How do I keep in touch and find out more?

VISIT US:
Library Homepage
http://lib.xjtlu.edu.cn

ASK US:
Lib-Answers
http://libanswers.lib.xjtlu.edu.cn

FOLLOW US:
Library Wechat
XJTLU_Library

LIKE US:
Library Weibo
西交利物浦大学图书馆
RETURNING ITEMS
归还手续

- Borrowed items can be returned either at self-service machines on the 1st, 4th, and 8th floor, or at the Library Circulation Desk on the 3rd floor. For CDs, DVDs and reserved books, please return them to the Library Circulation Desk on the 3rd floor.

所借图书可在图书馆1楼、4楼、8楼的自助借还机，或在3楼服务台进行归还。CD、DVD以及已被预约的图书请至3楼服务台归还。

- Library will extend the Loan Period for items during summer and winter holidays in order to avoid any overdue fine (if you were out of the university and could not return the books).

图书馆在寒暑假图书借期做了延期设置，以避免寒假暑假中部分用户因离开学校不能到馆归还图书，而使得借阅图书产生超期的情况。

FINES
违约金

- 0.2 RMB per item per day will be charged for any overdue item. Library users may not be allowed to borrow any books if there are unpaid fines in their account.

所借图书或其他资料没有按时归还，将按照每本每天0.2元人民币的标准处以违约金。在没有付清应缴违约金之前，用户将不能继续借阅其他的图书或资料。

- If the book on loan is requested or reserved by someone else, it should be returned by the due date. 0.5 RMB will be charged per item per day if the returning is delayed.

在所借图书已被预约的情况下，应按时归还。否则，按照每天0.5元人民币的标准处以违约金。

- If the item on loan is lost, we encourage that a new book with the same or newer version should be purchased by the users themselves and 5 RMB will be charged to cover the cost for book processing. Otherwise the user who lost the book shall pay the fine which will be twice the item’s value (the price of the book is shown in the Library Catalogue System).

所借图书或其他资料遗失，图书馆建议丢失图书的用户自行重购相同版本或新版图书赔偿，并收取文献加工费5元；无法重购者，需要按照原价格的2倍金额赔偿（图书价格参考图书馆在线图书检索系统中的购买记录）。

- If an item has been lost by the user and the compensation has been settled by the replacement with a new book, but the original copy is then found, the user may keep the original book after the barcode has been removed by a library staff.

如果赔偿者完成赔书手续后（买新书+5元加工费），又找到了原来丢失的图书，赔偿者不能将新购买的图书取回，原有图书归赔偿者所有，图书馆员工将撕掉原有图书上的条码。

- If an item has been lost by the user and the compensation has been settled by twice the price of the item, but the original copy is then found, the user may contact staff at Library Circulation Desk on the 3rd floor.

如果赔偿者完成赔书手续后（双倍赔款），又找到了原来丢失的图书，可联系图书馆三楼流通服务台员工进行处理。