

1 图书馆概况 Library Overview

北京师范大学图书馆始于 1902 年成立的京师大学堂师范馆的图书室, 几经扩建和迁址。现阶段, 主要由 2011 年投入使用的主馆、主馆南区三层、教育学分馆、继续教育分馆、学科资料室提供服务。

截至 2017 年底, 我馆共藏有包括中外文图书、期刊、学位论文等在内的印本文献 498.7 万余册; 引进各类型中外文数据库 327 个, 中外文全文电子期刊 10 万余种、学位论文 698 万余篇、中外文电子图书 838 万余册, 建设各类型特色馆藏资源数据库 26 个。

Beijing Normal University Library developed from the reading room of the Faculty of Education, Imperial University of Peking, which was established in 1902. After extension and relocating several times, the library services are now mainly provided by the main library, which firstly opened in 2011, and the southern main library, educational branch library and subject reference rooms.

By the end of 2017, the total printed collections amount to more than 4.98 million items, the number of electronic Journals is more than 100 thousand, Chinese and foreign languages e-books are over 8.38 million, dissertations are more than 6.98 million. The library has introduced 327 Chinese and foreign language databases. There are 26 special collection resources databases constructed independent or cooperative.

2 纸本资源 Printed Resources

2.1 图书查询、借还及续借、预约 Book Borrowing and Returning

图书查询: 图书馆主页 (www.lib.bnu.edu.cn) → 木铎搜索, 输入书名或作者等信息, 根据索书号及馆藏地找书。

图书借还: 可在自助借还书机、微型图书馆、自助书架中借还图书。借书账号的用户名为学号, 初始密码为八位生日数字。如有问题可到主馆一层总借还处人工处理。

借阅信息查询: 图书馆主页 → ID 登录, 用户名为学号, 初始密码为八位生日数字。

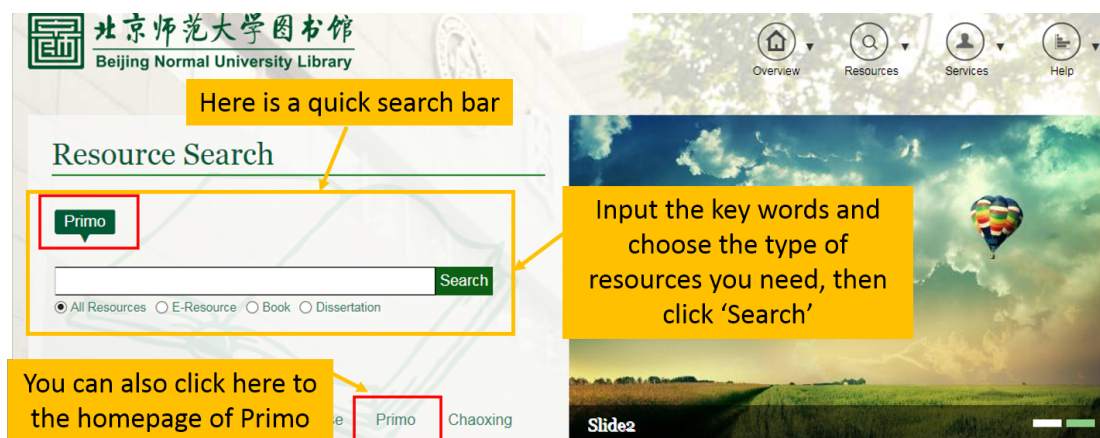
图书续借、预约: ID 登录后, 可网上续借和预约图书。

预约图书前提为该书所有可外借的复本均不在架 (1986-2000 年出版的中文图书除外); 借阅 1986-2000 年出版的中文图书, 无论图书有无复本, 均需要先在网提交预约申请。

图书到架后图书馆将发送通知至预留邮箱 (ID 登录添加邮箱), 图书保留 5 天, 根据邮件通知尽快到主馆一层总借还处或教育学分馆取书。

随书光盘的获取途径: 图书馆主页 → 资源 → 多媒体资源 → 北京师范大学图书馆非书资源管理平台 (畅想之星)。

Book search: Library homepage (www.lib.bnu.edu.cn) → Muduo Searching Engine (More Discovery), enter information about the book or the author, find the book based on the call number and location.



Book borrowing and returning: operated on the self-services machine, 24 hours book return machine and the miniature library, self-services bookshelf. The default user name is the student card number and the initial password is eight digit birthday numbers. Please visit circulation desk if you have any questions.

Loan information check: library [homepage→ID login](#), default user name is the student card number and initial password is eight digit birthday numbers.

Book renewal and reserve: login with your ID and operate online. Book reserve condition: the reserved book should not on the shelf except books which were printed from 1986 to 2000. Before borrowing Chinese books which were printed from 1986 to 2000, you should submit reserve application online first no matter if it has copy or not. The reserved book notice will be send to your reserved email address. The reserved books will be kept for 5 days, and please take them as soon as possible on the circulation desk or educational branch library based on the email notice.

Path to get CD attached with books: [Library homepage→Resources→multimedia resource→ Non-book resource system \(CXSTAR\)](#)

温馨提示:

1. 如有超期未还图书，则无法进行借书、续借操作；
2. 被预约的图书不能续借，读者会收到“催还邮件”。

Warm prompt:

1. before you return overdue books, you are not allowed to borrow, renew books.
2. The reserved books can not be renewed, and you will receive the email notice.

2.2 借阅规则 Book Borrowing Rules

可借图书总数为 30 册，可预约 3 册，借期 60 天。

在借阅期限内可续借，累计最长可借 100 天。

逾期七天内归还图书免收逾期滞纳金，超过 7 天，则从超期的第 1 天起累计，0.1 元/册/天。

可持校园卡通过一层 B 区的自助缴费机缴纳逾期滞纳金。

丢书赔款事宜请到主馆一层总借还处办理。遗失/损坏赔偿标准按图书馆有关规定执行。

Students can borrow 30 books and reserve 3 books at one time. The loan period is 60 days. The maximum loan period is 100 days counting the renewal.

Books can be overdue for seven days before incurring a fine. From the eighth day the fine is 0.10 Yuan per book per day. The fine can be paid by the self-paying system on the section B of the first floor. Deal with the Lost/damaged things on the circulation desk. Pay the compensation fees for them according to the library regulations.

3 电子资源 E-resources

3.1 木铎搜索 Primo Searching Engine

查找途径：图书馆主页英文版（<http://202.112.82.89/en>）→木铎搜索。

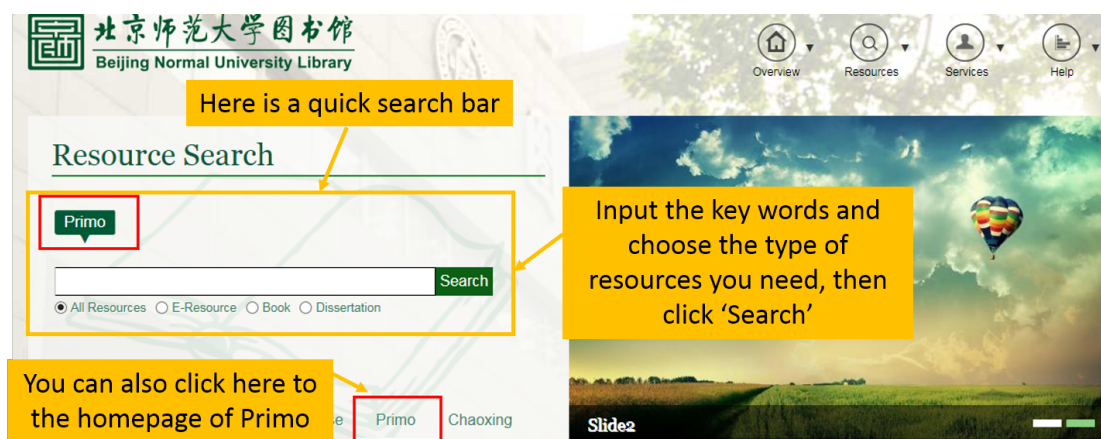
木铎搜索可对馆藏纸本资源及大部分馆藏电子资源进行检索，实现了纸质及电子的书/刊、学术论文、学位论文、多媒体等多种馆藏资源的一站式检索，并提供多种精炼检索功能和个性化服务。

温馨提示：图书馆主页英文版的网址为临时网址。如果该网址打不开，请到图书馆主页切换至最新的英文版页面。

Path: [Library homepage of English Version \(http://202.112.82.89/en\)](http://202.112.82.89/en) →Primo

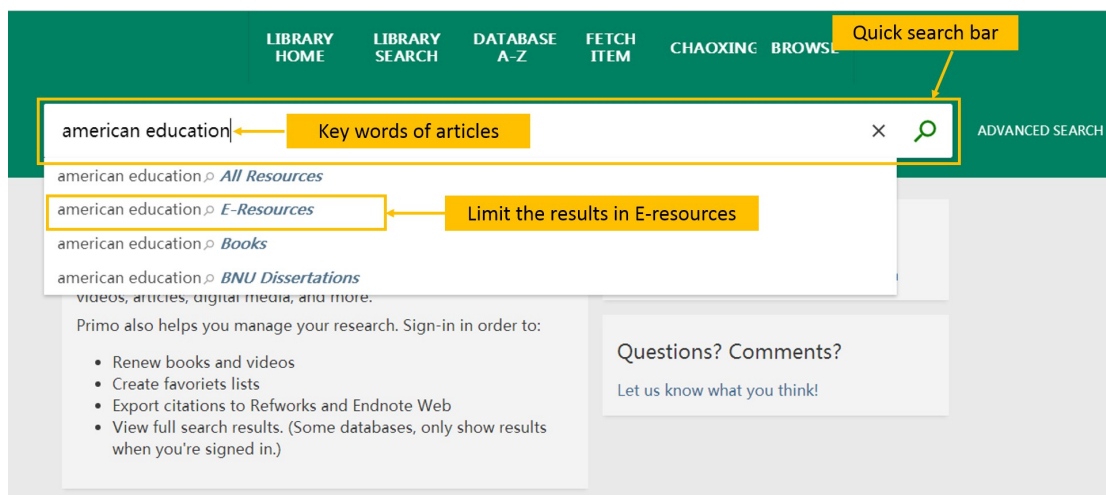
Primo can search for printed collections and most of e-resources, it realizes the one-step searching function of printed or electronic books and journals, thesis and dissertation, multi-media, etc. Meanwhile, it offers several simplified search functions and personalized service.

Tips: The URL of English version is a temporary website. If it cannot be opened, please turn to library homepage (<http://www.lib.bnu.edu.cn/>) to find the new URL of English version.

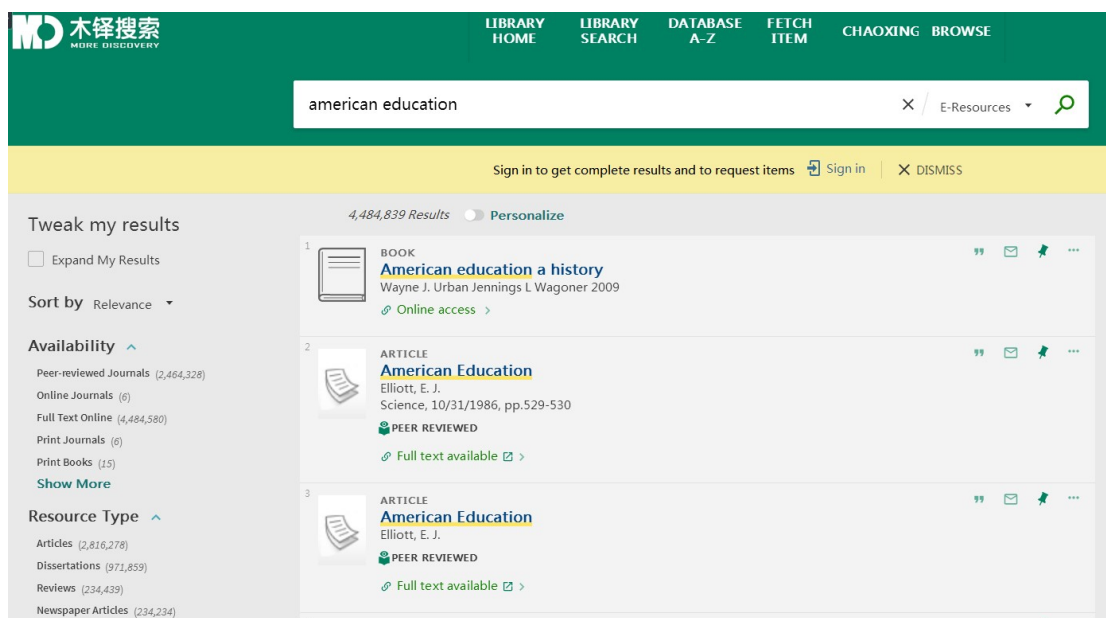


1. How to find E-resources

Enter key words (such as title, author and subject) in the search bar, then, you can limit the search results only in E-resources.

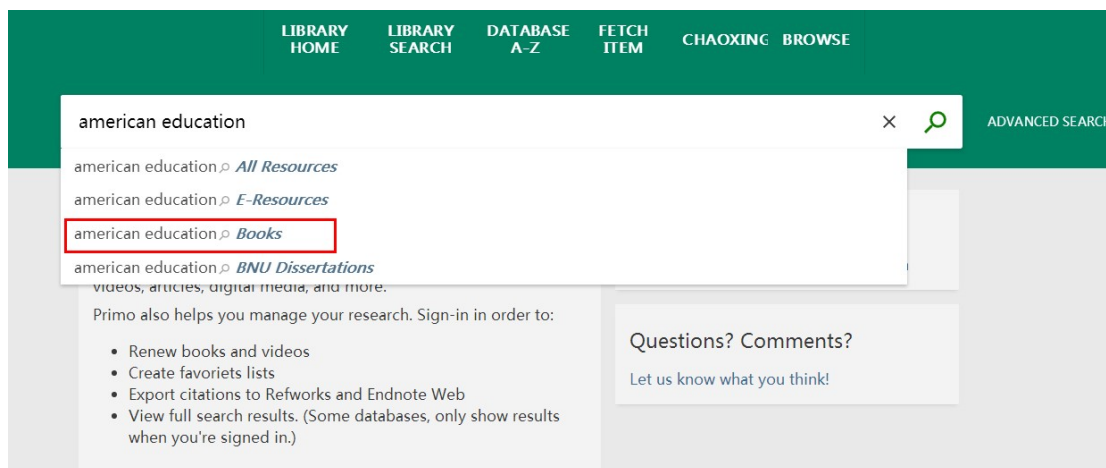


On the search results page, if the link of "Full text available" or "Online access" appears below the article, which means we can probably get the full text of the article, as shown below.



2. How to find P-books

In the search bar, we choose "Books", As shown below.



On the page of the search results, select the "Print Books" on the left side, as shown below.

The screenshot shows a search results page for 'American education' by Joel H. Spring. On the left, under 'Tweak my results', the 'Availability' filter is expanded, and 'Print Books (1,480)' is selected. The main results area shows three entries, all labeled 'MULTIPLE VERSIONS' and 'American education'. The first entry is by Joel H. Spring and has 10 versions. The second entry is by Richard Wynn 1918- Joanne Lindsay Wynn; Chris Anthony De Young 1898- and has 2 versions. The third entry is by Chris Anthony De Young 1898- Richard Wynn 1918-.

Take the first book as an example, "G571.2 Sp76-11" is the call number of the book, the policy means the book can be take out or not. When the policy is "loanable", which indicates the book can be borrowed. The status means whether the book has been borrowed or not. When the status is "Item in place", which indicates the book is still on the shelf.

The screenshot shows the details page for the book 'American education' by Joel H. Spring, published in 2016. It is available at G571.2 Sp76-11. The page includes a 'Send to' section with options like EXPORT RIS, REFWORKS, ENDNOTE, CITATION, PERMALINK, and PRINT. Below this is a 'Get It' section with a 'Sign in' button. The 'REQUEST OPTIONS' section shows the book is available at the '教育学分馆 外文书-西文(B84、G)(英东楼103室)' with call number 'G571.2 Sp76-11'. Below this is a table with 1 record:

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
N02379836	Book	Loanable		Item in place

3.2 校外访问电子资源 Access to Library E-resources Beyond Campus

可以通过 SSL VPN 服务、基于 Shibboleth 的校外访问、数据库漫游三种方式在校外访问图书馆电子资源。网络中心已批量开通全日制本科生及研究生的 VPN 服务，可直接使用。用户名/初始密码：学号/八位生日。

详细情况参见 <http://vpn2.bnu.edu.cn/>或“图书馆主页→帮助→校外访问资源”。

Through SSL VPN service, Shibboleth, or database roaming, you can get access to the library e-resources beyond campus. The center of information and network technology has already opened the VPN service for full-time undergraduate and graduate students, please use the default user name and password to login. The default user name is student ID, password is 8-digit birthday number.

For more details please visit <http://vpn2.bnu.edu.cn/>. You can also access: "Library homepage of English version → Help → Off-Campus Access " to see further instructions.

3.3 电子资源使用注意事项 E-resources Utilization Cautions

为了保护电子资源的知识产权，请合理使用馆藏电子资源，严禁使用批量下载软件下载资源，请自觉维护我校正常的文献信息使用秩序。

In order to protect the intellectual property right of the e-resources, please use the collected e-resources carefully, do not download resources using batch download software, please comply with the literature information using regulation of university.

4 各类服务 Service Introduction

4.1 参考咨询 Reference

读者在利用图书馆资源与服务的过程中遇到问题时，可通过如下方式寻求帮助：图书馆主页→互动与沟通→咨询台。

Any questions about library resources and services, please ask for help by the following way:

1. FAQs

library homepage of English version → Communication → [FAQs](#), you can find common questions and answers here.

2. Ask a Librarian:

library homepage of English version → Communication → Ask a Librarian, we will give you a reply by E-mail.

Help	
Ask Us	⊖
Contact Us	⊕
Off-Campus Access	⊕
Opening Hours	⊕

Ask Us

Welcome to Ask US service of BNU Library. You can ask whenever and wherever possible. Please leave your information and question. We usually respond to questions within 1-2 business days (M-F). If you'd like to meet with a Librarian, please request an appointment.

Question *

Question File

One file only.
2 MB limit.
Allowed types: txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods.

Name

Email *

Status *

- Select -

3. Workshop

library homepage of English version → Services → Workshop, we can provide One-to-one service.

Services	
Loan Services	⊕
Charges	⊕
Loan Application	⊕
Workshop	⊖
Media Learning Ce.	⊕
Environment and...	⊕

Workshop

Relying on the abundant information resources and professional staff team, the Library Information Service Department provides a variety of information literacy instruction for different types of users, including the orientation program for new comers, credit courses for undergraduates and graduates, library workshop series, video tutorials, embedded courses, one-on-one faculty interactions, essay writing guidance for graduates and other tailored seminars, etc.

Librarians conduct workshops by request that are tailored to orientations, a particular course, assignments for international students. Please contact us by a class or course, 2-3 weeks in advance to reserve it by completing the following form. Requests will be responded to within 24-48 business hours.

Librarians also offer one-on-one consultation service for international faculties. Please make a reservation ahead by fulfilling the following form.

Appointment Topic *

Class/Course

Note

Name *

Email Address *

Status *

- Select -

Affiliation *

- Select -

咨询方式 Consultation	服务获取途径 Path	工作时间 Office Hours
现场咨询 On-site Consultation	主馆一层总咨询及借还处及各借阅区值班台 Information and circulation desk on the first floor and consultative station in the reading area	周一至周日（周五下午除外） 8:00am.-22:00pm. 各借阅区值班时间见附录三 Monday to Sunday (Except Friday afternoon) 8:00am.-22:00pm.
电话咨询 Phone Consultation	Tel: 58806113	Check Appendix III for the detail on duty time

4.2 馆际互借与文献传递服务 Interlibrary Loans and Document Delivery Services

当本馆馆藏资源不能满足需求时，图书馆可帮助读者从其他图书馆获取图书及文献。目前图书馆主要通过 CALIS、CASHL、BALIS 三种系统提供馆际互借和文献传递服务。此外，读者还可到三层多媒体学习中心办理北京市 39 所高校图书馆馆际互借证，持馆际互借证自行到对方图书馆借还图书。

详情参见：图书馆主页→服务→借阅服务→馆际互借&文献传递。

When the library resources cannot meet the needs, the library can use interlibrary loans and document delivery services to get books and articles from other libraries.

For more details please visit: library homepage of English version →Services →Loan Application

E-mail: wenxian@lib.bnu.edu.cn , Office Tele: +86-10-58805086

Your Request Information

Please Log In before Submitting your request

Describe the item you want, providing as much information as you have. Press the Submit button to send.

Document Type

- None -

Title

Date of Publication

Year

Volume

Issue

Inclusive Pages

ISSN/ISBN

Article Title

Author *

Notes

Email Address

4.3 硬件设施 Hardware Facilities

硬件设施 Hardware facilities	覆盖区域 Coverage area	注意事项 Cautions
座位管理机 Seat Arrangement Machine	主馆一至八层、教育学分馆 Library building floors 1-8, Educational branch library	详情参见图书馆主页→座位预约 For details please visit: homepage→seat reservation
研究间 Study Room	主馆四、五层中文图书阅览区内 Library building 4 th and 5 th floor, Chinese book reading area	仅限研究生使用，详情参见图书馆主页→研究间预约 Only open to graduate students, for details please visit: homepage→Study Room reservation
自助借还书机 Self-service Machine for book borrow and return	主馆一、四、五、八层及教育学分馆 Library building floor 1, 4, 5, 8, Educational branch library	被预约图书需根据馆藏地到主馆一层总借还处或教育分馆归还 The reserved book should be returned on the circulation desk on

		the first floor of library building or on the educational branch library,
24 小时还书机 24 Hours Book Return Machine	主馆南门西侧 West side of library south gate	闭馆后也可还书 Books can also be returned out of library hours
微型图书馆 Miniature Library	主馆南门东侧 East side of library south gate	仅限微型图书馆内的图书借还。图书借期为 30 天。 Only for the miniature library books circulation. The loan period is 30 days
自助书架 Self-service Bookshelf	主馆一层大厅东南角 Library building 1st floor, southeast corner of the lobby	仅限自助书架内的图书借还 Only for the self-service bookshelf books circulation.
预约书柜 Bookcase reservation	主馆一层大厅东南角 Library building 1st floor, southeast corner of the lobby	仅限教育学分馆预约图书的外借 Only for the reserved books in the educational branch library.
自助存包柜 Lockers	主馆一层综合服务区 (A 区)、二层特藏阅览区、四/五层中文图书借阅区、六/七层库本阅览区、教育学分馆 The first floor of library building, section A; special reading section on 2 nd floor; Chinese reading section on 4 th , 5 th , 6 th and 7 th floor; the educational branch library.	存包柜内的物品请不要隔夜存放 Do not use the lockers overnight.
自助饮水机 Self-Service Water Dispenser	主馆一至八层 Library building, 1 st -8 th floor.	刷卡饮水 Swipe the student ID card for water dispenser
自助打/复印机 Self-Service Photocopying and Printing Machine	主馆一层文印中心、二层特藏阅览区、四/五层中文图书借阅区、六/七层库本阅览区、八层外文图书借阅区、教育学分馆、期刊/报纸阅览室 Library building, photocopying service center on the first floor, special reading section on 2 nd floor, Chinese reading section on 4 th , 5 th , 6 th and 7 th floor, foreign languages reading section on 8 th floor, Educational branch library, Newspaper and periodicals reading section.	详情参见图书馆主页→服务→环境与设施→文印服务 For more details, please visit: Homepage→Services→Environment and facilities→Copy & Print Services Self-printing services.

5 常见问题 FAQ

1) 什么是索书号?

索书号是用于区分不同图书的标识,一般贴在书脊处。索书号由 A-Z 开头的中图法分类号和数字组成,不同字母代表不同的学科分类,具体参见附录二。

2) 无法借书有哪些原因?

有超期图书未归还、该书被其他人预约、逾期滞纳金超过 10 元、可借数量已满等。

3) 数据库的用户名及密码是多少?

一般在 IP 范围内,数据库自动登陆。如遇到需要用户名及密码或其他数据库使用问题,可参考“3.1 数据库”。

更多常见问题请参见图书馆主页→互动与沟通→咨询台→常见问题。

1) What is call number?

Call number is used to distinguish different book, normally it is paste on the spine. The call number is composed of English letter from A to Z and Roman number based on the Chinese library classification. Different letters stand for different subjects. Check Appendix I I for more details.

2) Why cannot borrow books?

You cannot borrow books in the following situation: did not return overdue books; the books you are going to borrow has been reserved; your fine exceeds 10 Yuan; exceed the maximum of quantity you can borrow.

3) Password of the databases?

You can login the database without password in the range of IP address.

For more FAQ please visit: [Homepage→ communication and interaction → consultation →FAQ](#)

6 附录 Appendix

附录一：入馆须知

1. 凭本人校园卡刷卡入馆；校友凭学校发放的“校友卡”或毕业证（或复印件）及本人有效身份证入馆；其他人员按规定办理手续后入馆。
2. 严禁在馆内吸烟、用火。禁止在馆内违规使用电器。
3. 保持整洁卫生，请勿将食品及有色饮料带入馆内。
4. 保持安静，说话、走路轻声，通讯及电子设备等调至静音，在公共阅览区域不要接打电话。
5. 爱护书刊及馆内设施设备，禁止涂抹、撕毁、私藏书刊、损坏设备。
6. 未经许可不得在馆内从事影响读者学习的活动（如采访、拍摄、发放问卷或广告等）。如有相关需求，请提前联系图书馆馆长办公室。
7. 入馆着装整齐，卫生干净，举止文明礼貌。
8. 请勿将代步车、滑板车等代步工具带入馆内。
9. 请保管好个人随身物品，如有遗失，责任自负。
10. 自觉遵守图书馆的各项规章制度，服从工作人员管理。

Appendix I: Library Admission

1. The campus card provides admission into the library; please do not use others' card. The non-card holder will enter the library in accordance with the relevant regulations.
2. Pay attention to fire safety, no smoking and fire in the library. Use the electric appliances properly in the library.
3. Keep the library clean and tidy. Please do not take the food and colored drinks into the library.
4. Keep quiet! Slow down the voice and footsteps. Turn down the mobile phone and other electronic equipment. Don't pick up mobile phone in public reading area.
5. Please take care of books and facilities. No smearing, destroying and hiding books. No destroying facilities.
6. Without permission, please do not interfere with others, such as interview, photographing and issuing questionnaires or advertisements. Please contact the librarian's office in advance, if there is any demand.
7. Please do not take the scooter and other transportations into the library.
8. Dress neatly, keep clean and polite.
9. Please take care the personal belongings, if lost, please be at your own.
10. Please comply with the regulations of different reading rooms, and comply with the management of staff members.

附录二：中国图书馆分类法（第五版）一级类目表

Appendix II: Chinese Library Classification (Fifth Edition), First Level Rubrics

A 马列毛邓	N 自然科学总论
A Marxism, Lenin's thought, Mao	N Natural sciences
Zedong Thought, Xiaoping Theory	
B 哲学、宗教	O 数理科学和化学
Philosophy and Religion	Math, Physics and Chemistry
C 社会科学总论	P 天文学、地球科学
Social sciences	Astronomy, Geoscience
D 政治、法律	Q 生物科学
Politics and Law	Bioscience
E 军事	R 医药、卫生
Military	Medical and health care
F 经济	S 农业科学
Economics	Agricultural science
G 文化、科学、教育、体育	T 工业技术
Culture, Science, Education and	Industrial technology
Physical culture	
H 语言、文字	U 交通运输
Language and word	Transportation and
	Communication
I 文学	V 航空、航天
Literature	Aviation and Aeronautics
J 艺术	X 环境科学、安全科学
Art	Environmental Sciences,
	Safety Science
K 历史、地理	Z 综合性图书
History and Geography	General Books

附录三：图书馆布局及开放时间

Appendix III: Library Layout and Open Hour

名称	位置	联系电话 5880	馆藏情况	开馆时间
主馆开放时间：周一至周日 7:00-22:00				
文印中心 Printing center	主馆一层 D 区 Section D on the First Floor, Main Library	5088		周一至周四 Monday to Thursday: 8:00am-17:00pm 周五 Friday: 8:00am-11:30am
特藏阅览区 Special Collection Reading Area	主馆二层 AD 区 Section AD, 2 nd Floor, Main Library	7620	1 收藏北师大在职和离任教师、毕业生捐赠的在国内外发表的专著、译著和教材等作品。2 线装古籍等 The monographs of faculties and students, ancient books, textbooks	
总咨询处、总借还处 Information Circulation Desk	主馆一层大厅 The Lobby on the First Floor, Main Library	6113	需要人工借还的图书、借阅权限查询、离校手续办理、取预约图书以及人工和电话咨询等 book borrow and return, check the borrowing limits, form fill for check out the campus, take the ordered book, manual and telephone counsel	
中文图书借阅区 Chinese Book Reading Area	主馆四、五层 4 th , 5 th floor, Main Library	8100 8102	2001 年以来中文图书 Chinese books released since 2001	周一至周四、周六/日 Monday to Thursday, Saturday and Sunday: 8:00am-22:00pm 周五 Friday: 8:00am-11:30am 18:30pm-22:00pm
中文库本阅览区 Chinese Books	主馆六、七层 6 th , 7 th Floor, Main Library	5424 3144	中文图书 Chinese Books	
外文图书借阅区 Foreign Language Reading Books	主馆八层 8 th floor, Main Library	8162	A-Z 类外文图书 foreign language books	
多媒体学习中心 Multi-media Learning Center	主馆三层 AD 区 Section AD, 3 rd Floor, Main Library	8080	馆藏电子资源、免费上机 E-resources, free computer use	
报刊及工具书阅览区 Journal, newspaper and Reference book Reading Area	主馆南区三层 A、D 区 Section A&D, 3 rd Floor, Southern Main Library	2180	中、英、俄、日等工具书；当年报纸与期刊 Newspapers, Journals and Reference books	周一至周四、周六/日 Monday to Thursday, Saturday and Sunday: 8:00am-17:00pm 周五 Friday: 8:00am-11:30am
学位论文阅览区	主馆南区三层 BC 区	8023	1. 我校博硕士学位论文(博士论文)	周一至周四

Theses and Dissertations Reading Area	Section BC, 3 rd Floor, Southern Main Library		1984 年至今, 硕士论文 1978 年至今)。2. “教育社科医学研究论文奖计划 (1995 年至今)”。	Monday to Thursday: 8:00am-17:00pm 周五 Friday: 8:00am-11:30am
数学资料室 Math Reference Room	主馆南区三层 C 区 Section C, 3 rd Floor, Southern Main Library	8023	学科中外文书刊 Mathematics and statistics related books and periodicals	
捐赠图书阅览区 Donation area	主馆南区三层 B 区 Section B, 3 rd Floor, Southern Main Library	8023	机构赠书/名人赠书 Donated books	周一至周五 Monday to Friday: 8:00am-11:30am
分馆及学科资料室				
教育学分馆第一借阅室 (外文图书) Foreign Language Books Reading Room, Educational Branch Library	英东楼 A 区 103 室 Room 103, Ying Dong Building	2997	中外文教育、心理类书刊 Education and psychology books in Chinese and foreign language	周一至周五、周六/日 Monday to Thursday, Saturday and Sunday: 8:00am-22:00pm 周五 Friday: 8:00am-11:30am 18:30pm-22:00pm
教育学分馆第二借阅室 (中文图书 G5-G7 类) Chinese Books Reading Room, Educational Branch Library	英东楼 A 区 108 室 Room 108, Ying Dong Building	8164		
教育学分馆第三借阅室 (中文图书 A-G48 类、 中外文报刊) Newspaper Reading Room, Educational Branch Library	英东楼 C 区 149 室 Room 149, Ying Dong Building	6045		
历史学资料室 History Reference Room	主楼 A 区 608 室 主楼 A 区 602 室 Section A, Room 608, 602, Main Library	8355	文史类相关的中外文书刊 Literature and history related Chinese and foreign language books	周一至周五 Monday to Thursday: 8:00am-11:30am 13:30pm-17:00pm 周五 Friday: 8:00am-11:30am
民俗学资料室 Folklore Reference Room	主楼 B 区 208 室 Section B, Room 208, Main Library	5400	古文字及相关中外文图书 Ancient word and related Chinese and foreign language books	
艺术学资料室 Art Reference Room	艺术楼 4 层 424 室 Room 424, 4 th Floor, Arts Building	2908	艺术类相关的中外文书刊 Art related Chinese and foreign language books and periodicals	
生物学资料室 Biology Reference Room	生地楼五层东 5 th floor, East Side, Biology and Geography Building	9156	生命学科相关中外文书刊 Life science related Chinese and foreign language books and periodicals	