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SHANGHAI UNIVERSITY OF FINANCE & ECONOMICS LIBRARY



Library Quick Start Guide

2025–2026



<https://lib.sufe.edu.cn>

Library Quick Start Guide 2025-2026



<https://lib.sufe.edu.cn>

Ask a Librarian: <https://sufe.libanswers.com>

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Contents



Maps & Contact Us	2
Maps	2
Contact Us	2
Library Hours and Counter Hours	3
Ying Xian Library (Wuchuan Rd. Campus)	3
Term Time	3
Summer /Winter Vacation	3
Library Resources	4
Catalogue	4
Database Navigation	4
Off-Campus Access	4
Library Discovery System (CX Discovery)	6
Reference Management Software	6
Special Collection	6
Library Collection & Floor Plan	8
Library Services	10
Borrowing/Renewal	10
Interlibrary Loan & Document Delivery Service	10
Workshops & Courses	11
Ask a Librarian & FAQ	12
Network	13
Facilities	13

Maps

Library: No. 111, Wuchuan Road, Yangpu District, Shanghai

Branch: No. 369, North No.1 Zhongshan Road, Yangpu District, Shanghai



- A. Library (Wuchuan Rd. Campus)
- B. Main Entrance to Wuchuan Rd. Campus
- C. West Entrance to Wuchuan Rd. Campus
- D. Main Entrance to Wudong Rd. Campus
- E. Side Entrance to Wudong Rd. Campus
- F. Main Entrance to Guoding Rd. Campus

Contact Us

Circulation Counter: 86-21-6590 4052

Reference Counter: 86-21-6590 3451

Email: sufelib@sufe.edu.cn

Library Homepage (English): <https://lib.sufe.edu.cn/enlib>

Ask a Librarian: <https://sufe.libanswers.com>

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Library (Wuchuan Rd. Campus)

Opening Hours			Service Hours		
Chinese Books	Circulation	Circulation	Reading	Reading	Chinese Books
Circulation Stack Room	Counter	Counter	Rooms 1	Rooms2	Circulation
II/III*;	Lobby	A515	C311;A413	A111;C212; C509	Stack Room
General Reading Areas;					I; Self-study Commons* B511-B514

Term Time

Monday to Friday	08:00-22:00*	08:10-20:00	08:10-16:30	08:10-22:00	08:10-11:30 13:30-16:30	8:00-24:00
Saturday	08:00-22:00*	09:00-12:00 13:30-16:30	Closed	09:00-22:00	Closed	8:00-24:00
Sunday	08:00-22:00*	Closed	Closed	09:00-22:00	Closed	8:00-24:00

Summer /Winter Vacation

Monday to Friday	08:00-21:00* [including C311]	9:30-16:00 (Every Tues. & Fri.)	09:00-12:00 13:30-16:30 (Every Tues. & Fri.)	09:00-12:00 13:30-16:30 (Every Tues. & Fri.) [Excluding C311]	Closed	8:00-23:00
Saturday	08:00-21:00* [including C311]	Closed	Closed	Closed [Excluding C311]	Closed	8:00-23:00
Sunday	08:00-21:00* [including C311]	Closed	Closed	Closed [Excluding C311]	Closed	8:00-23:00

Opening Hours for public holidays, breaks and term breaks will be posted on the Library's website, social media (WeChat/WeCom) and at the Library entrance.

- A111 Compact Stack Room
- C212 Rare Archives Room
- C311 Newspaper & Periodical Reading Room
- A413 Sample Books Reading Room
- A515 Foreign books Circulation Room
- C509 Reading Room for SUFE Institutional Repository
- B511-B514 Self-study Commons*

* The Opening time of Chinese Books Circulation Stack Rooms will be delayed by 1 hour during summer and winter vacations.

Catalogue

For print holdings, including books, journals, newspapers, yearbooks, manuals, etc., please visit the Library Homepage and search the Library Catalogue.

<https://opaclibrary.sufe.edu.cn/opac/search.php>

(Library Homepage-Resources-Catalogue)

Database Navigation

Browse all the subscribed databases by the first alphabetical order, types or subjects, please visit the Database Navigation on the Library Homepage.

<https://sufe.libguides.com/az.php>

(Library Homepage-Resources-Database)

Off-Campus Access

WebVPN is recommended to visit most of the subscribed databases from off campus. You can visit the WebVPN from the entry on the top of Database Navigation or directly via:

<https://webvpn.sufe.edu.cn>

If you have any question about off-campus access and database use, please *feel free to ask a librarian* via <https://sufe.libanswers.com>.

Part of the selectively curated databases are listed below.

<i>Sources Type</i>	<i>Sources/Databases*</i>
eBooks	Emerald Ebook Central JSTOR Kluwer Intellectual Property Law IMF eLibrary Itext MathSciNet Oxford Scholarship Online Springer Nature Taylor & Francis World Scientific (EBA)
Journals	ACM AMS Cambridge Core EBSCO (ASC, BSC) EBSCO Econlit Emerald Frontiers HeinOnline Jstor

<i>Sources Type</i>	<i>Sources/Databases*</i>
Journals	MathSciNet Oxford Academic Journals Project Muse ProQuest ABI/INFORM Sage Journals Online ScienceDirect SIAM Springer Link Taylor & Francis Wiley Online Library
Statistics/Datasets	Bloomberg Capital IQ EMIS IBFD FactSet IMF eLibrary Kluwer Arbitration Kluwer Global Tax Research Integrator Kluwer Intellectual Property Law Lexis Advance Morning Star OECD iLibrary The World Bank-World Development Indicator (WDI) The World Bank-International Debt Service (IDS) The World Bank-Global Economic Monitor (GEM) THE World Bank•eLibrary Wharton Research Data Services (WRDS) •RatingXpress •Compustat •Center for Research of Security Prices (CRSP) •I/B/E/S •DealScan •ESG Westlaw Next
Thesis & Dissertation	OCLC WorldCat dissertations and theses ProQuest Dissertations & Theses Global SUFU Dissertation Database
United Catalogue	OCLC FirstSearch
Index/ Bibliometric tools	Essential Science Indicators (ESI) InCites Journal Citation Reports (JCR) Scopus Science Citation Index Expanded (SCIE) Social Science Citation Index (SSCI)
AI Tools**	Aminer

*ONLY databases with English versions are listed here. Full list can be found from Library Database Navigation.

** The Library is committed to following and trialling more emerging AI tools. Please stay tuned to the Library's WeChat/WeCom account for the latest trial notification.

Library Discovery System (CX Discovery)

Library Discovery System, also called CX Discovery, is an academic search engine released by SuperStar and SUFE Library, which has integrated millions of print, electronic and online resources from SUFE Library and other university libraries. It also provides one-stop services as below:

- Search various types of materials such as books, journals, journal articles, theses & dissertations, etc.
- Document Delivery Service: Eligible patrons can apply to get journal articles or theses & dissertations which are not collected in the local holdings.

<http://ss.zhizhen.com>

Tips:

Search for any materials, including books, journals, journal articles, dissertations, etc., by selecting the corresponding type and entering the title of the item in the search box.

Reference Management Software

You could use the reference management tools, NoteExpress and EndNote to manage various types of references while you are writing a term paper, thesis, or something like these. To use them for the first time, please download the client software via the page:

<https://lib.sufe.edu.cn/enlib/EndNote/list.htm>

(Library Homepage-Research Support-EndNote)



What Can Reference Management Software Do for You?

They are client bibliographic management tools, available to SUFE staff and students, that allows you to:

- Create a personal database of references/citations that you found by searching various databases or library catalogues
- Organize the references into folders for different topics/assignments/projects
- Insert references in your paper and automatically format the in-text citations and create the bibliography in the citation style of your choice

Special Collection

International Organization Literature

The Library had been the depository library of World Bank from mid-1980s to 2013. It is also appointed as one of the depository libraries of IMF since 2005. In 2010, the Library has begun to accept donated materials from the United Nations Conference on Trade and Development (UNCTAD). These donated materials are all in English and timely and reliable as well.

Please go to the **International Organizations Literature Center** (Rm. C609, 6/F) for reading.

Rare & Antique Books

The Library has thousands volumes of photocopied versions of the precious Chinese literature as below:

- Chinese classic works of ancient dynasties
- Selective literature of Modern China(1911-1949)

Please go to the Rare Archives Room (Rm. C212, 2/F) for reading.

Important Notes:

- All the literature mentioned above is for reading only. And photocopying is permitted during service hours.
- Opening hours see also Library Hours.

SUFE Institutional Repository

The Reading Room for SUFE Institutional Repository (IR) is located at Room C509 on the 5th Floor of the Library. The IR collection consists of:

- Theses & dissertations of SUFE (since 2005)
- Faculty's works
- Literature of SUFE "Qian Cun Diao Cha" Program, including questionnaires, survey reports and raw data. This program was launched in 2008 for the undergraduates of SUFE to collectively conduct a field study during every summer vacation on a specific topic regarding with the social & economic life of Chinese peasants and agriculture.



Important Notes:

- All the literature here is for reading only. And photocopying is permitted during service hours.
- Opening hours see also Library Hours.

Scholarship & Exhibition Commons of SUFE

The SEC of SUFE has been open to public in 2020 after a total renovation. It showcases SUFE's academic achievements, precious resources and outstanding people. There are 9 relatively independent and interrelated areas, namely, the foreword hall, the public hall, the academic overview exhibition area, the fine works exhibition area, the collected literatures exhibition area, the elite's exhibition area, the Village Survey exhibition area, the Fortune Global 500 Enterprises exhibition area and the financial information analysis room.

Library Collection & Floor Plan

<i>Floor</i>	<i>Room</i>	<i>Collection & Services</i>
1/F	Circulation counter (Lobby)	Chinese Book Borrowing / Return/ Reservation Register/ Overdue fine; Interlibrary Loan & Document Delivery; Loss/Damage Compensation; Library card Register/Withdrawal.
	Chinese Books Circulation Stack Room I	Chinese books in Category A/B/C/D/E/G/H for reading and lending. PC terminals connected to the Library Catalogue.
	Compact Stack Room (A111)	Rare-used Books and bound periodicals. Books can be checked out. 1 PC terminal connected to the Library Catalogue.
2/F	Chinese Books Circulation Stack Room II	Chinese books in Category F for reading and lending. PC terminals connected to the Library Catalogue.
	Rare Archives Room (C212)	Photocopied versions of the Classic literature of ancient China and selective literature of Modern China (1911-1949), some related reference books. Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room.
3/F	Chinese Books Circulation Stack Room III	Chinese books in Category of I-K, N-V, X and Z for reading and lending; PC terminals connected to the Library Catalogue.
	Newspaper & Periodical Reading Room (C311)	Chinese and foreign journals dated back to recent 2 years and newspapers in recent 2 months. Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room. 1 PC terminal connected to the Library Catalogue.
4/F	Sample Books Reading Room (A413)	Non-circulating Chinese books and the donated Chinese books. Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room. PC terminals connected to the Library Catalogue.
5/F	Foreign Books Circulation Room (A515)	Original versions of foreign language books. Bags need to be deposited in the nearby lockers before entering the reading room. PC terminals connected to the Library Catalogue.
	Reading Room for SUFE Institutional Repository (C509)	SUFE faculty's works; textbooks; course reserve; theses & dissertations; archives of "QIAN CUN DIAO CHA" Program. Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room.
	Self-Study Commons (B511-B514)	Located in the southern part of the Building. 120 independent seats with sockets and lights. Reservation is required. Please reserve the seat via terminal, the Homepage of Learning Commons or the QR code on the seat.

<i>Floor</i>	<i>Room</i>	<i>Collection & Services</i>
6/F	Scholarship & Exhibition Commons of SUFE	The thematic exhibition areas are as follows: the Public Hall, the Foreword Hall, the Academic Overview Exhibition area, the Village Survey Exhibition Area, the Fine Academic Works Exhibition Area, the Rare Books and International Organizations Resources Exhibition Area, the Elites Exhibition Area, and the Top Global 500 Enterprises Exhibition Area.
	International Organization Resource and Reference Center	Print materials donated by the international organizations such as World Bank, IMF, etc. Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room.
	Financial Information Analysis Studio*	Bloomberg terminals , FactSet terminals and Wind terminals which are subscribed, and other database terminals on trial. Library Use Only. Reservation is required. Please contact the librarian by phone at 86-21-6590 2705 or by email at tian.ye@sufe.edu.cn .
	Students Academic Commons	Available spaces include: reservation-based study area, Lecture Hall (~55 persons), Panel Discussion Area, Boundless Learning Space, Thematic Exhibition Areas, and etc., which can meet different study needs.
7/F	Learning Commons @ SUFE	The following areas are already in use: Group Study Area (including 12 group study rooms), Seminar & Conference Room, Multifunctional Hall, International Communication Area, and Movie Theater.
Branch of North No.1 Zhongshan Rd. Campus	Self-Study Commons (1F)	Area for self-studying.
	Information Literacy Training Room ⁽²⁰³⁾	A training room for library sessions.
	Digital Reading Room ⁽²⁰⁴⁾	6 PC terminals are all connected to the Internet. Library use only.
	Reading Room ⁽²⁰⁷⁾	Chinese books, journals and newspapers in all categories for reading; Library Use Only.
	Open Shelves Stacks ⁽²¹⁰⁾	Chinese books in all categories for reading; Library Use Only. Bags need to be deposited in the nearby lockers before entering the reading room.

For more details about the locations, please refer to the Library Floor Plan on Page 3-5 of the Chinese version of this Library User's Guide (tips: start reading from the other side of this booklet).

Borrowing/Renewal

Loan Quotas and Loan Periods

User Type	Chinese Books			Foreign Books		
	Quota	Period	Renewal	Quota	Period	Renewal
Faculty	20	3 month	√ +1 month	5	2 month	NA
Doctoral Students	20	3 month	√ +1 month	5	2 month	NA
Master's Students	15	2 month	√ +1 month	5	2 month	NA
Undergraduates	10	1 month	√ +0.5 month	1	1 month	NA
Temp Patron	5	1 month	NA	0	NA	NA

Important Notes:

• Opening hours of Circulation counters (Lobby & A515,5/F) , please see also Library Hours.

• Book renewal and reservation could be done via My Library.

Library Homepage->Find->My Account

• For items lost/damaged, the patron will have to pay the cost of the item lost/damaged. Any inquiry, please contact the Circulation Counter by phone at 86-21-6590 4052.

Interlibrary Loan & Document Delivery Service

Interlibrary Loan Services support research and teaching activities of the SUFE community by obtaining literature not available at SUFE Library from other sources instead. Books could be borrowed and articles could be photocopied.

Before submitting your Interlibrary Loan requests, however, please check the Library Catalogue and Library Discovery System (CX Discovery) to make sure that the items concerned is unlisted in Library Catalogue or unavailable via document delivery service from CX Discovery. You may also use the Journal Navigation to check if our Library holds the specific articles in English journals.

Login the CALIS Interlibrary Loan Services System via:

<http://ill.calis.edu.cn/reader/index.html?tenant=a000710>

Library Homepage→Services→Interlibrary Loan

- Submit your Interlibrary Loan requests online
- Track the progress of your requests
- Receive the hardcopy or the soft copy in digital format.

Important Notes:

• The login account is the same as that you use to access the SUFE Portal.
Contact us via email ill@mail.sufe.edu.cn, or by phone at 86-21-6590 4052

Workshops & Courses

The library offers various training sessions to help students and staff improve their information skills.

- **Freshmen Orientation**

A brief overview of the various types of library collections and services will be covered. (Duration: 1 hour, including a session in classroom and a library tour)

You are also encouraged to make good use of this Library Quick Start Guide to equip yourself with the basic library and information skills essential to your studies.

- **Literature Research Skills Workshops**

The Workshops will help you learn how to identify, locate, and use information sources effectively and ethically, and how to write and publish a high-quality research paper. (Duration: 1 hour)

- **Training Sessions for Databases**

The training sessions will help you learn how to effectively use the subscribed databases of various types.

- **Tailored Training Session**

The tailored training sessions, which are reversed by the teacher, will be embedded into specific course or subject to help students learn how to effectively use library collection and services to support their learning and research activities.

- **Information Literacy Courses (elective, 2 credits)**

Undergraduates and graduates could also choose the publicly selected courses offered by the Library, Economic Information Retrieval and Use (for undergraduates and graduates), Information Literacy & Knowledge Discovery (for undergraduates) and Thesis Writing and Academic Norms (for graduates), to systematically learn how to effectively and ethically use a variety of information resources in the Internet era.

Any inquiry, please contact the Subject Services Department via email sufelib@sufe.edu.cn, or by phone at 86-21-6590 3451 .

Ask a Librarian & FAQ

Ask a Librarian & FAQ platform, also named LibAnswers, is an online reference service platform which combines the functions of form inquiry, instant message and searching.

Visit the Ask a Librarian & FAQ platform via:

<http://sufe.libanswers.com>

- Search the key words of your question, or browse the resolved questions, by topics, popularity or update time, to see if there is any answer you need.
- If there is no related answers, you can fill up the inquiry form, and submit it to the system. The answer will be sent to your personal email later. Or,
- You can also chat with the librarian on duty during the working hours.

Important Notes:

- Anyone can use this platform to ask questions about how to use SUFE Library.
- When tapping the questions, please use the short and exact key words as possible as you can.
- Service hours: Mon. to Fri. 08:30-11:30 13:30-17:00 during the term time.

Network

Wireless LAN: Patrons can use laptops for wireless access in the library building.

Any inquiry about the use of wireless LAN, please contact the *Network and Information Technology Center of SUFE* at 86-21-6590 3892.

Facilities

Seats

3000+ couples of desks and seats are available to all the eligible patrons of SUFE during the opening hours. And 40+ seats in Rm. C326-327, 3/F are available to eligible postgraduate students of SUFE. ***Reservation of seats in the Library shall not be permitted.***

Self-help Photocopier/Printers/Scanners

Photocopiers can be found at various locations within the Library. Files to be printed can be transferred to the printer via network. Please follow the self-help instructions on the screen.

Location details are as below:

<i>Location</i>	<i>Quantity</i>
New Book Corner(Lobby), 1/F	1
Sample Books Reading Room (A413, 4/F)	1