it again ?
您能重说一遍吗 ?

Please speak loudly and slowly.

请大点声、说慢点。

- (7) Come with me , please.

请跟我来。

- (8) 办公室在一层 117 房间。

It/The office is on the first floor , Room 117.

5. 扩展词汇 Additional Words

重复 : pardon

护照 : passport

(二) 开关门时间
Opening/Closing Time

1. 对话 Dialogue

读 者 : 图书馆 (早上) 几点开门?

Reader : What time does the library open
(in the morning) ?

馆 员 : 图书馆 (早上) 8 点开门。

Librarian : 8 o'clock.

(It opens at 8 o'clock.)

(It is opened at 8 o'clock/a. m.)

读 者 : 图书馆 (晚上) 几点关门?

Reader : What time does the library close
(in the evening) ?

馆 员 : 图书馆 (晚上) 10 点关门。

Librarian : 10 o'clock.

(It will be closed at 10 p. m.)

(It closes at 10 p. m.)

(It is closed at 10 p. m.)

读者：请问图书馆的开放时间？

Reader : What is the opening time/hours ?

馆员：图书馆开馆时间从早上 8 点到晚上 10 点。

Librarian : The opening time/hours is from 8 a. m. to 10 p. m.

读者：图书馆每天都开门吗？

Reader : Does the library open every day ?

馆员：不。周四下午和周六晚上不开馆。

Librarian : No. It closes on Thursday afternoons and Saturday evenings.
(It is closed on Thursday afternoons and Saturday evenings.)

读者：我要去还书。流通部几点开门？

Reader : I want to return some books.

What time does the Circulation Department open ?

馆员：流通部开馆时间是从早上 8 点

到晚上 8 点。

Librarian : The Circulation Department opens
from 8 a.m. to 8 p.m.

读 者 : 谢谢 !

Reader : Thank you.

2. 单词、词组 Words and Phrases

开放 : open

关闭 : close

开馆时间 : opening hours/time

阅览部 : Reading Department

流通部 : Circulation Department

电子阅览室 : Electronic Reading Room

东校区 : Eastern Campus

东校区分馆 : Eastern Campus Branch Library

3. 重点句型 Important Expressions

(1) 图书馆 (早上) 几点开门?

What time does the library open (in the morning) ?

(2) 图书馆 (早上) 8 点开门。

8 o'clock.

(It opens at 8 o'clock.)

(It is opened at 8 o'clock/a. m.)

(3) 图书馆 (晚上) 10 点关门。

10 o'clock p. m.

(It will be closed at 10 p. m.)

(It closes at 10 p. m.)

(It is closed at 10 p. m.)

(4) 周六晚上和周四下午不开馆。

It closes on Thursday afternoons and Saturday evenings.

(It is closed on Thursday afternoons and Saturday evenings.)

4. 扩展内容 Additional Expressions

(1) 阅览部开门时间是从早上 8 点到晚上 10 点。

The Reading Department opens from 8 a. m. to 10 p. m.

(2) 电子阅览室开馆时间是从早上 8 点到晚上 10 点。

The Electronic Reading Room opens from 8 a. m. to 10 p. m.

- (3) 东校区分馆开馆时间是从早上 8 点到晚上 10 点。

The Eastern Campus Branch Library
opens from 8 a. m. to 10 p. m.

- (4) 闭馆时间到了。

It's time to leave.

欢迎再来。

Welcome to (our) library again.

[Welcome to (our) library next time.]

- (5) 现在几点了？

What time is it ?

6 点 15 分。

It's six fifteen.

- (6) 今天是几号？

What's the date today ?

今天是 8 月 10 日。

Today is August the tenth.

- (7) 今天星期几？

What day is today ?

(What day of the week is it today ?)

今天星期一。

Today is Monday.

5. 扩展词汇 Additional Words

Monday 星期一

Tuesday 星期二

Wednesday 星期三

Thursday 星期四

Friday 星期五

Saturday 星期六

Sunday 星期日

一月 January (Jan.) 二月 February (Feb.)

三月 March (Mar.) 四月 April (Apr.)

五月 May 六月 June (Jun.)

七月 July (Jul.) 八月 August (Aug.)

九月 September (Sep. /Sept.)

十月 October (Oct.)

十一月 November (Nov.)

十二月 December (Dec.)

(三) 禁止吸烟

No Smoking

1. 对话 Dialogue

读者：我可以抽烟吗？（您是否介意我在这儿抽烟？）

Reader : Excuse me. Can I smoke here ?

(Do you mind if I smoke ?)

(Would you mind my smoking here ?)

馆 员：不可以。您最好别在这儿吸烟。
(这里不准吸烟。)

Librarian : I don't think so. You'd better not smoke here.

(No smoking is allowed here.)

读 者：这里有吸烟区吗？

Reader : Is there a smoking section ?

馆 员：对不起。我们图书馆是没有吸烟区的图书馆。

Librarian : Sorry. We are non-smoking library.

读 者：我知道了。我不抽了。

Reader : I see. I will not smoke.

馆 员：谢谢你！你可以到图书馆外面吸烟。

Librarian : Thank you. You can smoke out of the library.

2. 单词、词组 Words and Phrases

吸烟 : smoke

吸烟区 : smoking section/area

非吸烟区 : non-smoking section/area

3. 重点句型 Important Expressions

(1) 你最好别在这儿吸烟。

You'd better not smoke here.

(2) 请不要吸烟。

Please stop smoking.

(Don't smoke please.)

4. 扩展内容 Additional Expressions

(1) 请不要吸烟好吗。

I would appreciate if you don't smoke.

(2) 我不得不要求你灭掉你的烟。

I'll have to ask you to put out your cigarette.

(3) 允许在这儿抽烟吗？

Am I allowed/permitted to smoke here ?

(4) 这里是非吸烟区。

Here is non-smoking area.

(5) 你不能在这儿吸烟。

You can't smoke here.

(6) 请把烟灭了。

Put out your cigarette , please.

(7) 灭火。

Put out the fire.

5. 扩展词汇 Additional Words

烟 : cigarette

雪茄 : cigar

烟草 : tobacco

(四) 有关存包

No Bag In

1. 对话 Dialogue

馆 员 : 请不要把书包带进屋。

Librarian : Please don't take your book and bag in.

(Please don't take them in.)

读 者 : 把它们放在哪里 ?

Reader : Where should/can I put them ?

馆 员 : 你可以把包存到存包处。那里
可以免费存包。一进大门就可
以看见。

Librarian : Please put your bag in the
cloakroom.

We offer free service there.

You'll find it after entering the
library.

(When you come in the library ,
you can see it.)

读 者 : 我就一本书。

Reader : I only take one book with me.

我查点儿东西。

And I just want to look for some
information.

我很快就出来。

I will come out soon.

你帮我看一下行不行 ?

Could you help me to look after
it for a while ?

馆 员 : 好吧。请把书给我 , 请您快点。

Librarian : OK. Then leave me your book

and come out soon , please.

我们很忙。

You know we are very busy.

读者：好的，谢谢！

Reader : All right/Sure. Thank you.

2. 单词、词组 Words and Phrases

包：bag

免费：free

存包处：cloakroom

传达室：reception office ; janitor's room

3. 重点句型 Important Expressions

(1) 请不要把书包带进屋。

Please don't take your book and bag in.

(Please don't take them in.)

(2) 你可以把包存到传达室。

Please put your bag in the cloakroom.

(3) 那里可以免费存包。

We offer free service there.

二、借还书

Borrowing and Returning Books

(五) 借 书

Borrowing Books

1. 对话 Dialogue

(这位读者找到了书，他要借。)

读 者：请问怎么借书？

Reader : Excuse me. How can I borrow these books ?

(How to borrow these books ?)

馆 员：请到借书处。工作人员会帮助你的。

Librarian : Please go to the loan desk. The librarians will help you.

读 者：我要借这本书。

Reader : I want to borrow this book.

馆 员：请给我你的一卡通和书。

Librarian : Please give me your e-card and the book.

读 者：我一次可以借几本书？

Reader : How many books can I borrow
one time/once/each time ?

馆 员 : 10 本。

Librarian : Ten (books).

读 者 : 我可以借多长时间 ?

Reader : How long can I keep them ?

馆 员 : 中文图书借期为 28 天 , 小说
为 14 天 , 外文图书为 2 个月。

Librarian : 28 days for Chinese books , 14
days for novels and 2 months for
foreign language books.

(Chinese books can be kept for
28 days , novels for 14 days and
foreign language books for 2
months.)

(The deadline of borrowing
Chinese books is for twenty-
eight days , novels for fourteen
days , foreign language books
for two months.)

读 者 : 如果两个月我看不完怎么办 ?

Reader : What shall I do if I can't finish
reading within two months ?

馆 员：你可以在网上续借。

Librarian : You can renew (the book)
online.

馆藏图书如果没有其他读者续借，可续借一次。

But you can only renew a book
one time if no other people
renew it.

(If nobody else renews the
book , you can renew it once.)

(If no other readers renew the
library's collection books , you
can renew them once.)

续借期限为 30 天。

(你可以借 30 天)

If it is successful , you can keep
the book another 30 days.

(And this time you can keep it
for 30 days.)

(The deadline of renewing
books is for thirty days.)

续借手续必须在借阅期限未到时办理。

You must renew the book before the deadline.

[You must renew these books before the (reading) deadline.]

[You must go through the renewing procedure before the (borrowing) deadline.]

这本书从今天起 30 天到期。

This book must be returned within 30 days.

(You can keep this book for 30 days from today/from now on.)

请别忘了按时还书。

Please don't forget to return books on/in time.

如果你不能按时还书，那么就
得罚款。

You'll have to pay fines if you can't return books on/in time.

一天一本中文书罚 5 分，外文
书一天罚 1 角。

You have to pay 5 fen a/per/
one day for a Chinese book , 10
fen per/one day for a foreign
language book.

罚金在 5 元之内不影响借书。
And you can (maintain to)
borrow books within a fine of 5
yuan.

读 者：我知道了。谢谢！

Reader : I see , thank you.

2. 单词、词组 Words and Phrases

借 : borrow

还 : return

手续 : procedure

续借 : renew

小说 : novel

罚款 : fine

忘记 : forget

期限 : deadline

中文图书 : Chinese books

外文图书 : foreign language books

借书处 : loan desk ; circulation desk

3. 重点句型 Important Expressions

(1) 请到借书处。

Please go to the loan desk.

- (2) 中文图书借期为 28 天，小说为 14 天，外文图书为 2 个月。

28 days for Chinese books , 14 days for novels and 2 months for foreign language books.

(Chinese books can be kept for 28 days , novels for 14 days and foreign language books for 2 months.)

(The deadline of borrowing Chinese books is for twenty-eight days , novels for fourteen days , foreign language books for two months.)

- (3) 你自己可以在网上续借。

You can renew (the book) online.

- (4) 馆藏图书如果没有其他读者续借，可续借一次。

But you can only renew a book one time if no other people renew it.

(If nobody else renews the book , you can renew it once.)

(If no other readers renew the library's

collection books , you can renew them once.)

(5) 续借期限为 30 天。

If it is successful , you can keep the book for another 30 days.

(And this time you can keep it for 30 days.)

(The deadline of renewing books is for thirty days.)

(6) 如果你不能按时还书 , 那么就得罚款。

You'll have to pay fines if you can't return books on/in time.

(7) 一天一本中文书罚 5 分。外文书一天罚 1 角。

You have to pay 5 fen a/one/per day for a Chinese book , 10 fen a/one/per day for a foreign language book.

(8) 罚金在 5 元之内不影响借书。

And you can (maintain to) borrow books within a fine of 5 yuan.

4. 扩展内容 Additional Expressions

(1) 你能帮我个忙吗？

Would you do me a favor?

(2) 我很愿意。什么事？

I'd be glad to. What is it?

(六) 还 书

Returning Books

1. 对话 Dialogue

读 者：我要还书。

Reader: I want to return these books.

馆 员：① 请把书给我……好了（书还完了）。

Librarian: Please give me your books ...
That's fine.

② 可您的书已经过期 31 天。

Oh, but your book is 31 days overdue.

超期一天一本书罚 5 分钱。

You have to pay (a fine of) 5 fen a book for one day overdue.

(You have to pay 5 fen per day for an overdue book.)

你一共交一元五角五分罚款。

You have to pay a fine of one yuan and 55 fen in total.

读者：对不起。我周六来还书你们没开门。

Reader : Well/Sorry. The Circulation Department (was) closed on Saturday when I came to return books.

馆员：是的。我们周六、日闭馆。

Librarian : Yes. The Circulation Department closes/is closed on Saturdays and Sundays.

不过你可以把书放到还书箱里。

But you can put the books in the chest for returning books.

还书箱闭馆时使用。

You can use the chest for returning books when library is closed.

读者：好的，谢谢！

Reader : I see , thanks.

2. 单词、词组 Words and Phrases

超期 : overdue

罚金，罚款 : fine

还书箱 : chest for returning books

3. 重点句型 Important Expressions

(1) 你的书已经过期 31 天。

Your book is 31 days overdue.

(2) 超期一天一本书罚 5 分钱。

You have to pay (a fine of) 5 fen a book for one day overdue.

(You have to pay 5 fen per day for an overdue book.)

(3) 你一共交一元五角五分罚款。

You have to pay a fine of one yuan and 55 fen in total.

(4) 你可以把书放到还书箱里。

You can put the books in the chest for returning books.

(七) 有关新书

About New Books

1. 对话 Dialogue

读者：老师，哪里能借新书？

Reader : Excuse me. Where can I borrow new books ?

馆员：三层流通部的第一开架厅可以借。

Librarian : You can borrow new books at the First Open Shelf Hall of the Circulation Department on the third floor.

读者：我想借 3 本新书。

Reader : I want to borrow three new books.

馆员：对不起。一人只能借 2 本新书。

Librarian : Well , one reader can only borrow two new books.

借期为 7 天。

And these books can be kept for seven days only.

(The deadline of borrowing is for seven days.)

过期罚金为一本书 1.00 元/天。

The overdue fine is one yuan a/
per day for one book.

(The overdue fine is one yuan a
book for one day.)

读 者：新书是否可以续借？

Reader : May/Can I renew new books ?

馆 员：对不起，你不能借。新书不能
续借或预约。

Librarian : Well , you can't. New books
can't be renewed or reserved.
(Sorry , you can't. You can't
renew or reserve new books.)

读 者：那我借 2 本。

Reader : Then , I borrow two books.

2. 单词、词组 Words and Phrases

续借 : renew

预约 : book ; reserve ; order

过期罚金 : overdue fine

三层 : third floor

第一开架厅 : First Open Shelf Hall

3. 重点句型 Important Expressions

(1) 三层流通部的第一开架厅可以借。

You can borrow new books at the First Open Shelf Hall of the Circulation Department on the third floor.

(2) 一人只能借 2 本新书。

Well, one reader can only borrow two new books.

(3) 借期为 7 天。

And these books can be kept for seven days.

(八) 馆际互借 Interlibrary Loan

1. 对话 Dialogue

读者：老师，我想借用一下馆际互借证。

Reader: Excuse me. I want to borrow the interlibrary loan card.

馆员：可以。

Librarian: OK.

读者：这个证可以用多长时间？怎么用？

Reader: How long can I keep this card?

Could you show me how to use it ?

馆 员：这个证可以按借书的方式借给你。

Librarian : This card will be lent in the same way as a book.

与普通中文借期一样。

Its deadline is the same as the ordinary Chinese books'.

可以续借一次。

And it can be renewed once.

与本人证件同时使用。

You can use it with your other cards.

例如身份证、学生证、工作证、一卡通等。

For example , the ID card , the student card , the employee card , the e-card and so on.

还证时，证内得保证无欠书、欠费。

Before you return this card , you must make sure that there is no book or fine in it.

请遵守成员馆的规章制度。

Please obey the rules of the member library. (Please obey their rules.)

读者：我明白了，谢谢老师！

Reader : I see. Thanks a lot !

2. 单词、词组 Words and Phrases

馆际互借：interlibrary loan

馆际互借证：interlibrary loan card

成员馆：member library

规章制度：rule ; regulation

3. 重点句型 Important Expressions

(1) 与本人证件同时使用。

You can use it with your other cards.

(2) 还证时，证内得保证无欠书、欠费。

Before you return this card , you must make sure that there is no book or fine in it.

（九）预约图书

Reserving Books

1. 对话 Dialogue

读者：老师，我想预约图书。

Reader : Excuse me. I want to reserve a book.

馆员：你可以在网上自己约。

You can book it online by yourself.

Librarian : 我们收到归还的预约图书后，就会给您发电子邮件通知。

We will inform you by e-mail when the reserved book returns.

预约图书保留 3 天。

And it will be kept three days for you.

读者：好的，谢谢！

Reader : I get it. Thank you.

2. 单词、词组 Words and Phrases

预约 : order ; book ; reserve

3. 重点句型 Important Expressions

(1) 我们收到归还的预约图书后，就会给您发电子邮件通知。

We will inform you by e-mail when the reserved book returns.

(2) 未借出的图书不可预约。

If the books aren't lent out, they can't be reserved.

三、参考咨询工作

Reference Service

(十) 咨询台常见问题

The Frequently Asked

Questions at Consultation Desk

1. 对话 Dialogue

(电话铃响)

(*The phone is ringing.*)

读 者：您好，是咨询台吗？

Reader : Hello , is that the consultation desk ?

馆 员：是的，这里是北京交通大学图书馆咨询台，请问您想咨询什么问题？

Librarian : Yes. This is the consultation desk of Beijing Jiaotong University Library. Can I help you ?

读 者：请问咨询台的服务时间？

Reader : Would you please tell me the working time of your desk ?

馆 员：上午 8 :00 — 12 :00，下午 2 :00 — 5 :30，周末除外。

Librarian : From 8 :00 a. m. to 12 :00 at noon and 2 :00 p. m. to 5 :30 p. m. every day , except for the weekends.

读 者：请问，新生现在可以借书吗？怎样借？

Reader : I want to know if it is ready for newly enrolled students/freshmen

to use the library now , and how to borrow books from the library.

馆 员：如果您是我校正式注册的学生，并已拿到一卡通，请到三楼流通部开架书库，选择您需要的图书，然后到借阅台办理借阅手续。

Librarian : If you are a registered student of our university and already have got your e-card , you can choose the books you need in the Open Shelf Hall in the Circulation Department on the third floor , and then go to the loan desk for the borrowing procedure.

读 者：谢谢老师，怎样才能尽快找到自己所需要的图书？

Reader : Thanks. But how can I find the books I need rapidly ?

馆 员：请先在检索机上查询您所需图书的分类号，然后按图书分类号查找即可。分类号在书脊的

下端。

Librarian : Please get the catalog number of the book you want to borrow on the indexing computers first , and then find the book according to the catalog number/call number. Each book in our library has its catalog number attached on the lower part of the spine of the book.

读者 : 怎样查询书目呢 ?

Reader : How can I find the catalog of the library collections ?

馆员 : 登录图书馆主页 , 在 “ 资源查询 ” 栏目下点击馆藏目录 , 然后输入账号和密码。账号为 : 大写的 S 加您的学号 , 初始密码为 666 (建议您及时修改密码)。登录后 , 在检索框内输入要查询的书目信息 , 如题名、著者等 , 即可查询。

Librarian : Please visit the library home page , click the “ Catalog of

Collections ” button under the menu “ Resource Inquiry ”. Input “ User ID ” and password in the corresponding dialog box to access the catalog of our library collections. The User ID is an uppercase “ S ” followed by your student number , and the initial password was set as triple six. (I suggest that you should change your password as soon as possible.) After logging in , you can search books by typing the related information of the books , such as the title , the author , etc. in the searching dialog box.

读 者：老师，忘记密码怎么办？

Reader : What should I do if I forget my password ?

馆 员：请携带一卡通到三楼办证处查询。

Librarian : Please bring your e-card with

you and go to the card issue desk/desk for card on the third floor to reset your password.

读者：您能简单介绍一下图书馆的基本布局吗？

Reader : Would you please tell me the basic layout of the library ?

馆员：可以，一楼 119 房间是存包处。借书或上机之前，请先存包。二楼有两个自习室和两个阅览室。

Librarian : Okay. The cloakroom/backpack checkroom is in Room 119 on the first floor. You should put/check your bag there before borrowing books or using our computers. There are two study rooms and two reading rooms on the second floor.

读者：我们可以在自习室上自习吗？

Reader : May I do my individual study in the study rooms ?

馆员：当然可以，自习室从早 7 :30

一直开到晚 10 00。

Librarian : Certainly. The study rooms open from seven thirty a. m. till ten p. m.

读者 : 您说二楼有两个阅览室 ?

Reader : You just mentioned that there are two reading rooms on the second floor ?

馆员 : 是的 , 一上二楼 , 往右手方向是科技图书阅览室 , 往左手方向是科技期刊阅览室 , 阅览室只供阅览 , 不提供外借服务。

Librarian : Yes. When you enter the Public Hall on the second floor , the Reading Room for Scientific and Technological Books is on the right side , and the Reading Room for Scientific and Technological Periodicals is on the left side. The materials collected in the reading rooms are just for reading. They can't be checked out.

读者：我知道了。

Reader : I see.

馆员：三层是开架书库，你可以借阅各种馆藏图书。

Librarian : The Open Shelf Hall is on the third floor , where you can borrow various kinds of books collected by our library.

读者：太好了，我一会就去借书。

Reader : Marvelous/Terrific. I will be there very soon and borrow some books.

馆员：四层分别是文艺报刊阅览室和社科图书、工具书及学位论文阅览室，以及咨询部和技术部。

Librarian : On the fourth floor , there are another two reading rooms , one for Newspapers and Literary Periodicals , another one for Social Science Books , Reference Books and Theses. Two departments are : the Consulta-

tion Department and the Technical Department.

读者：阅览室可以复印资料吗？

Reader : Can I make photocopies/duplications in the reading room ?

馆员：不可以，复印室在一层 153 房间。

Librarian : Sorry , you can't. The copy-room is in Room 153 on the first floor.

馆员：五层是电子阅览室？

Librarian : The Electronic Reading Room is on the fifth floor.

读者：电子阅览室？

Reader : Electronic Reading Room ?

馆员：是的，那里有 100 台电脑供读者进行网上学习。六层为数字资源部。

Librarian : Right. There are totally 100 computers for users to study online there. The digital resources department is on the sixth floor.

读者：去电子阅览室需要办理哪些手续？

Reader : What must be done before visiting the Electronic Reading Room ?

馆员：带一卡通即可。

Librarian : Only e-card is needed.

读者：图书馆有这么多资源可以利用！

Reader : Ha , so many valuable materials can be used in the library.

馆员：欢迎常来图书馆。有问题欢迎咨询。我们可以提供 E-mail 咨询、电话咨询和当面咨询。我们的 E-mail 地址是：bftsgzx@bjtu.edu.cn，读者有问题可以发邮件给我们，我们将通过邮件尽快解答。我们的咨询电话是：51688293。咨询台设在图书馆二楼大厅，很高兴为您解答。

Librarian : Welcome to visiting library frequently. If you have any question , please contact us for

consultations via e-mail , phone , or face to face. Our e-mail address is bftsgzx@bjtu.edu.cn. Readers can send e-mail to us for consultations and we will reply the mail as soon as possible. Our phone number is 51688293. The consultation desk is on the Public Hall on the second floor. It is my great pleasure to answer your questions.

读者：谢谢您。

Reader：Thank you very much.

馆员：不客气，再见！

Librarian：You are welcome. Bye.

2. 单词、词组 Words and Phrases

技术部：Technical Department

办证处：card issue desk ; desk for card

分类号：catalog number ; call number

咨询台 : consultation desk

自习室 : study room

新生 : newly enrolled student ; new student ;
freshman

咨询部 : Consultation Department

馆藏目录 : catalog of collections

开架书库 : Open Shelf Hall

二楼大厅 : Public Hall on the second floor

电子阅览室 : Electronic Reading Room

图书馆主页 : library home page

数字资源部 : Digital Resources Department

(十一) 数据库及信息检索

Online Databases and Information Searching

1. 对话 Dialogue

读者 : 请问图书馆主页的网址 ?

Reader : Could you please tell me the
library home page ?

馆员 : 我馆的网址是 : [http://lib.
njtu.edu.cn/index.htm](http://lib.njtu.edu.cn/index.htm) 或 <http://>

202. 112. 150. 129 /index. htm.

Librarian : The library home page is [http ://lib. njtu. edu. cn/index. htm](http://lib.njtu.edu.cn/index.htm) or [http ://202. 112. 150. 129/index. htm](http://202.112.150.129/index.htm).

读者 : 老师 , 我是大一新生 , 不熟悉数据库的检索方法 , 如何获得帮助 ?

Reader : Excuse me , I am a new student/ freshman and do not know how to search the online databases. How can I get help ?

馆员 : 每学期我们均对全校本科生及研究生开设 “文献检索课” , 欢迎选修。另外 , 图书馆已编写了一系列数据库的检索指南 , 存放在咨询台 , 读者可以免费索取。同时 , 每个数据库都配有中文使用说明 , 读者在检索某数据库前可以点击 “使用说明” 得到帮助。您还可随时通过咨询台获得帮助。

Librarian : We give a course titled “Litera-

ture Searching ” to all the undergraduate and graduate students each semester. Welcome to taking the course. Additionally , our library has edited a series of guides for database searching. Readers can get the guides for free at the consultation desk. Meanwhile , an online help in Chinese is available for each database. Readers can get the online help by clicking the “ User’s Guide ” button before using the data-base. Moreover , you can get assistance from consultation desk during working time.

读者：“文献检索课”是一门什么样的课程？

Reader : Could you please give me a brief introduction to the “ Literature Searching Course ” ?

馆员：主要是培养学生的信息意识，

提高学生获取、评价和利用专业文献信息的能力。通过学习，学生可以熟悉与本专业相关的常用数据库的使用方法；学会分析课题及如何获取原始文献，对以后的学习、科研、工作都有很大帮助。

Librarian : The main purpose of the course is to foster the students' ability to acquire , evaluate , and fully utilize the specialized materials in the literature databases , and to raise the students' information consciousness. By taking this course , student can be familiar with the usage of frequently used databases related to one's specialty , and learn how to enter the research topic and how to get the original literatures , which is helpful to the future study and research work.

读者：怎样选修这门课？

Reader : How to take it as an elective course ?

馆 员 : 本科生可以登陆北京交通大学选修课系统, 按相应的规定报名和选修。研究生在研究生院报名。本科生课程为 1 学分, 研究生课程为 2 学分。

Librarian : Undergraduate students can take this course by logging in the course election system on the home page of Beijing Jiaotong University and following the related prescriptions. Graduate students can choose this course in the office of Graduate School. The credit hour of this course is one for undergraduate students and two for graduate students.

读 者 : 我们从哪里可以得到图书馆的培训通知 ?

Reader : Where can we find the training notice issued by the library ?

馆 员 : 可以从图书馆主页、咨询台信

息栏及图书馆门前的通知中获知培训内容和时间安排。

Librarian : You can get the training program together with the schedule from the library home page , the information board at the consultation desk , or the notice board in front of the library building.

读者 : 老师 , 我想知道图书馆网上能提供哪些资源 ?

Reader : What kind of resources can I get directly from the library home page ?

馆员 : 图书馆网上主要提供联机公共目录 (OPAC) 查询 , 即查询我馆馆藏的中外文图书、期刊 ; 中外文数据库检索包括电子期刊、电子图书及相关文章的下载。

Librarian : You can find the Online Public Access Catalogs (OPAC) on the library home page , from

which you can search the books and journals in either Chinese or foreign languages in the library collection. You also can find some electronic resource databases in either Chinese or foreign languages , where you can search the electronic journals and download some articles and books in digital format.

读者：从校园网上可以检索图书馆的哪些数据库？需要办理什么手续？

Reader : Which databases can be accessed from the campus network ? And what should I do if I want to access the databases ?

馆员：我校图书馆主页的“电子资源”栏目下列出的数据库（约140个）均可通过校园网检索，不需要办理任何手续。

Librarian : There are about 140 databases listed under the “ Electronic

Resources” menu on the library home page. All the listed databases can be freely accessed on the campus network.

读者：为什么我的 IP 是校园网范围内的，却无法访问图书馆的许多资源？

Reader : But a lot of electronic resources can't be accessed by using my campus network IP address , why ?

馆员：可能有三方面的原因。其一，您的 IP 可能是新增的。图书馆在购买数据库资源时，这些 IP 还没有列入数据库商的放行范围，需要重新报送，我们会尽快与数据库商联系。其二，网络通信或数据库服务器故障问题。其三，可能是具体的设置出了问题，例如：是否在 Internet 选项中对安全、隐私进行特殊设置，妨碍了数据库资源的正常使用。如果确定不是

IP、机器和网络问题，请与图书馆技术部联系，联系电话是：51688598。

Librarian : The possible three reasons for this kind of problem are as follows. Firstly , your IP address could be newly issued and not added in the user lists of the database providers yet. We will contact with the database providers as soon as possible and add all the issued IP addresses in their user lists. Secondly , the network or the database server failures also can prohibit you from the electronic resources. The third possible reason is that your network setup has some problems , such as the special setup for security and privacy in the internet option , which can obstruct you from accessing the databases properly.

If it is sure that the problem is not induced by the reasons mentioned above , please contact with the Technical Department of the library. The phone number is 51688598.

读者：老师，为什么我在数据库中下载文章无法打开全文？

Reader : Sometimes I can not open the articles downloaded from the databases , why ?

馆员：本馆大部分数据库中的文章需要借助专门的浏览器才能打开全文，例如：打开中国期刊网中的论文需要 CAJ 浏览器，打开维普数据库中的论文需要 Adobe Reader 浏览器，打开万方数据库中的论文需要 Acrobat Reader 浏览器等。因此，在下载文章前要先下载和安装相应的浏览器才能看到全文。

Librarian : To view the full-length articles

in most of the databases collected by our library needs special browser software. For example , to open the articles on Chinese Academic Journal Net needs CAJ Viewer , while the Adobe Reader is required to view the articles in VIP database , and Acrobat Reader is needed to open the articles in WANFANG DATA. So , to view the full-length articles downloaded from the databases , it is necessary that the corresponding browser be downloaded and installed in your computer before you open the article.

读者：为什么中国知网中的优秀硕博论文不能下载？

Reader : Why cannot the outstanding theses for Master's and Doctoral degrees in Chinese National Knowledge Infrastructure be down-

loaded ?

馆 员：由于中国知网（CNKI）是一个公共网站，只供检索或查看论文的摘要，不能下载全文。但我们购买了“清华同方中国学术期刊”数据库，其中的中国优秀博硕士论文全文数据库，以及万方中国学位论文全文数据库都可以下载全文，您不妨试试。

Librarian : Because Chinese National Knowledge Infrastructure (CNKI) is a public network , You can only search or view the titles and the abstracts of the thesis. But we paid for accessing the full-length database of “ Chinese Theses for Master’s and Doctoral Degrees ” of TSINGHUA TONGFANG Chinese Academic Journal Database , and the full length database of “ WANFANG Chinese theses ”. You also can download

the full-length article from these two databases. Please try them for the theses you want to download.

读者：老师，我从图书馆的文摘数据库中检索到一篇文章，怎样才能获取全文？

Reader : I got the abstract of an article from the Abstract Database. How can I get the full-length article ?

馆员：获取全文有三种途径。第一，从本馆获取。从图书馆主页上的“资源查询”中检索本馆是否收藏有该文献。第二，从本馆提供的全文型数据库中检索。第三，进行馆际互借或文献传递。对于本馆未收藏的文献，可与咨询部联系，通过馆际互借或文献传递等方式获取。

Librarian : You may get the full-length articles by using one of the following three ways. Firstly ,

you can find if the article is collected in our library under the “Resource Inquiry” menu on the library home page. If it is successful, you can download it directly. The second way is to search the article in the full-length article databases provided by our library. The third way to get full-length articles is by using the interlibrary loan or document transfer service provided by our library. For the articles that cannot be found in our library, please contact with Consultation Department, we will get the articles for you via interlibrary loan or document transfer.

读者：顺便问一下，文献传递如何收费？图书馆另收服务费吗？

Reader: By the way, could you please tell me the price for document transfer? Any additional service

fee will be charged by the library ?

馆 员：电子版每页 0.50 元，1 ~ 2 个工作日可到，纸版每页 1.00 元，需另加邮寄费。图书馆不收取任何服务费。

Librarian : The expense for electronic documents is 0.5 yuan per page , and the document will be available within one or two days after submission of the requirement. For hardcopies , 1 yuan per page plus payable postage will be charged. Our library doesn't charge any additional service fee for document transfer.

读 者：请问校外读者怎样查询我馆的电子资源？

Reader : Would you please tell me the way for an external customer to access the electronic resources in our library ?

馆 员：根据版权规定，我校电子资源

只能在校园网范围内使用。校外读者可到我馆电子阅览室付费上网查询；如需查找已确定的论文全文，也可以通过原文传递方式得到帮助。联系电话是：51688293，E-mail 地址是：bftsgzx@bjtu.edu.cn。

Librarian : The electronic resources can only be accessed within the scope of campus network due to the copyright legislation. External customers can access the e-resources in Electronic Reading Room in our library by paying the applicable charges. An external customer can also get a specific full-length article by using our document transfer service. Our phone number is 51688293 , and the e-mail address is bftsgzx@bjtu.edu.cn.

2. 单词、词组 Words and Phrases

主页，网址：home page

信息检索：information searching

数据库：database

学分：credit hour

另外：additionally

检索指南：guides for database searching

使用说明：user's guide

文献检索（课）：Literature Searching
（Course）

选修课系统：course election system

信息栏：information board

校园网：campus network

电子资源：electronic resources

IP 地址：IP address

数据库商：database provider

专门的浏览器：special browser software

版权法：copyright legislation

中国期刊网：Chinese Academic Journal Net

维普数据库：VIP database

资源查询：resource inquiry

文献传递：document transfer

校外读者：external customer

联机公共目录 (OPAC) : Online Public Access Catalogs

中国知网 : Chinese National Knowledge Infrastructure

优秀硕博论文 : outstanding theses for Master and Doctoral degrees

(十二) 查新及查收查引工作 Novelty , Indexed and Cited Status Verifications

1. 对话 Dialogue

读者 : 什么是科技查新 ?

Reader : Would you please tell me what is novelty verification ?

馆员 : 科技查新是指查新机构根据查新委托人提供的有关科研资料查证其研究的结果是否具有新颖性 , 并做出结论。

Librarian : Novelty verification is to verify the novelty of a specific research

result or topic based on the materials provided by the client , and a formal document should be concluded by a qualified verification agent.

读者：图书馆能提供查新服务吗？

Reader : Can our library provide the novelty verification service ?

馆员：可以，我们可以提供科研立项，科技成果的鉴定、评估、验收、奖励及博士生开题等方面的查新服务。

Librarian : Yes , we can provide novelty verification service for backing up a research proposal , the appraisal and award application of a research achievement , and selection of a doctoral research topic.

读者：申请查新需要办理什么手续？

Reader : How to apply the novelty verification ?

馆员：请在图书馆主页上下载一份查

新委托单，按要求填写完毕，通过电子邮件发送到图书馆邮箱，邮箱地址为：bftsgzx@bjtu.edu.cn，并需预付一定数额的押金，地点是：图书馆四层咨询部。

Librarian : Please download a novelty verification application form from the library webpage and fill it according to the requirements , then submit the filled form to bftsgzx@bjtu.edu.cn via e-mail , and pay the applicable deposit at Consultation Department on the fourth floor of the library.

读者：如何收费？

Reader : How much will it cost ?

馆员：国内外查新，每个 750 元，10 个工作日完成；国内查新，每个 500 元，5 ~ 7 个工作日完成。

Librarian : For worldwide novelty verifications , the price is 750 yuan for

each item , and it will be finished within 10 workdays. It costs 500 yuan for each domestic novelty verification item , and 5 to 7 workdays are needed.

读者：通过查新，我们能获得什么帮助？

Reader : What benefit could we get from the novelty verifications ?

馆员：查新是以文献为基础，以文献检索和情报调研为手段。通过查新能为科研立项，科技成果的鉴定、评估、验收、奖励等提供客观依据，也能为科技人员进行研究开发提供快捷、可靠、丰富的信息。

Librarian : Novelty verification is based on literatures and fulfilled by searching the related literatures and investigating the related materials. The verification document can be served as a supporting file of a research proposal ,

appraisal and award application of a research achievement. It can also provide quick , reliable , and abundant information for research and development activities.

读者：我还想了解一下有关查收查引的相关知识。

Reader : By the way , I also want to know something about indexed and cited status verifications.

馆员：查收查引又称科研评价，以公认的权威数据库（如 SCI、SSCI、EI、ISTP、CA 等）作为检索工具，检索个人或团体所发表的论文或某种期刊被权威检索工具收录和被引用情况。

Librarian : Indexed and cited status verification is a kind of appraisal of the research achievements by finding out the collection and cited status of articles written by a specific author or organization ,

or published on a certain journal through searching the widely accepted authoritative index databases , such as SCI , SSCI , EI , ISTP , CA , and so on.

读者：怎样收费呢？

Reader : How much is the prices for indexed and cited status verifications ?

馆员：SCI、SSCI、EI、ISTP 等每检中一条 3 元，证明费每份 20 元，SCI 另加开库费 10 元。

Librarian : 3 yuan for each affirmed item found in the index databases , an additional fee of 10 yuan is applicable for accessing the SCI database. A certifying document with all the affirmed items costs 20 yuan.

读者：申请程序及联系方式是怎样的？

Reader : How to apply for indexed and cited status verifications ? What is the contact manner ?

馆 员：请先在图书馆主页下载并填写一份查收查引委托单，发送到 bftsgzx @ bjtu. edu. cn。地点为：图书馆二楼大厅咨询台，电话为：51688293。

Librarian : Please download an application form for indexed and cited status verifications , fill in the form , and send it to bftsgzx @ bjtu. edu. cn by e-mail. The address of the reception desk is at the consultation desk in the Public Hall on the second floor of the library. Their phone number is 51688293.

2. 单词、词组 Words and Phrases

科技查新 : novelty verification

委托单 : application form

委托人 : client

评估 : appraisal

查收查引 : cited status verification

国内查新 : domestic novelty verification

国外查新 : worldwide novelty verification

权威数据库 : authoritative index databases

第二部分 ● 人员的称呼

Part Two

Forms of Address

1. 单词、词组 Words and Phrases

1) 工作人员 The Staff

馆 长 : director ; chief librarian

副馆长 : associate librarian ; deputy librarian

秘 书 : secretary

办事员 : office worker ; clerk

出纳员 : cashier

会 计 : accountant

经 理 : manager

馆 员 : librarian

阅览部主任 : chief of the Reading Department

咨询部主任 : chief of the Consultation Department

流通部主任 : chief of the Circulation

Department

采编部主任：chief of the Acquisition and
Cataloging Department

办公室主任：chief of the Office

数字资源部主任：chief of the Digital
Resources Department

阅览部副主任：vice/deputy chief of the
Reading Department

2) 读者 Readers

读者：reader

女士：lady ; madam

先生：mister (Mr.) ; gentleman ; sir

学生：student

研究生：postgraduate student ; graduate
student

硕士：master

博士：doctor

博士后：postdoctoral student ; researcher

老师：teacher

讲师：lecture

教授：professor

副教授：associate professor

导师：tutor ; supervisor

2. 重点句型 Important Expressions

(1) 他是馆长。

He is a director.

(2) 这是我们馆长。

This is our director.

(3) 我们馆长叫

Our director's name is ...

(4) 我是.....

My name is ...

(5) 我是馆员。

I am a librarian.

第三部分 ● 图书分类

Part Three Book Classification

1. 单词、词组 Words and Phrases

A. 马克思主义 : Marxism

列宁主义 : Leninism

毛泽东思想 : Mao Zedong Thought

B. 哲学 : philosophy

C. 社会科学总论 : social sciences (general)

D. 政治 : politics

法律 : law

E. 军事 : military affairs

F. 经济 : economy

G. 文化 : culture

科学 : science

教育 : education

体育 : physical culture

H. 语言 : language

文字 : written language

- I. 文学 : literature
- J. 艺术 : art
- K. 历史 : history
地理 : geography
- N. 自然科学总论 : natural sciences (general)
- O. 数理科学和化学 : mathematics , physics
(sciences) and chemistry
- P. 天文学 : astronomy
地球科学 : geosciences
- Q. 生物学 : bioscience
- R. 医药卫生 : medical hygiene
- S. 农业科学 : agriculture sciences
- T. 工业技术 : technology
- TB. 一般工业技术 : general industrial technology
- TH. 机械、仪表工业 : mechanical engineering technology
- TN. 无线电电子学 : radio electronics
电讯技术 : telecommunications technology
- TP. 自动化技术 : automation technology
- TU. 建筑科学 : architectural sciences

- U. 交通运输 : communications and transportation
- V. 航空航天 : aviation , spaceflight ; aeronautics and astronautics
- X. 环境科学 : environmental sciences
- Z. 综合性图书 : generalia (generalities)

2. 重点句型 Important Expressions

- (1) 这本书是哪一类书 ?

What kind of book is this ?

- (2) 这本书属于 U 类。

This book belongs to U kind.

- (3) 表示符号是 U。

The mark is U.

- (4) 字母 U 代表交通运输。

The letter U represents/stands for communications and transportation.

- (5) 分类号是 U1/1。

The call number is U1/1.

- (6) 这本书的分类号是 U1/1。

The book's call number is U1/1.

- (7) 计算机的书属于 TP 类。

The books on computer belong to TP kind.

3. 扩展内容 Additional Expressions

本馆馆藏文献都是按中国图书馆图书分类法分类的，共分为 22 大类。

This library's collection classification was based on the Book Classification System of Chinese Library. It was catalogued into 22 kinds.

4. 扩展词汇 Additional Words

一般：general

类：category

符号：mark

中国图书馆图书分类法：Book Classification System of Chinese Library

第四部分

北京交通大学 图书馆简介

Part Four

Brief Introduction to Beijing Jiaotong University Library

一、全馆概述

Brief Introduction to the Library

1. 短文 Passage

北京交通大学图书馆位于北京市西直门外，是一座大学图书馆。它由 7 个部门构成，分别是：办公室、流通部、阅览部、采编部、数字资源部、咨询部、技术部，以及东校区分馆。

办公室在一层 117 房间。密集图书库在一层。采编部也在图书馆一层。阅览部有 4 个阅览室，分别在二层和四层。流通部位于三层。咨询部在四层。技术部在四层。数字资源部在六层。外文储备书库在七层。

Beijing Jiaotong University Library is located at Xizhimenwai of Beijing. It is a university library. The library includes seven departments. They are : the Office , the Circulation Department , the Reading Department , the Acquisition and Cataloging Department , the Digital Resources , the Consultation Department , the Technical Department and the Eastern Campus Branch Library.

The Office is on the first floor , Room 117. The Compact Storage of Books is on the first floor. The Acquisition and Cataloging Department is on the first floor too. There are four reading rooms in the Reading Department , which are on the second and the fourth floor. The Circulation Department is on the third floor. The Consultation Department is on the fourth floor. The Technical Department is on the fifth floor. The Digital Resources is on the sixth floor. The Foreign Books Reserves is on the seventh floor.

2. 单词、词组 Words and Phrases

北京交通大学图书馆 : Beijing Jiaotong University Library

大学图书馆 : university library

办公室 : office

技术部 : Technical Department

阅览部 : Reading Department

流通部 : Circulation Department

采编部 : Acquisition and Cataloging Department

咨询部 : Consultation Department

数字资源部 : Digital Resources Department

电子阅览室 : Electronic Reading Room

东校区分馆 : Eastern Campus Branch Library

密集图书库 : Compact Storage of Books

外文储备书库 : Foreign Books Reserves

使.....坐落于 : locate

相关 (与此相关的事物) : things correlated with this

采购 : purchase

部门 : department

3. 重点句型 Important Expressions

(1) 阅览部有 4 个阅览室。

There are four reading rooms in the Reading Department.

(2) 办公室在哪儿？

Where is the Office ?

(3) 办公室在一层 117 房间。

It is on the first floor , Room 117.

二、部门情况简介

Brief Introduction to the Departments

A. 流通部

The Circulation Department

1. 短文 Passage

流通部由 4 部分组成，分别是：第一开架厅、第二开架厅、第三开架厅和密集图书库。第一开架厅存有 A ~ I 类图书。第二开架厅存有 I ~ Z 类图书。第三开架厅有中外文原版书及 A、I、U、TN、TU 类旧号书。密集图书库存有旧号图书。这里的书都可以借阅。

The Circulation Department includes four stack rooms. They are the First Open Shelf Hall , the Second Open Shelf Hall , the Third Open Shelf Hall and the Compact Storage of Books. There are A to I kinds of books in the First Open Shelf Hall. There are I to Z kinds of books in the Second Open Shelf Hall. The Third Open Shelf Hall holds Chinese and foreign language books and A , I , U , TN , TU kinds of old call number books. The Compact storage of books holds old call number books. These stack rooms provide place for borrowing and returning books. (Books here can be borrowed.)

2. 单词、词组 Words and Phrases

开架厅 : Open Shelf Hall

第一开架厅 : First Open Shelf Hall

第二开架厅 : Second Open Shelf Hall

第三开架厅 : Third Open Shelf Hall

种类 : kind

部 : division ; department

旧号书 : old call number book

中英文原版书 : Chinese and foreign language books

书库 : stack room

3. 重点句型 Important Expressions

(1) A ~ I 类的书在第一开架厅。

There are A to I kinds of books in the First Open Shelf Hall.

(2) I ~ Z 类的书在第二开架厅。

There are I to Z kinds of books in the Second Open Shelf Hall.

4. 扩展内容 Additional Expressions

(1) 计算机类的书在本室。

The books on computer is held in this room.

(2) TP 类的书在本室。

TP kind of books is held in this room.

(3) 请到阅览部。阅览部在二层。

Please go to the Reading Department. It is on the second floor.

(4) 借书处在第一开架厅。

The circulation desk is in the First Open Shelf Hall.

(5) 这是第一开架厅。

This is the First Open Shelf Hall.

5. 扩展词汇 Additional Words

还书处 : return desk ; circulation desk

办证处 : card issue desk ; desk for card

B. 阅 览 部

The Reading Department

1. 短文 Passage

阅览部有 4 个阅览室, 分别在二层和四层。二层有科技期刊阅览室和科技图书阅览室。科技期刊阅览室在大厅西侧。有中、外文期刊 2 700 种。这个室的外文期刊主要是英文期刊, 还有日、德、法、俄文期刊。科技图书阅览室在大厅东侧。这里存有 N ~ Z 类图书。四层有两个阅览室: 社科图书、工具书及学位

论文阅览室和文艺报刊阅览室。社科图书、工具书及学位论文阅览室在四层西侧。这个室里有 A ~ K 类图书及字典、工具书、学位论文等。四层东侧有文艺报刊阅览室。文艺报刊阅览室是一个娱乐性的阅览室，有许多报纸和文艺期刊。

There are four reading rooms in the Reading Department. They are on the second and the fourth floors. There are the Reading Room for Scientific and Technological Periodicals and the Reading Room for Scientific and Technological Books on the second floor. The Reading Room for Scientific and Technological Periodicals is on the west of the Public Hall. There are 2 700 kinds of Chinese and foreign periodicals in this room. In the reading room , the major foreign language journals are English ones. Others include Japanese , German , French and Russian journals. The Reading Room for Scientific and Technological Books is on the east of the Public Hall. There are N to Z kinds of books in this reading room. There are two reading rooms on

the fourth floor. They are the Reading Room for Social Scientific Books , Reference Books and Theses as well as the Reading Room for Newspapers and Literary Periodicals. The Reading Room for Social Science Books , Reference Books and Theses is on the west of the fourth floor. It holds A to K kinds of books , dictionary , reference books and master's theses and so on. There is the Reading Room for Newspapers and Literary Periodicals on the east of the fourth floor , which is a recreational reading room. There are many kinds of newspapers and literature magazines in it.

2. 单词、词组 Words and Phrases

科技期刊阅览室 : Reading Room for Scientific
and Technological Periodicals

科技图书阅览室 : Reading Room for Scientific
and Technological Books

文艺报刊阅览室 : Reading Room for Newspapers
and Literary Periodicals

社科图书、工具书及学位论文阅览室：Reading Room for Social Science Books, Reference Books and Theses

期刊，杂志：journal ; periodical ; magazine

中文期刊：Chinese magazine

外文期刊：foreign language magazine

研究生论文：master's thesis

娱乐的，消遣的：recreational

字典：dictionary

工具书：reference books

学位论文：thesis ; dissertation

日语：Japanese

英语：English

德语：German

法语：French

俄语：Russian

技术：technology

3. 重点句型 Important Expressions

(1) 科技图书阅览室在二层。

The Reading Room for Scientific and Technological Books is on the second floor.

(2) 文艺报刊阅览室在四层。

The Reading Room for Newspapers and Literary Periodicals is on the fourth floor.

(3) N ~ Z 类的书在科技图书阅览室。

There are N to Z kinds of books in the Reading Room for Scientific and Technological Books.

(N to Z kinds of books are held in the Reading Room for Scientific and Technological Books.)

4. 扩展内容 Additional Expressions

(1) 请到流通部。流通部在三层。

Please go to the Circulation Department.
It is on the third floor.

(2) 这本书在科技图书阅览室。

This book is held in the Reading Room for Scientific and Technological Books.

(3) 它的分类号是 U1/1。

Its call number is U1/1.

5. 扩展词汇 Additional Words

教学参考阅览室：Reference Reading Room

特种文献阅览室：Special Categories of Documents Reading Room

习题集：exercise book

现刊：current periodical

过刊：back periodical ; back numbers

检索期刊：retrieval periodical

国家标准：National Standard of China

国际会议录：international conference proceedings

分类号：call number ; classification number ; catalog number

第五部分 ● 词汇表

Part Five

Glossary

一、英汉词汇表

English-Chinese Glossary



A

accountant 会计

Acquisition and Cataloging Department 采编部

additionally 另外

agriculture sciences 农业科学

application form 委托单

appraisal 评估

April 四月

architectural sciences 建筑科学

art 艺术

associate librarian ; deputy librarian 副馆长

associate professor ; vice professor 副教授

astronomy 天文学

August 八月

authoritative index databases 权威索引数据库

automation technology 自动化技术

aviation , spaceflight ; aeronautics and astro-
nautics 航空航天



B

back numbers ; back periodical 过刊

bag 包

Beijing Jiaotong University Library 北京交通
大学图书馆

bioscience 生物科学

Book Classification System of Chinese Library
中国图书馆图书分类法

borrow 借



C

call number ; classification number ; catalog
number 分类号

campus network 校园网

card issue desk ; desk for card 办证处

cashier 出纳员

catalog of collections 馆藏目录

charge 费用

chest for returning books 还书箱

chief of the Acquisition and Cataloging Department 采编部主任

chief of the Circulation Department 流通部主任

chief of the Consultation Department 咨询部主任

chief of the Digital Resources Department 数字资源部主任

chief of the Office 办公室主任

chief of the Reading Department 阅览部主任

Chinese Academic Journal Net 中国期刊网

Chinese and foreign language books 中外文原版书

Chinese books 中文图书

Chinese magazines 中文期刊

Chinese National Knowledge Infrastructure 中国知网

cigar 雪茄

cigarette 烟

Circulation Department 流通部

cited status verification 查收查引

client 委托人

cloakroom 存包处

close 关闭

communications and transportation 交通运输

Compact Storage of Books 密集图书库

computer technology 计算机技术

Consultation Department 咨询部

consultation desk 咨询台

copyright legislation 版权法

course election system 选修课系统

credit hour 学分

culture 文化

current periodical 现刊



D

database 数据库

database provider 数据库商

deadline 期限

December (Dec.) 十二月

department ; division 部门

dictionary 字典

Digital Resources Department 数字资源部

director ; chief librarian 馆长

doctor 博士

domestic novelty verification 国内查新



E

Eastern Campus 东校区

Eastern Campus Branch Library 东校区分馆

e-card 一卡通

economy 经济

education 教育

Electronic Reading Room 电子阅览室

electronic resources 电子资源

elevator ; lift 电梯

employee card 工作证

English 英语

environmental sciences 环境科学

exercise book 习题集

external customer 校外读者



F

February (Feb.) 二月

file transfer 文献传递

fine 罚款

First Open Shelf Hall 第一开架厅

Foreign Books Reserves 外文储备书库

foreign language books 外文图书

foreign language magazine 外文期刊

forget 忘记

free 免费

French 法语

Friday 星期五



G

general 一般

general industrial technology 一般工业技术

generalia (generalities) 综合性图书

geography 地理

geosciences 地球科学

German 德语

guides for database searching 检索指南



H

history 历史

home page 主页, 网址



I

information board 信息栏

information searching 信息检索

IP address IP 地址

inquiry fee ; consulting fee 咨询费

interlibrary loan 馆际互借

interlibrary loan card 馆际互借证

international conference proceedings 国际会议录

introduction 总论



J

January (Jan.) 一月

Japanese 日语

Journal ; periodical ; magazine 期刊 , 杂志

July (Jul.) 七月

June (Jun.) 六月



K

kind 种类



L

lady ; madam 女士

language 语言

law 法律

lecturer 讲师

Leninism 列宁主义

librarian 馆员

library 图书馆

library card 图书证

library home page 图书馆主页

literature 文学

Literature Searching (Course) 文献检索 (课)

loan desk ; circulation desk 借书处

locate 使.....坐落于



M

manager 经理

Mao Zedong Thought 毛泽东思想

March (Mar.) 三月

mark 符号

Marxism 马克思主义

master 硕士

master's thesis 研究生论文

mathematics , physics (sciences) and chemistry
数理科学和化学

May 五月

mechanical engineering technology 机械仪表
工业

medical hygiene 医药卫生

member library 成员馆

military affairs 军事

mister (Mr.) ; gentleman ; sir 先生

Monday 星期一



N

National Standard of China 国家标准

natural sciences 自然科学

natural sciences (general) 自然科学总论

newly enrolled student ; new student ; freshman
新生

non-smoking section/area 非吸烟区

novel 小说

novelty verification 科技查新

November (Nov.) 十一月



O

October (Oct.) 十月

office 办公室

office worker ; clerk 办事员

old call number book 旧号书

Online Public Access Catalogs (OPAC) 联机公

共目录

open 开放

Open Shelf Hall 开架厅

opening hours/time 开馆时间

outstanding theses for Master and Doctoral
degrees 优秀硕博论文

overdue 超期

overdue fine 过期罚金



P

pardon 重复

passport 护照

philosophy 哲学

physical culture 体育

politics 政治

postdoctoral student ; researcher 博士后

postgraduate student ; graduate student 研究生

procedure 手续

professor 教授

Public Hall 大厅

Public Hall on the second floor 二楼大厅

purchase 采购



R

radio electronics 无线电电子学

reader 读者

Reading Department 阅览部

Reading Room for Newspapers and Literary
Periodicals 文艺报刊阅览室

Reading Room for Social Science Books ,
Reference Books and Theses 社科图书、工
具书及学位论文阅览室

Reading Room for Scientific and Technological
Books
科技图书阅览室

Reading Room for Scientific and Technological
Periodicals 科技期刊阅览室

reception office ; janitor's room 传达室

recreational 娱乐的, 消遣的

reference books 工具书

Reference Reading Room 教学参考阅览室

renew 续借

reserve ; order ; book 预约

resource inquiry 资源查询

retrieval periodical 检索期刊

return 还

return desk ; circulation desk 还书处

rule ; regulation 规章制度

Russian 俄语



S

Saturday 星期六

science 科学

second floor 二层

Second Open Shelf Hall 第二开架厅

secretary 秘书

September (Sep. /Sept.) 九月

show 给看, 出示

smoke 吸烟

smoking section/area 吸烟区

social sciences 社会科学

social sciences (general) 社会科学总论

special browser software 专门的浏览器

Special Categories of Documents Reading Room
特种文献阅览室

stack room 书库

staff (全体) 职员

student 学生

student card 学生证

study room 自习室

Sunday 星期日



T

teacher 老师

Technical Department 技术部

technology 工业技术

telecommunications technology 电讯技术

thesis ; dissertation 学位论文

things correlated with this 相关 (与此相关的事物)

third floor 三层

Third Open Shelf Hall 第三开架厅

Thursday 星期四

tobacco 烟草

Tuesday 星期二

tutor ; supervisor 导师



U

university library 大学图书馆

user's guide 使用说明



V

vice/deputy chief of the Reading Department

阅览部副主任

VIP database 维普数据库



W

want 希望, 想要

Wednesday 星期三

written language 文字

worldwide novelty verification 国外查新

二、汉英词汇表

Chinese-English Glossary



B

八月 August (Aug.)

办公室 office

办公室主任 chief of the Office

版权法 copyright legislation

办事员 office worker ; clerk

办证处 card issue desk ; desk for card

包 bag

北京交通大学图书馆 Beijing Jiaotong University Library

博士 doctor

博士后 postdoctoral student ; researcher

部门 division ; department



C

采编部 Acquisition and Cataloging Department

采编部主任 chief of the Acquisition and Cataloging Department

采购 purchase

查收查引 cited status verification

超期 overdue

成员馆 member library

重复 pardon

出纳员 cashier

传达室 reception office ; janitor's room

存包处 cloakroom



D

大厅 Public Hall

大学图书馆 university library

导师 tutor

德语 German

地理 geography

第二开架厅 Second Open Shelf Hall

地球科学 geosciences

第三开架厅 Third Open Shelf Hall

第一开架厅 First Open Shelf Hall

电梯 elevator ; lift

电讯技术 telecommunications technology

电子阅览室 Electronic Reading Room

电子资源 electronic resources

东校区 Eastern Campus

东校区分馆 Eastern Campus Branch Library

读者 reader



E

二层 second floor

二楼大厅 public hall on the second floor

二月 February (Feb.)

俄语 Russian



F

罚金, 罚款 fine

法律 law

法语 French

非吸烟区 non-smoking section/area

费用 charge

分类号 call number ; classification number ;
catalog number

副馆长 associate librarian ; deputy librarian

符号 mark

副教授 associate professor ; vice professor



G

给看，出示 show

工具书 reference books

工业技术 technology

工作证 employee card

关闭 close

馆藏目录 catalog of collections

馆际互借 interlibrary loan

馆际互借证 interlibrary loan card

馆员 librarian

馆长 director ; chief librarian

规章制度 rule ; regulation

国际会议录 international conference proceedings

- 国家标准 National Standard of China
过刊 back periodical ; back numbers
国内查新 domestic novelty verification
过期罚金 overdue fine
国外查新 worldwide novelty verification



H

- 航空航天 aviation , spaceflight ; aeronautics and
astronautics
护照 passport
还 return
环境科学 environmental sciences
还书箱 chest for returning books



I

- IP 地址 IP address



J

- 教授 professor
教学参考阅览室 Reference Reading Room
交通运输 communications and transportation
教育 education
建筑科学 architectural sciences

讲师 lecturer

计算机技术 computer technology

技术 technology

技术部 Technical Department

机械仪表工业 mechanical and instrument
industry

检索期刊 retrieval periodical

检索指南 guides for database searching

借 borrow

借书处 loan desk ; circulation desk

经济 economy

经理 manager

旧号书 old call number book

九月 September (Sep./Sept.)

军事 military affairs



K

开放 open

开馆时间 opening hours/time

开架书库 Open Shelf Hall

科技查新 novelty verification

科技期刊阅览室 Reading Room for Scientific
and Technological Periodicals

科技图书阅览室 Reading Room for Scientific
and Technological Books

科学 science

会计 accountant



L

老师 teacher

类 category

历史 history

联机公共目录 Online Public Access Catalogs
(OPAC)

列宁主义 Leninism

另外 additionally

流通部 Circulation Department

流通部主任 chief of the Circulation Department

六月 June (Jun.)



M

马克思主义 Marxism

毛泽东思想 Mao Zedong Thought

秘书 secretary

密集图书库 Compact Storage of Books

免费 free



N

农业科学 agriculture sciences

女士 lady ; madam



P

评估 appraisal



Q

期刊 , 杂志 journal ; periodical ; magazine

期限 deadline

七月 July (Jul.)

权威数据库 authoritative index databases



R

日语 Japanese



S

三层 third floor

三月 March (Mar.)

四月 April (Apr.)

社会科学 social sciences

社会科学总论 social sciences (general)

社科图书、工具书及学位论文阅览室 Reading
Room for Social Science Books , Reference
Books and Theses

生物科学 bioscience

使用说明 user's guide

十月 October (Oct.)

十二月 December (Dec.)

十一月 November (Nov.)

使.....坐落于 locate

手续 procedure

数据库 database

数据库商 database provider

书库 stack room

数理科学和化学 mathematics , physics (sciences)
and chemistry

数字资源部 Digital Resources Department

数字资源部主任 chief of the Digital Resources
Department

硕士 master



T

特种文献阅览室 Special Categories of Docu-
ments Reading Room

体育 physical culture

天文学 astronomy

图书馆 library

图书馆主页 library home page

图书证 library card



W

外文储备书库 Foreign Books Reserves

外文期刊 foreign language magazine

外文图书 foreign language book

忘记 forget

维普数据库 VIP database

委托单 application form

委托人 client

文化 culture

文献检索 (课) Literature Searching (Course)

文献传递 file transfer

文学 literature

文艺报刊阅览室 Reading Room for Newspapers
and Literary Periodicals

文字 written language

无线电电子学 radio electronics

五月 May



X

习题集 exercise book

希望, 想要 want

吸烟 smoke

吸烟区 smoking section/area

小说 novel

校外读者 external customer

校园网 campus network

现刊 current periodical

先生 mister (Mr.); gentleman ; sir

相关 (与此相关的事物) things correlated
with this

新生 newly enrolled student ; new student ;
freshman

信息检索 information searching

信息栏 information board

星期二 Tuesday

星期六 Saturday

星期日 Sunday

星期三 Wednesday

星期四 Thursday

星期五 Friday

星期一 Monday

续借 renew

选修课系统 course election system

学分 credit hour

雪茄 cigar

学生 student

学生证 student card

学位论文 thesis ; dissertation



Y

烟 cigarette

烟草 tobacco

研究生 postgraduate student ; graduate student

研究生论文 master's thesis

一般 general

一般工业技术 general industrial technology

一卡通 e-card

艺术 art

一月 January (Jan.)

医药卫生 medical hygiene

英语 English

优秀硕博学位论文 outstanding theses for Masters
and Doctoral degrees

娱乐的, 消遣的 recreational

阅览部 Reading Department

阅览部副主任 vice chief of the Reading Department

阅览部主任 chief of the Reading Department

语言 language

预约 reserve ; order ; book



Z

字典 dictionary

自动化技术 automation technology

自然科学 natural sciences

自然科学总论 natural sciences (general)

自习室 study room

咨询部 Consultation Department

咨询部主任 chief of the Consultation Department

咨询费 inquiry fee ; consulting fee

咨询台 consultation desk

资源查询 resource inquire

综合性图书 generalia (generalities)

总论 introduction

哲学 philosophy

政治 politics

(全体) 职员 staff

种类 kind

中国期刊网 Chinese Academic Journal Net

中国图书馆图书分类法 Book Classification
System of Chinese Library

中国知网 Chinese National Knowledge Infra-
structure

中外文原版书 Chinese and foreign language
books

中文期刊 Chinese magazine

中文图书 Chinese books

主页, 网址 home page

专门的浏览器 special browser software