Document Retrieval and Citation Service (DRCS) Procedure

The library's DRCS involves searching for the inclusion or citation of documents in certain databases (i.e. SCIE, EI, CPCI, and CNKI). Users are required to provide related information (like author's name, affiliation, paper title, publication year, journal name, volume, issue, page numbers, and conference name) to generate the retrieval report.

Please refer to the following instructions in order to be proficient in the DRCS system.

1. Access DRCS by visiting the library official website *http://www.lib.hit.edu.cn,* and then enter the section of "Document Retrieval and Citation"(查收查引), or directly visiting *http://chaxin.lib.hit.edu.cn/index.php?action=index-service-retrieval* in your browser. On-campus faculty and students should log in with unified identity authentication, while off-campus users need to register and log in.

2. Click "Document Retrieve and Citation" (查收查引) after logging in.

3. DRCS system provides both manual retrieval and self-service retrieval. Self-service retrieval is exclusively available for faculty and students in HIT to search for the inclusion, impact factor, and quartile ranking of their own papers.

   3.1 Manual Retrieval（人工检索）：

   3.1.1 Submit a request in the DRCS system on the library's online platform, and check the databases, impact factors, partitions, etc. within the search scope.

3.1.2 Submit a List of Papers for Retrieval

The system offers four methods to submit a list of papers: list import, latest inclusions, achievements acquisition, and previous requests. Please note that one request generates only one report. If multiple papers are submitted under one single request, only one retrieval report will be issued.

▲ List Import（清单导入）(Choose one of the following methods):

Click the "Add" button to create an input line, and enter the paper author, title (the English title is required for SCI/ EI), source publication, and other information.
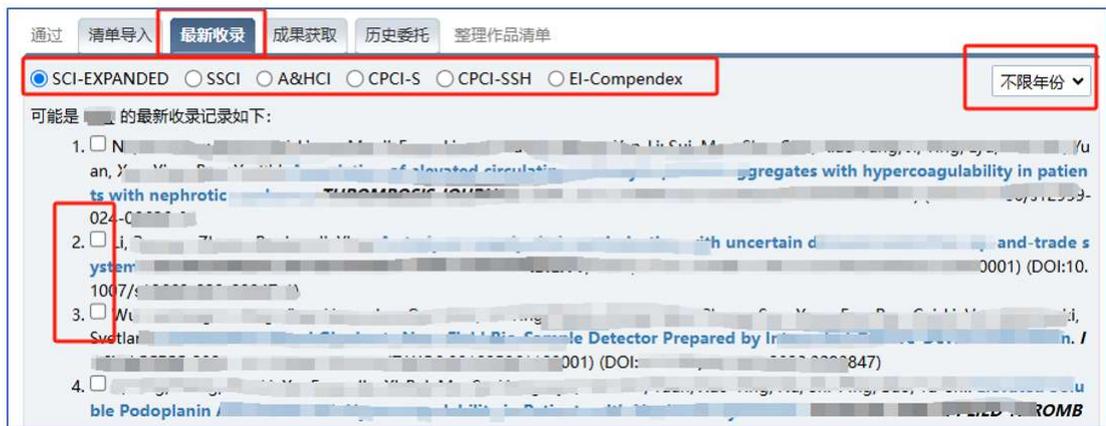
Or, upload a paper list according to the template requirements.

Or, follow the operation guide to input the literature list.

▲Latest Inclusions（最新收录）:

Select the database and year, then choose the requested papers from the list automatically retrieved by the system according to the client's name and affiliation.

▲ Achievement Acquisition　（成果获取）：

The data for achievement acquisition comes from the HIT Institutional Repository. On-campus teachers can select papers to add to their retrieval list. By clicking the link to the institutional repository, they can claim papers in their personal center. Students and off-campus personnel cannot use this method.

▲ Previous Request（历史委托）：

Checking the previous requests allows for the resubmission of already completed search requests.

3.1.3 Way of payment （付款方式）and report collection（取件方式）

DRCS system would provide you either paper report or electronic report, and you can choose only one between the two versions.

3.1.4 Payment and Report collection

The staff of DRCS will process your request after your submission, and once the retrieval has been completed, a confirmation notice will be sent to you via email and HIT APP. You're required to confirm the retrieval results to make sure they're correct, then you're ready to pay.

You're provided with either paper reports or electronic reports. The electronic reports can be downloaded from the system. As for the paper reports, you're recommended to print them out on the self-service retrieval report printers (available in libraries of Campus 1 and 2, or The Service Center for Teachers and Students on the 1st floor of Mingde Building in Campus 1, or The Sci-Tech Innovation Building in Science Park, or the Sunlit Hall of the Main Building in Campus 2). At the same time, you can also collect your reports by yourself in Room 421 (library in Campus 1) or Room 205 (library in Campus 2).

3.2. Self-service printing of retrieval reports （自助检索打印）

Click "Newly Added Retrieval Task" (新增检索任务) or "Self-service retrieval and printing"(自助检索打印)。

In the self-service system, select the right database and academic indicators, type into the paper titles, then search and print out your reports.

You can either choose to save your report as a PDF version, or directly print a paper version on the self-service retrieval printers in the designated locations. (Pls refer to 3.1.4) You can only choose between the electronic version and the paper version, and it cannot be canceled once you've conformed the print.

If you have any other questions, please feel free to contact us by calling 86414637 (Campus 1) or 86281175(Campus 2).