



图 书 馆  
L I B R A R Y



DUKE KUNSHAN UNIVERSITY  
**LIBRARY GUIDE**

昆山杜克大学  
**图书馆指南**



## HOURS & LOCATION 服务时间及位置

Library Building  
图书馆大楼

Mon. – Sun.: 8:00-23:00  
Swipe access for entry at side gates  
23 Self and Group Study Rooms  
560 seats

周一至周日: 8:00-23:00  
大楼侧门需刷卡进出  
自习室/学习室: 23间  
总座位数: 560

1st Floor Information Desk  
一楼服务台

Mon. – Thur.: 9:00-21:00  
Fri.: 9:00-17:30  
Sat.: 14:00-18:00  
Sun.: 14:00-20:00

周一至周四: 9:00-21:00  
周五: 9:00-17:30  
周六: 14:00-18:00  
周日: 14:00-20:00

24 Hours Self-Study Room  
24小时自习室

Opens 24/7  
Swipe access for entry

每天24小时开放  
需刷卡进出



## EQUIPMENT LOANS 设备借用

从图书馆一楼服务台借用以下设备 VISIT 1ST FLOOR INFORMATION DESK TO BORROW

Kindle 电子书阅读器  
Kindle readers

头戴式耳机  
Headphones

光盘播放器  
DVD players

外置光驱  
USB Disc Drives

iPad 及键盘 (第一代)  
iPad & keyboards (1<sup>st</sup> Gen.)

便携式充电宝  
Portable Power Bank

计算器  
Calculators

笔记本电脑  
Laptops

无线激光翻页笔  
Wireless Presenters

手机充电线及充电头  
Smartphonet charging cables and plugs



## PUBLIC COMPUTERS & PRINTING 公共计算机及打印设备

You can use the public computers in the Library for library catalog searching and research, or use the public monitors to connect to your personal laptops. There are also 5 public printers available in the Library for printing, copying, and scanning.

- 1st Floor: 2 iMacs, 1 printer (LIB1118)
- 2nd Floor: 25 iMacs in Wind Finance Lab, 2 printers (LIB2022, LIB2120)
- 3rd Floor: 3 Dell workstations, 1 printer (LIB3113)
- 4th Floor: 13 Dell workstations in Digital Hub, 9 monitors, 1 printer (LIB4115)

图书馆内配有多台公共计算机, 可用于检索馆藏目录及个人学习研究, 此外配有显示器供用户连接私人电脑。图书馆内还配有 5 台具备打印、复印及扫描功能的自助打印机供用户使用。计算机终端分布情况如下:

- 1 楼: 2 台 iMac, 1 台打印机 (1118 室)
- 2 楼: 25 台 iMac (万得金融实验室), 2 台打印机 (2022 室, 2120 室)
- 3 楼: 3 台戴尔一体机, 1 台打印机 (3113 室)
- 4 楼: 13 台戴尔一体机(数字港), 9 台显示器, 1 台打印机 (4115 室)



## RECOMMENDING TITLES TO THE LIBRARY 向图书馆推荐资源

Books, journals, and other resources you love not available in our collections? Recommend titles online by scanning this barcode.

找不到你感兴趣的书籍和其他资源？扫描二维码填写推荐表向图书馆推荐。



## GETTING MATERIALS FROM OTHER LIBRARIES 从其他图书馆获取资源

Materials you need not available in our collections? Scan the barcode and follow the instruction to make a request or contact the Library for help.

图书馆的资源无法满足你的需求？扫描二维码根据说明提交申请或联系图书馆获取帮助。



## POSTER PRINTING 海报打印服务

The Library provides fee-based poster-printing services to all DKU community members. Scan the barcode to view the usage guidelines and submit requests.

图书馆提供付费海报打印服务。扫码查看使用指南及提交需求。



## ORDERING AND DISTRIBUTING TEXTBOOKS 教材的订购与分发

The Learning Resources Management at the Library coordinates the textbook ordering and distributing for all undergraduate students. Students will receive their print textbooks or eBooks from the Library at the beginning of each semester. Contact [ug-textbook@dukekunshan.edu.cn](mailto:ug-textbook@dukekunshan.edu.cn) or visit the 1st Floor Information Desk during office hours for help.

图书馆学习资源管理部负责协调所有本科生教材的订购与分发工作。学生在每学期开始时可从图书馆领取其所选课程的纸质或电子教材。联系 [ug-textbook@dukekunshan.edu.cn](mailto:ug-textbook@dukekunshan.edu.cn) 或在工作时间到一楼服务台获取帮助。



## COURSE RESERVES 课程指定参考书

The Library provides limited print copies of the required and recommended readings for each course. You can borrow course reserves for 3 hours from LIB1008 Course Reserve/Book Request.

每门课程的必读和荐读书目，图书馆均尽可能提供有限纸质副本供师生借阅。用户可至 1008 教参 / 普通书约取室借阅，每次可借阅三小时。



## ABOUT THE LIBRARY 关于图书馆

As a collaborative partner in every aspect of the University's academic endeavors, Duke Kunshan University Library is an interactive and innovative teaching and learning hub and a scholarly gateway to enhance intellectual discovery, cultivate creativity, and promote scholarship and exchange of knowledge. The Library provides high-quality collections and offers user-centered services to support you in your studies and research.

作为学校各项学术活动的合作伙伴，昆山杜克大学图书馆不仅是互动与创新的教学和学习中心，也是增强知识探索、培养创造力、促进学术及知识交流的学术门户。图书馆致力于通过高质量的馆藏和以用户为中心的服务来支持师生员工的学习和研究。



## LIBRARY COLLECTIONS

### 图书馆馆藏

- 57,000+ print volumes (76% in English)
- 700+ DVDs
- 29 print journals & newspapers
- 2 standalone self-service stations with thousands of Chinese e-books and e-journals to check out
- 358,000+ e-journals
- 1,100+ databases of scholarly materials
- 2,890,000+ electronic books

目前, 图书馆拥有纸质藏书超过 5.7 万册(其中 76% 为英文馆藏), DVD 超过 700 盘。图书馆还订阅了 29 种纸质期刊和报纸, 以及 2 台包括数千种中文电子书和杂志且定期更新的自助服务借阅机。此外, 我们还提供杜克大学图书馆超过 35 万余卷电子期刊、1100 多个学术资源数据库以及 289 余万册电子书籍的访问权限。



## ARCHIVES AND SPECIAL COLLECTIONS

### 档案与特藏

The University Archives and Special Collections supports the research and teaching mission of DKU by preserving and providing access to historically significant materials of both university history and relevant scholarly topics. The professional librarian provides records management consultations to campus units to facilitate the preservation and transfer of university historical records, and works with students and faculty to document the intellectual and cultural life of DKU.

大学档案和特藏部通过保存和提供对校史和相关学术主题的重要历史资料的访问渠道, 支持学校的研究和教学任务。专业馆员为学校各部门提供文件管理咨询, 以促进大学历史文件的保存和转移, 并与师生合作, 记录学校的精神和文化生活。



## TEA HOUSE/OUTDOOR GARDEN & MEDITATION ROOM 茶室/空中花园及冥想室

Located on the 3rd Floor and connected to the Outdoor Garden, the Tea House features a double-height ceiling, and is furnished with traditional Chinese-style tea tables and lighting fixtures. You can reserve to hold events in the Tea House or the Outdoor Garden. Besides, you can visit the small Mediation Room on the 4th Floor (LIB4116) for a moment away from your work and take in the view of the Academic Quad.

茶室位于图书馆三楼，与空中花园连接，天花板为双层挑高设计，内置传统中式茶桌和灯饰。如有需求，可预约在茶室或者花园举办活动。此外，位于 4116 的小型冥想室可俯瞰学术广场，适合学习之余的休闲放松。



## INSTRUCTION, RESEARCH AND DATA SUPPORT 教学、研究和数据支持

The Library provides one-on-one and group research consultations, in-class training sessions, and a series of workshops to teach you how to find, evaluate, organize, and analyze information and data. For advanced research support, professional librarians provide consultations of systematic reviews and design research & course guides in various disciplines.

The Library also provides access and instructional support for citation management tools such as Zotero and EndNote, and instructional support for data analysis and visualization tools such as R and Tableau.

Contact librarians, visit the Library website or follow the Library on WeChat for more information.

图书馆提供一对一或小组研究咨询、课堂培训及系列讲座以指导师生员工查找、评估、组织和分析信息与数据。如有深度研究需求，专业图书馆员可提供系统综述指导，并设计各学科领域的研究及课程指南。

图书馆提供 Zotero 和 EndNote 等引文工具等多种研究工具的访问及使用指导，及 R、Tableau 等数据分析和可视化工具的使用指导。

联系图书馆员、访问图书馆主页或关注图书馆微信公众号获取更多信息。



## COLLABORATION & INNOVATION SPACES 合作与创意空间

The Library provides specialized spaces equipped with cutting-edge facilities and equipment for collaboration and innovated learning experience, including Liu Shuang film/Music Appreciation Room, 6 Multi-Media booths, Data & Visualization Workshop, AR/VR Lab, Poster & 3D Printing Corner, Book Publishing & Printing Studio, Wind Finance Lab, etc.

图书馆内有多处配置有前沿设备的空间,可提升交互合作及创新学习体验,包括刘爽影赏析室、6个多媒体室、数字和可视化工作室、增强/虚拟现实实验室、海报和3D打印角、图书刊印工作坊、万得金融实验室等等。



## ACCESS ANYTIME & ANYWHERE 随时随地访问资源

Visit the Library website to access our search system, e-journals, and other resources 24/7 from anywhere with an internet connection. Just sign in with your NetID and password when prompted.

全校师生员工可以7天24小时访问图书馆主页、使用图书馆搜索系统来获取电子期刊及其他资源。根据提示登录学校账号即可。



## BORROWING ITEMS 借阅资源

Faculty, students, and staff can borrow from the Library using their DKU cards. Regular books can be checked out through the self-checkout machines on 1st, 3rd, and 4th floor, or by requesting online and checking out from LIB1008 Course Reserve/Book Request or the 1st Floor Information Desk. Other members of the DKU community may be eligible to apply for borrowing privileges. Contact the Library for more information.

本校师生员工可凭昆山杜克大学校园卡借阅图书馆资源。图书馆一楼、三楼和四楼配有自助借还机,可用于借阅普通书籍,用户也可网上预约并至1008教参/普通书约取室或一楼服务台自取。其他用户可申请图书馆借阅权限借阅有限的流通资源。联系图书馆获取更多信息。



## FACULTY COLLABORATION COMMONS 教师合作空间

The Faculty Collaboration Commons (LIB2033/2035) has a maximum capacity of 32 people (20 for LIB2033 and 12 for LIB2035) and can only be accessed by faculty unless otherwise invited. The space is ideal for faculty group events, discussions, writing, and relaxation.

教师合作空间 (2033/2035) 是专为教师打造的公共空间,可同时容纳至多 32 人 (2033 室 20 人及 2035 室 12 人),除特殊受邀人员外仅支持教师使用。教师可利用该空间举办活动、交流、写作及放松休憩。



## EVENTS 活动

The Library holds book and other resources promotions, invited lectures, exhibitions, and a yearly Reading Festival including a book fair and other activities. We also share monthly reading recommendations and updates about new arrivals.

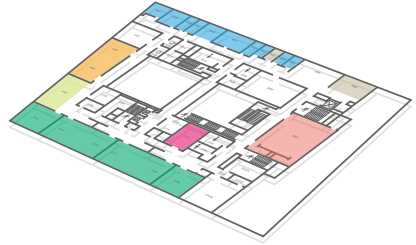
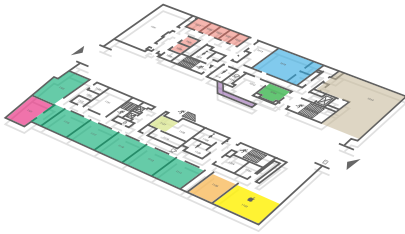
图书馆不定期举办图书和其他资源的推广活动,并举办特邀讲座、展览,及包括书展和其他活动在内的年度读书节等。同时还分享每月书单以及新书介绍。



## 24 HOURS SELF-STUDY ROOM 24小时自习室

Designed for students to study outside of normal business hours, the 24 Hours Self-Study Room (LIB1105) is open 24/7 and has a capacity of 24 people. Students can enter the room through swipe access at the side door.

如学生有图书馆工作时间外的自习需求,可前往位于 1105 室的 24 小时自习室自习,由侧门刷卡进出。



## 1F

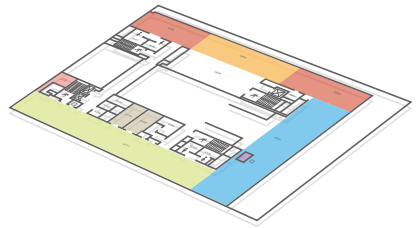
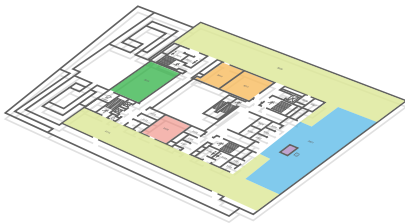
- Apple Campus Experience Center  
苹果校园体验中心
- Classrooms  
教室
- Course Reserve/Request  
教参/普通书约取
- Poster & 3D Printing Corner  
海报和3D打印角
- Library Staff Offices  
图书馆员工办公室
- Magazine & New Book Reading  
杂志/新书阅读区
- Information Desk & Self-Checkout  
服务台
- 24 hr Room  
24小时自习室
- IT Service Desk  
IT支持
- Undergraduate Academic Advising Office  
本科学业指导办公室

- 🚪 Elevator 电梯
- 🚰 Pantry 茶水间
- 🖨️ Print 打印
- 🚻 Restroom 洗手间
- 🚪 Safe Passage/Staircase 安全通道/楼梯
- 🔄 Self-return 自助还书机

## 2F

- AR/VR Room  
增强现实/虚拟现实体验室
- Classrooms  
教室
- Data & Visualization Workshop  
数据可视化工作坊
- Faculty Collaborations Commons  
教师合作空间
- Lecture Room  
演讲室
- Library Staff Offices  
图书馆员工办公室
- Liu Shuang Film/Music Appreciation Room  
刘爽影视赏析室
- Meeting Rooms  
会议室
- Wind Finance Lab  
万得金融实验室

- 🚪 Elevator 电梯
- 🚰 Pantry 茶水间
- 🖨️ Print 打印
- 🚻 Restroom 洗手间
- 🚪 Safe Passage/Staircase 安全通道/楼梯



## 3F

- Book Shelves  
书区
- Book Publishing & Printing Studio  
图书刊印工作坊
- Carrel Seating  
个人学习区
- Service Desk & Self-Checkout  
服务台
- Special Collection Reading Rm  
特藏阅览室
- Tea House  
茶室

- 🚪 Elevator 电梯
- 🚰 Pantry 茶水间
- 🖨️ Print 打印
- 🚻 Restroom 洗手间
- 🚪 Safe Passage/Staircase 安全通道/楼梯
- 🔄 Self-return 自助还书机

## 4F

- Book Shelves  
书区
- Carrel Seating  
个人学习区
- Digital Hub  
数字港
- Meditation Room  
冥想室
- Meeting Rooms  
会议室
- Multi-Media Booths  
多媒体室
- Service Desk & Self-Checkout  
服务台

- 🚪 Elevator 电梯
- 🖨️ Print 打印
- 🚻 Restroom 洗手间
- 🚪 Safe Passage/Staircase 安全通道/楼梯
- 🔄 Self-return 自助还书机



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dkulibrary@dukekunshan.edu.cn

Phone 电话  
(0512) 36658756

Website 网站  
library.dukekunshan.edu.cn



Chat online with a librarian 在线咨询  
In collaboration with Duke University librarians, live chat help is available on the Library home page throughout the day.  
与杜克大学图书馆馆员合作，我们提供全天在线帮助与读者即时互动。



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