

# Library Information

## Cataloguing

All books in The TBC Library of Chinese Studies are listed in the on-line catalogue. There are computers in the main work area of the library where one may check the collection. The catalog may be searched by author, title, subject, or an advanced search. The catalogue is also available on the TBC website but the web listing informs one only whether the library possesses the work, not if it is currently in the library nor its location.

TBC has its own unique catalogue system. Each book has an acquisition number and a location code. The location code is usually two letters. The first letter tells the general area of the work: A for arts, B for business, C for culture, E for ethnology, F for film, etc. The second letter for a more specific area within the larger area: AA would be Arts – Architecture; AC for Arts – Calligraphy; AP for Arts – Painting, etc. Within the specific areas, the books are then arranged by the author's family name.

## Membership

### The TBC library is not open to the general public.

There are three categories of qualified TBC library users: **In-house Patrons**, **Honorary Guests** and **Visiting Guests**. *In-house Patrons* include TBC students, faculty, staff and qualified TBC Research Guests (separate application and authorization needed); the *Honorary Guests* includes TBC alumni, Ambassadors, Diplomats and students from other academic institutions that have agreements with TBC (Stanford University, Yale University, IUP, EU, UIBE graduate programs etc.); the *Visiting Guests* are given the privilege to use the library on site (authorization needed).

All patrons of the library must register and obtain a library membership card. No one will be admitted to the library without a library card. To register one needs to: (a) present picture identification from a local organization, (b) fill out the application form, (c) pay **40 RMB** registration fee, and (d) a deposit of **400 RMB** is required except special circumstances (more information in the *TBC Membership Table*.) The deposit is returned when one surrenders the library card.

Library cards are generally valid for one year (more information in the *TBC Membership Table*.)

# Library Regulations

**Duration:** TBC students and guests with check-out privilege can borrow books for a maximum of one month. TBC faculty and staff members can check out books for two months. If one wants a book that is signed out, one can put that book “on hold” and will be informed when it is returned. All loans are renewable for a period the same as the initial period, unless someone has put the book on hold. Extensions can be made by phone or email. (more information in the *TBC Membership Table*)

Within the last month of TBC classes, TBC students and faculty can request the librarian to recall any book that has been checked out; the book should be returned within a week.

DVD(s) and CD(s) can only be checked out for one week.

Books must be returned on time. Overdue will be charged as 1 RMB/day. Users who return books more than two weeks late on more than two occasions or need repeated reminders to return books may have their privileges revoked. Revoking privileges is at the discretion of TBC.

**Limit:** All TBC library users with check-out privilege can borrow 5 books the most except for TBC faculty and staff, the limit is ten. (more information in the *TBC Membership Table*)

**Lost, Damaged and Scratched Books:** Lost, damaged and scratched books must be replaced by the user, or TBC can replace the book at user’s expense (cost of the book, postage, and 15% customs & processing fee.)

**Books on Reserve:** Books placed on reserve for TBC courses cannot be checked out but only be used in the library.

**Special Books:** The TBC Library of Chinese Studies has an excellent reference section and dictionary section in addition to the special collections mentioned above. It also subscribes to a number of journals about China. Reference books, dictionaries, journals, and books in the historic collection cannot be checked out; they can only be read in the library. Rare books can be consulted only with the permission of the TBC director or his delegate. Books from the Christianity in China Multilingual collection can only be checked out by faculty and graduate students for one week at a time with the explicated authorization from the director of research.

**Copying:** Books published before 1949 cannot be copied. Copies of other books are limited to 30 pages.

**Book Bags, Handbags, etc.:** No bags can be brought into the library. Please leave them in your room/home before coming to the library. If that is not convenient, please leave them by the door. Only notebook, pens, computers, and textbooks can be brought into the library.

**Scholar's Cottage:** The Scholar's Cottage is reserved for TBC faculty and scholars, and may be opened to the students under the discretion of TBC librarian.

**Environment:** The TBC Library of Chinese Studies hopes to provide a pleasant atmosphere for browsing, reading and research. No loud talking or disturbing behavior is tolerated. No food or drink is permitted in the library at any time. Please use the lounges in the classroom area for snacks or drinking.