

汉英对照 图书馆接待用语

*Chinese—English
Library Reception Usage*

天津市高等学校图书情报工作委员会
《津图学刊》编辑部

南开大学出版社



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前言

来新夏

中国之典藏图书，历史悠久。惟正式面向公众开放则始于近代。时代变化，日新月异，图书馆与社会之联系随之密切，不仅国内通联往来日益繁忙，即海外交流参观亦更形频数。英、美、法、日……诸国及港、台、澳地区之专家学人纷来求书者有之，各国图书馆交换图书者有之，各界人士捐书乐助者亦有之。于是图书馆顿成参观交流之所，往昔固闭自守之局破除，而呈喜迎多方来客之势。设犹倚靠少数专业人员应接，已感不暇。近年改革开放，来访者日众，接待益趋紧迫，海内外贤哲纷至沓来，接待工作顾此失彼，自在意中。若图书馆人员人人皆能负接待之任，则内外为之称便。大国泱泱之风，行将驰誉世界。

天津市高校图书情报工作委员会暨《津图学刊》编辑部有鉴及斯，经反复调查研究，决定编纂《图书馆接待用语》一书。乃委其事于我，组织擘画，周爰咨谋，遂敦邀天津医科大学韩宇骐研究馆员出任主编，并邀门英珽、张凤岭、李慕兰、李英、陈啸山诸同志组成编委会，共同商讨，拟定内容，编写翻译，历时近三月，方完初稿。更为审慎计复聘旅居欧洲多年之南开大学崔永禄教授通审订正，书稿终抵于成。

全书分一般情况、采访工作、分类与编目、流通借阅、典藏工作、参考阅览工作、期刊工作、古籍与特藏工作、馆际交流与合作、现代化技术应用、高校图书馆之间的组织与协调及座谈交流等十二类,共 300 句,虽难称已概图书馆全部工作,但大致可副应对之需。此于加强国际交流,无疑有所裨益。

此书一无依傍,端赖诸编委冒溽暑,挥汗劳作。南开大学张迈曾教授、葛绳武编审、曹焕旭副研究馆员,天津大学王秀宏、牛书东二女士,天津商学院惠世荣研究馆员等更热情诚挚地承担撰写、审订中英文稿之任,《津图学刊》编辑部邢媛、张雪焱二女士及程国毅先生等奔走为劳,南开大学出版社社长李金保副研究员、编辑部主任焦静宜副编审、美编傅希光先生在设计、出版方面鼎力相助。天津市高校图书馆界同仁更是多方关注,百般支持,使本书得以排除疑难,顺利问世。我谨向诸先生、女士表示真诚的谢意。

我虽未身与其事,而自创议至成书,颇多闻问,并负全面策划之责。设全书有不当之处,我应独任其咎。惟望此书能普及广被,发挥效用。至若广听众议,纠谬补缺,以更求完善,则为编者所殷殷属望者也。

一九九四年九月于南开大学

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CONVERSATION AND COMMUNICATION

一、一般情况

GENERAL INFORMATION

H=host G=guest

1. 主：欢迎各位来我馆参观访问。

客：非常高兴见到您。

H : You are welcome to visit our library.

G : Very glad to meet you.

2. 主：您是第一次来中国吗？

客：是的，我是第一次来中国。我早就向往来中国访问了。

H : Is it the first time that you have come to China?

G : Yes, it is. I have long been expecting to visit China.

3. 主：希望您在天津过得愉快，并借此机会了解一下天津各大学的图书馆。

客：我相信在天津会过得很高兴，我想通过这次访问能了解天津的大学图书馆。

H : Hope you will enjoy your stay in Tianjin and take this opportunity to get some idea of the academic li-

braries in Tianjin.

G : I believe I'll have a very pleasant stay in Tianjin. My visit will enable me to have some understanding of academic libraries in Tianjin.

4. 主：您远道来我馆参观访问，我们将尽量满足您的要求，解答您提出的各种问题。

客：谢谢，我们对您的热情帮助表示谢意。

H : Since you have come a long way off, we'll try our best to satisfy your needs and answer all of your questions.

G : Thank you, we will be grateful for your hospitality and assistance.

5. 客：我想知道贵馆的隶属关系。

主：我馆直属学校领导。

G : I would like to know how your library is administered?

H : It is administered directly by the university.

6. 客：您馆的办馆方针是什么？

主：我馆的办馆方针是：坚持社会主义办馆方向，充分发挥图书馆的教育职能和情报职能，积极为学校的教学和科研服务，并逐步面向社会。

G : What are the guiding principles for running your li-

brary?

H : They are: Maintaining socialist orientation of running our library, giving full play to its educational and informational functions, providing support services for the teaching and research work of the university enthusiastically, and opening to the society gradually.

7. **客:** 贵馆是否由校长直接领导或校方某个行政机构领导? 贵校有无专门的组织机构领导或指导图书馆工作?

主: 我馆由一名主管教学的副校长直接领导图书馆。此外,学校还成立了一个图书馆工作委员会来指导图书馆工作。

G : Is your library under the leadership of the university president or under a certain organization of the university? Is there any special organization supervising the library work?

H : Our library is directly under the leadership of a vice-president in charge of teaching. In addition, our university has established a Library Working Committee to guide the work of the library.

8. **客:** 按照您所说的,贵校有一个专门的委员会指导图书馆工作。您能否告诉我该委员会由什么样的人组成?

主: 为了推动与改进图书馆工作,更好地为教学、科研服务,学校成立了图书馆工作委员会,该委员会由主管

校长、图书馆正副馆长和各系有关教授、教务处处长、人事处处长、财务处处长以及学生代表等组成。

G : Just now you said, your university has a special committee to guide the work of the library. Could you tell me about the set-up of the Committee?

H : In order to give impetus to and improve the work of the library as well as to serve the teaching and research work better, our university has established a Library Working Committee. The Committee is composed of the president in charge, director and deputy directors of the library, professors from the departments, the directors of the educational administration office and the financial department, along with one or two student representatives.

9. 客：您能简要地说明该委员会的职责吗？

主：该委员会的职责是讨论、审议图书馆年度工作计划和有关重大问题，并听取广大读者意见和建议。

G : Could you give a brief account of the responsibilities of this Committee?

H : The responsibilities of this Committee are to discuss, examine and approve the annual working plan and relevant important matters of the library, and listen to the opinions and suggestions of the reading public.

10. 客：您能大致介绍一下贵馆的馆舍面积、阅览室的设置和全馆容纳的读者座位吗？

主：由于我校是一所中等规模的地方院校，所以其馆舍的面积也属于中等规模。目前我馆的建筑面积为 6,000m²，设有六个阅览室和三个大的学生自习室，可容纳近 500 个座位。

G : Could you let us know briefly the space of your library, the condition of the reading rooms and the number of readers your library can accommodate?

H : Our university is a medium-sized local university. So the library is also a medium-sized one with a floor space of 6,000m². We have now, in our library, six reading rooms and three rooms for individual study, which can accommodate about 500 seats.

11. 客：贵馆有哪些可供读者使用的设备和设施？

主：我馆有一个技术部门，该部门负责向读者提供一些有关设备。这些设备分别设在：计算机室、视听室、复印室、装订室。此外，图书馆还设有一个可容纳 200 人的学术报告厅和几个小型的会议讨论室等。

G : What equipment and facilities can your library offer to the readers?

H : Our library has a technical department, which furnishes the users with some equipment in the fol-

lowing rooms: computer room, audio-visual room, copying machine room, binding room, etc. In addition, the library has a 200-seat lecture hall and a few small-sized meeting rooms.

12. 客: 请您介绍一下贵馆的组织机构及其人员配备情况。

主: 我馆的领导机构由馆长 1 人, 副馆长 2 人组成, 负责全馆的领导工作。行政机构为办公室, 负责贯彻馆长的决策及日常行政、财务、后勤等工作, 编制为 6 人, 设正副主任各 1 人。业务机构从事各项具体的业务工作, 由若干部门承担。每个部门均设正副主任各 1 人, 其人员编制是: ①采访部 8 人; ②编目部 15 人; ③流通部 35 人; ④参考阅览部 30 人; ⑤期刊部 8 人; ⑥古籍特藏部 5 人; ⑦馆际和国际互借部 5 人; ⑧技术部 10 人。全馆共有 125 名工作人员。

G: Please tell me something about the organization and the staff of your library?

H: The leading group of our library consists of the curator (chief librarian) and two deputy curators, who are responsible for the overall supervision of the library. Under them there is the library office, its duty is to carry out the decisions of the leading group and handle the administrative and financial work as well as the routine services. It has six staff members under one director and one deputy director. Professional organizations are engaged in dif-

ferent work undertaken by a number of departments and each department has a director. The staffs of all the departments are; 1) There are 8 staff members in the Acquisition Department; 2) 15 in the Cataloguing Department; 3) 35 in the Circulation Department; 4) 30 in the Reference Department; 5) 8 in the Periodical Department; 6) 5 in the Department of Special Collection and Treasures; 7) 5 in the Interlibrary Loan Service Department; 8) 10 in the Department of Technology. The total number of staff of our library is 125.

13. 客：贵馆除总馆外，还有分馆吗？各系是否都备有图书馆或资料室？

主：我校除总馆外，设有分馆，各系有资料室。

G : Besides the main library of your university, do you have any branch libraries? Does each of the departments have its own library?

H : Yes, we have a branch library. Every department has its own reference room or reading room.

14. 客：分馆和各系资料室与总馆的关系是什么？

主：根据不同情况，总馆与分馆、资料室有着行政领导或业务指导的关系。

G : What is the relationship between the department

libraries and the main library?

H : Generally speaking, the branch libraries and the reference rooms are under the supervision of the main library, administratively and professionally.

15. **客:** 各系资料室之间具有怎样的关系?

主: 各系资料室经常横向联系,可以相互交流,相互借阅和相互服务,在全校起到资源共享的作用。

G : What are the relations among the reference rooms of the different departments?

H : They are horizontally related to one another. They lend books and offer services to one another, thus sharing resources of information in the whole university.

16. **客:** 贵馆的藏书数量及书刊比例是多少?

主: 我馆的藏书数量在全国高校图书馆来说是中等的,总收藏量近 100 万册,包括中外文图书和合订本期刊。书占 60%,刊占 40%。目前我馆订购的现期期刊大约有 1000 种。

G : How many volumes does the library contain? What is the ratio of the book collections to the periodicals?

H : As compared with other university libraries, ours has a medium-sized collection of books of about

one million volumes, including Chinese and foreign books and bound periodicals. Books account for approximately 60% and periodicals 40%. Presently our library subscribes to about 1,000 titles of current journals.

17. 客：贵馆的非书资料情况如何？

主：我馆的非书资料，特别是视听资料近几年来发展很快，其中包括缩微胶卷、缩微平片、缩微卡片、电影片和电视录相带、录音带、唱片、激光盘、各类型的计算机软件、数据库、密集光盘等。

G : How about the non-book materials in your library?

H : The non-book materials, especially audio-visual materials have increased considerably in recent years. They include microfilms, microfiches, microcards, motion pictures and video-tapes, magnetic tapes, records, all kinds of computer softwares, databases, compact discs, etc.

18. 客：贵馆的特藏是什么？

主：我馆的特藏是我国的古籍收藏。关于这方面的情况特藏部的工作人员会向您作详细的介绍。

G : What is your special collection?

H : Our special collection is the ancient books of our country. The staff of the Special Collection Depart-