

二十一世紀圖書館學叢書(第二輯)

任繼愈題

叢書主編 丘東江

# 圖書館員英語選讀 I

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海軍出版社

# 图书馆员英语选读 I

**Selected English Readings for Librarians**

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**海洋出版社**

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## 内 容 提 要

本书内容取材于以英语为母语国家的多种类型图书馆网站,旨在提高图书馆员的专业英语阅读能力和理解能力。所选部分内容新颖、适用性强、难度较小,侧重图书馆具体工作,适合图书馆员从图书馆工作实际的角度学习专业英语,开阔视野,了解国外图书馆工作现状和发展趋势,为深入进行国际交流打好基础。

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## 主 编 弁 言

《21 世纪图书馆学丛书》旨在顺应时代潮流,把握知识经济和网络时代图书馆学情报学发展脉络,强调精品意识和求实创新的学术风格,全力推出理论与实践相结合的最新研究著述。自第一辑出版式以来,受到业内的好评和喜爱。

第二辑为 9 册,聘请具有丰富图书馆实际工作经验的学者专家执笔,撰写选题实在、信息丰富、密切结合图书馆工作实际、值得广大图书馆工作者参考的专著。

《21 世纪图书馆学丛书》第二辑涵盖面较为广泛,所涉及范围,包括图书馆防灾与危机管理、图书馆信息技术应用指南、知识产权与图书馆员、图书馆员怎样走出国门、图书馆员英语选读 I、图书馆学实用研究法、阅读疗法、读书治学十二环和境外编目理论与实践。所有这些选题,都是图书馆员们思考讨论的所在。相信这些专业论著的出版,对图书馆现时的工作,对图书馆事业未来的发展,一定会有所助益。

丘东江

2007 年元月于北京

# 前 言

学习任何语言都需要大量阅读,学习英语也需要大量阅读。英语学得好的人,一般说来,都读过相当数量的书;反之,也只有读得比较多的人,才能真正学好英语。阅读的主要目的在于语言吸收上的“潜移默化”,在于获得语感。阅读需要“量”,没有大量的语言“输入”,是难以学好英语的。

阅读是通过文字获取信息的一种能力。在英语学习开始阶段听说是重要的。但是在有了一定的听说基础之后,阅读的重要性就显现出来了。只有通过阅读,我们才可以获得更大量、更广泛、更高层次的信息,才能更全面深刻地了解英语语言的特点,了解国外同行的社会背景、文化习俗和专业进展。

为此,本着简明、易学和实用的精神,我们结合图书馆具体工作实际,经美国、英国、加拿大、印度、澳大利亚和新西兰等以英语为母语国家 35 所多种类型图书馆的同意授权,从其相关网站上择录有关馆情介绍、使命陈述、各项规章制度(外借工作、馆藏发展、计算机使用和上网、版权事务以及读者职责)、工作机会以及为残疾读者服务等原版内容。所选部分内容新颖、适用性强、难度较小,侧重图书馆具体工作,适合图书馆员从图书馆工作实际的角度学习专业英语。书中对个别较难的词汇和因国外不同社会、文化背景产生较难理解的短语作了注释。本书取材于以英语为母语国家的图书馆相关网站,旨在确保阅读材料的英文表达以及相关的专业词汇解释的权威性。

《图书馆员英语选读 I》涵盖了图书馆重点工作的范围,提供了当前图书馆工作的有用信息,专业语言具有原汁原味的真实性,使图书馆员所获取的专业英语技能在工作、研究的过程中具有实用性。

在此,要感谢美国 Luzerne County Community College Library 馆长 Mia Bassham 女士,美国驻华大使馆新闻文化处信息咨询中心主任顾红女士对本书的编辑所给予的大力支持和帮助,以及她们提出的许多宝贵意见。

编写《图书馆员英语选读 I》是我们的初次尝试,由于水平有限,书中难免有不足之处,恳请读者批评指正。

丘东江  
2006 年 12 月  
于北京

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# **Part I About us ( About the Library)**

## **Unit 1 Brief Introduction to Libraries**

1. The British Library is the national library of the United Kingdom and one of the world's greatest libraries.

- We receive a copy of every publication produced in the UK and Ireland

- The collection includes 150 million items, in most known languages

- 3 million new items are incorporated every year

- We house manuscripts, maps, newspapers, magazines, prints and drawings, music scores, and patents

- The Sound Archive keeps sound recordings from 19th-century cylinders to the latest CD, DVD and minidisc recordings

- We house 8 million stamps and other philatelic<sup>[1]</sup> items

- These require over 625 km of shelves, and grow 12 km every year

- If you see 5 items each day, it would take you 80 000 years to see the whole of the collection

- The earliest dated printed book, the Diamond Sutra<sup>[2]</sup>, can be seen in our exhibition galleries alongside many other national treasures

- We have on-site space for over 1 200 readers

- Over 16 000 people use the collections each day



- Online catalogues, information and exhibitions can be found on this website

- We operate the world's largest document delivery service providing millions of items a year to customers all over the world

## **In depth**

### **Access**

- The British Library serves business and industry, researchers, academics and students, in the UK and world-wide

- Each year:

- \* Six million searches are generated by the British Library online catalogue

- \* Nearly 400 000 visit our reading rooms

- Over 100 million items have been supplied to readers all over the world

### **Collections**

- Treasures include:

- \* Magna Carta<sup>[3]</sup>

- \* Lindisfarne Gospels<sup>[4]</sup>

- \* Leonardo da Vinci's Notebook<sup>[5]</sup>

- \* The Times first edition from 18 March 1788

- \* Beatles manuscripts<sup>[6]</sup>

- \* The recording of Nelson Mandela's trial speech

- Holdings include:

- \* Material from 300 BC to today's newspapers

- \* 310 000 manuscript volumes, from Jane Austen to James Joyce, Handel to the Beatles

- \* 49.5 million patents

- \* Over 4 million maps

\* Over 260 000 journal titles

### **The building at St Pancras**

• The largest public building constructed in the UK in the 20th century

• The basements extend to a depth of 24.5 metres

• A total floor area of over 112 000 square metres spread over<sup>[7]</sup> 14 floors – 9 above ground, 5 below

• 10 million bricks and 180 000 tonnes<sup>[8]</sup> of concrete were needed to complete the building

### **The buildings at Boston Spa<sup>[9]</sup>**

• Originally an ordnance factory<sup>[10]</sup>

• Specifically designed for document delivery service processes

• Over 100 km of shelving housing a collection devoted to interlibrary loan

## **NOTES TO THE WORDS AND EXPRESSIONS**

[1] philatelic 集邮的

[2] the Diamond Sutra《金刚经》

[3] Magna Carta 大宪章

[4] Lindisfarne Gospels 林地斯梵福音书

[5] Leonardo da Vinci's Notebook 莱奥那多·达·芬奇的笔记本

[6] Beatles manuscripts 披头士的原始手文稿

[7] spread over 展开, 伸展

[8] tonne 公吨(英制)

[9] Boston Spa 位于伦敦以北约二百千米, 是英国国家图书馆的文献提供中心, 以研究机构、高等学校和工商业部门为主要服务对象

[10] ordnance factory 兵工厂

2. Our unique role is to collect and maintain literature and informa-

tion resources that relate to New Zealand and the Pacific, make this information readily available and preserve New Zealand's documentary heritage for generations to come. The National Library holds rich and varied collections of research material and includes the Alexander Turnbull Library—a storehouse of words, pictures and sounds that tell us about the activities of people in New Zealand and the Pacific. We are governed by the The National Library of New Zealand (Te Puna Matauranga o Aotearoa) Act 2003. You can use our collections onsite and get copies of most items. You can borrow many of our items through your local library, but we don't lend directly to the public. The Library's head office, which houses most of our collections, services and facilities, is in Wellington. We offer services to New Zealand schools from centres throughout the country.

3. a) UBC Library is the second largest research library in Canada. In 2004, UBC Library ranked<sup>[1]</sup> 22nd among members of the Association of Research Libraries (ARL)<sup>[2]</sup>, the highest rank UBC has achieved. UBC Library has 22 branches and divisions. In addition to many locations at the Point Grey campus, there are three branches at teaching hospitals (Children's and Women's Health Centre of BC, St. Paul's Hospital, and Vancouver Hospital and Health Sciences Centre), one at UBC's Robson Square campus in downtown Vancouver and one at UBC kanagan campus in Kelowna.

b) The Library's collections are large and diverse, attracting researchers from around the world and contributing significantly to establishing UBC as a leading academic institution. Our collection includes 4.7 million books and journals, 5.0 million microforms, over 800 000 maps, videos and other multimedia materials and over 46 700 subscriptions. UBC Library has the largest biomedical collection in Western Canada and

the largest collection of Asian language materials in the country. As well, it is a depository library for publications of the governments of BC, Canada, Japan and the United Nations.

c) The Library's online services and electronic resources complement the more traditional formats and are growing tremendously. Many Library services can now be accessed online and thousands of full text e-journals, e-books, indexes and databases are available.

d) Collections of special and rare materials include the H. Colin Slim Stravinsky Collection, the largest collection of its kind in Canada; and the Wallace B. Chung and Madeline H. Chung Collection, containing more than 25 000 rare and one-of-a-kind items relating to the discovery of BC, the development of the Canadian Pacific Railway, and Chinese immigration to Canada.

e) The Library's role is expanding to keep abreast of<sup>[3]</sup> new technologies, to strengthen the University's research focus and provide enhanced learning support. Please do not hesitate to contact us if you have any questions or comments.

## NOTES TO THE WORDS AND EXPRESSIONS

[1] rank 排名

[2] Association of Research Libraries (ARL) 研究图书馆协会, 大型研究图书馆的联合组织, 1932 年在美国成立

[3] keep abreast of 与……并进, 与……并列

4. a) The Nanyang Technological University Library, set up since August 1981, offers a wide and diverse range of resources to support the NTU scholarly and research community. It now comprises 5 component libraries, namely, Lee Wee Nam Library, Library 2, Media Resource Library, HSS Library and ACRC Library.

Lee Wee Nam Library and Library 2 occupy a total floor area of 8 500 square metres and Media Resource Library 600 square metres. The 3 libraries house a total collection of about 470 000 volumes ranging from disciplines such as accounting, business, economics and management, to mass communication, science, and engineering

b) NTU community is also endowed with<sup>[1]</sup> the rich collection of NIE Library & Information Services Centre ( LIBRIS ), with its relocation to NTU campus in November/December 2000. LIBRIS provides a strong collection in education, humanities and science.

c) To support e-learning amongst NTU community, my NTU portal which evolved from our small-scale digital library portal GEMS, was rolled out<sup>[2]</sup> in full scale in 2001 into a very large-scale university portal. It provides anytime and anywhere access to a whole gamut of online library resources and services-from digital library, learning, curriculum management and administration transactions to news feeds, personal communications, collaboration, counseling and community building.

## NOTES TO THE WORDS AND EXPRESSIONS

[1] be endowed with 被认为……具有某种特质

[2] roll out 新产品展览

5. a) The Chinese Library, located on the 5th and 6th floor of the Central Library, is a Special Library within the National University of Singapore Library System. The Library is an amalgamation<sup>[1]</sup> of four Chinese library collections in Singapore, namely the former Ngee Ann College Library, the former Nanyang University Library, the former University of Singapore Library and the National University of Singapore Chinese Collection. From 1st October 2002, the Japanese Resources Department has merged with<sup>[2]</sup> Chinese Library to form one department.

b) The Chinese Library was established in 1953 at the Bukit Timah campus to provide resource materials in the Chinese language in support of the Chinese Studies Department set up earlier in the same year.

c) With financial assistance from Mr Lee Kong Chian and Mr Yeap Chor Ee, the collection grew rapidly in the first three years. By 1956, the Library had about 130 000 volumes, which was largely purchased in Hong Kong and Japan by Mr Ho Kuang Chung, the head of the new Chinese Studies Department. This collection was then the largest collection of Chinese language materials in Southeast Asia.

d) The Library staff started organising the collection in accordance with<sup>[3]</sup> the Harvard-Yenching system. In 1955, with the removal of the offices on the top floor of the Main Library, space was made for the Chinese Library. The Chinese Library collection was further strengthened in 1964 by a gift of the library of 7 000 volumes owned by late Mr Koh Siow Nam.

e) In April 1981, the Chinese Library moved to the Kent Ridge campus. It is now located on the 6th Floor of the Central Library Building. The Library of Congress Classification system was adopted in 1983 replacing the Harvard-Yenching system. In the same year, the Library computerised the cataloguing process by using MINISIS to input the records in *hanyu pinyin*. In June 1993, loan services at the Library were computerised using the Library Automated Circulation System (LACS).

f) From 1st October 2002, the Japanese Resources Department has merged with Chinese Library to form one department. This is to streamline<sup>[4]</sup> the man-power resources for the Chinese Library and Japanese Resources Department.

## NOTES TO THE WORDS AND EXPRESSIONS

[1] amalgamation 合并, 合并物

- [2] merge with 与……合并,合到一起  
[3] in accordance with 与……一致,按照,依据  
[4] streamline 使现代化,使合理化

6. The Libraries at the University of California, Santa Barbara, consist of the Donald C. Davidson Library and the Arts Library. The UCSB Libraries have a collection of approximately 2.7 million volumes, 5 000 000 federal, state, and foreign government publications, and over 315 000 audio recordings. The Library subscribes to over 22 000 serials publications, including over 6 000 electronic journals, and has over 3.7 million microforms, 467 000 maps, and 3.2 million satellite and aerial images. There are 3.2 miles of manuscripts and archival collections. Through the Libraries' Website, UCSB users anywhere in the world can access online catalogs, databases of articles and books, complete electronic journals, and other scholarly sources. The UCSB Libraries serves a campus of 19 000 students and 1 000 faculty. The Davidson Library is named in honor of Donald C. Davidson, University Librarian from 1947 to 1977. His leadership and vision brought the UCSB Libraries into the world of distinguished research libraries.

7. a) The Forsyth County Public Library is dedicated to providing free and equal access to expertly chosen resources and reliable information and to fostering lifelong learning and the joys of reading. Our services are driven by community needs and are provided in a welcoming, responsive and professional manner. The test of time is perhaps the History's greatest measurement in determining the value and worth a community places on its institutions. In 2006 the Library will mark a milestone, as we celebrate one hundred years of service to Winston-Salem and Forsyth County.

b) Established in 1906 in part through a grant from Andrew Carne-

gie, a benefactor of libraries in the early 20th century, Library service in Forsyth County has undergone many changes in the last century to meet the changing needs of its customers. The Library has underscored its commitment to the community by providing a variety of services, resources and programming that has helped Forsyth County and its citizens to grow and prosper over the last one hundred years.

c) Throughout the year look for announcements of special events marking our anniversary including the release of a centennial cookbook<sup>[1]</sup> and a special year-end gala<sup>[2]</sup> to be held next December 2. Other important dates are February 14, 2006 for the opening date anniversary celebration of our Library and June 17, 2006 for our Library Heritage Festival.

d) Throughout our first hundred years, and for every anniversary thereafter, the Forsyth County Public Library will continue to provide the best service possible to each and every one of our customers. That's our promise to you and one principle that is as enduring as time itself.

## NOTES TO THE WORDS AND EXPRESSIONS

[1] cookbook 这里是指详尽的说明书

[2] gala 欢庆会

8. The New Mexico State Library, a part of the executive branch of state government, is a division of the Department of Cultural Affairs (DCA). The Library has been offering the highest quality service since 1929. The Library assists not only residents and state employees, but also more than 110 public libraries and branches statewide.

Check us out and see what we're all about... there are more than 2 million items in the State Library's collection!

- Computers available for Internet research



- Computers available for email and word processing
- Online public access catalogs computers
- Microfilm/microfiche readers
- Magazines Online database ( over 2 500 newspapers and magazines with full-text )
- State and Federal documents
- 2000 Census Data
- Foundation Center Collection ( information on grants and grant writings )
- Southwest Collection
- Reference assistance

We are open to the public from 9:00 a.m. to 5:00 p.m. Monday through Friday. Plenty of free parking available.

9. a) We are a state rich in libraries, with 543 public libraries, more than 80 college and university libraries, about 1 000 school libraries and approximately 70 corporate libraries. Libraries enrich Iowa and support lifelong learning.

b) The State Library of Iowa actively champions libraries. Our two roles are improving library services in Iowa and delivering specialized information services to state government and to Iowans. Our mission is to advocate for Iowa libraries and to promote excellence and innovation in library services, in order to provide statewide access to information for all Iowans.

c) The State Library has supported libraries and learning in Iowa since 1838. We began as a territorial library and became the State Library when Iowa was established as a state in 1846. Our original charge of providing services to state government has grown to include statewide planning and development of library services for Iowans.

d) The State Library of Iowa seeks to sustain a state of learners be-