



OPENCAMPUS!
idea KNU

KNU



Library User Guide



Main Library Facilities

Floor	Description	Note
5F	Eastern Books	Scanners, Self-Serve Copier, Self-Checkout Machines, Book Cleaning Equipment
4F	Backryong Cinema, Library Instruction Room, Multimedia Collection, PC Area, Study Room 1~2, Group Study Room 4, Emeritus Room	Scanners, Lockers, Self-issue Kiosk
3F	Periodicals, Foreign Research Information Center, Study Area, Study Room 3, Copy Room	Scanners, Multifunctional Copiers, Self-issue Kiosk
2F (Main Level)	Group Study Room 1~3, Internet Lounge, Study Area, Services Desk, References	Book Return Machines, Self-Serve Printer
1F (Lower Level)	Research Papers, Western Books, Theses, Repository 1, Special Collections,	Gallery

- Branch Libraries :
Medical Library(1F, Medical Building), Law School Library(2F, Law School Building)
- Annex :
Study Room and Group Study Room 5 are located in Jiphyeongwan Building.



Services(<http://library.kangwon.ac.kr.>)

1. Opening Hours

Floor	Description	Season	Monday to Friday	Saturday	Sunday, Public holidays
5F	Eastern Books	Semester	09:00 ~ 20:30	09:00~12:30	Closed
		Vacation	09:00 ~ 18:00	Closed	
4F	Multimedia Collection		09:00 ~ 18:00	Closed	
	Study Rooms 1~2 Group Study Room 4	Summer (Mar.~Oct.)	05:00 ~ 24:00		
		Winter (Nov.~Feb.)	06:00 ~ 24:00		
	3F	Periodicals FRIC, Copy Room		09:00 ~ 18:00	Closed
Study Rooms 3		Summer (Mar.~Oct.)	05:00 ~ 24:00		
		Winter (Nov.~Feb.)	06:00 ~ 24:00		
2F		Services Desk References		09:00 ~ 18:00	Closed
	Internet Lounge, Study Area Group Study Room 1~3	Summer (Mar.~Oct.)	05:00 ~ 24:00		
		Winter (Nov.~Feb.)	06:00 ~ 24:00		
	1F	Western Books, Research Papers, Theses, Repository 1		09:00 ~ 18:00	Closed

- Study Room in Jiphyeongwan is open 24 hours.
- Study Rooms in the main library are open to 2 AM during examination period.

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2. Circulations(☎ 250-8009, 8010, 8015)

■ Borrowing and Electronic access privileges

Type of User	Item Limit	Loan Period	Electronic Resources (in-library access)	Electronic Resources (off-campus access)
Enrolled Students- Undergraduate, Exchange student	5	15 days	Yes	Yes
Enrolled Students- Graduate Student, Part-time Instructor, Staff	10	30 days	Yes	Yes
Enrolled Students- Disabled student	5	21 days	Yes	Yes
Professor	30	90 days	Yes	Yes
Local Resident (Membership)	3	10 days	Yes	No
Graduate (Membership)	5	15 days	Yes	No
All But Dissertation Student (Membership)	10	30 days	Yes	Yes
Students on Leave of Absence (Membership)	5	15 days	Yes	No

■ Electronic Resources

- The Library subscribes to hundreds of electronic journals, books and other databases for its faculty, current students and staff. Note that off-campus access to the library's licensed resources is restricted to external members except ABD students.

■ Material for Loan

- Eastern collections and Western books can be borrowed.

■ Material Not for Loan

- References, Theses, Periodicals, Print Journals, Multimedia collection and Newspapers must stay in the library and are unavailable to check out. These materials are generally for in-library use only.

■ How to borrow

- Library website → 소장자료검색(Catalog Search) → Locate the desired book in the library → Bring items to any circulation desk with student ID card or social security card.

■ Restriction of Borrowing Privileges

- Borrowing privileges will be suspended when you have an overdue loan. If you are a freshmen or a newcomer, you'll need to take library user's guide(easy-guide for library use) online before borrowing items.
- Library website → 쉽게 배우는 도서관 이용하기(Easy-guide for library use)

■ Renewing

- You may renew the items just once online or over the phone unless they are reserved by another user. This service is also available provided you don't have an overdue item. Once you reach the renewal limit, you have to bring the items back to a circulation desk to borrow them again.
- Library website → My Library → Sign in to your library account → 대출연장(View your checked-out items) → Click the **연장** button
- The new due date will be extended for the same amount of time from the activation date.

■ Overdue Items

You are expected to return your borrowed items on time. If you have overdue items, your borrowing privilege is suspended for the equal number of days of the delay.

The Library doesn't charge overdue fines for late books.

■ Lost or damaged books

- Item that is lost or damaged will be replaced at the expense of the borrower. You can replace it either by purchasing the exact same item or a new copy of the book in its most recent edition if it is out of print.

■ Reserving books(Holds)

- Items which are currently checked out to other members may be reserved through the library catalog.
Any books that appear as 'available(대출가능)' may not be reserved.
- Library website → Catalog Search → Select the item → Click the **예** button
- When the item is returned, you will be notified by text to pick it up.

■ Purchase Suggestion(☎250-8005)

- The Library welcomes your suggestions for the acquisition of items to consider purchasing. Your suggestions will be evaluated based on the library's collection policies and budgetary limitations.
Before suggesting a purchase, make sure you check the catalog to see if the library already owns the item in the library collection.
- Library website → 교육연구지원서비스 → 희망도서신청(Suggestion for Purchase) → 서비스신청 내역조회(My List) → Click the **신청하기** **▶ Go** button → Fill in the details of your suggestion
- It usually takes a minimum of three weeks to select, order, and process the suggested item.

3. Interlibrary Loan(ILL), InterCampus Loan & Document Delivery Service(DDS)


■ Interlibrary Loan(☎250-8010)

Interlibrary Loan allows students, faculty and staff to borrow items not owned by KNU library from other universities and libraries all over the country.
There will be a charge of 5,000 won per interlibrary loan request.

■ ILL Request Procedures

- Join a membership at www.riss.kr → Get an institutional user authentication by e-mail → Search for and select your title in the RISS website → Request interlibrary loans

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- The place of receiving items: Eastern Books Room(5F of the main library)
- InterCampus Loan(☎250-8010) : no charge
 - Inter-campus Loan service allows books to be loaned between chuncheon campus and samchuck campus
- InterCampus Loan Request Procedures
 - Library website → Catalog Search → Select the item → Click the  button
 - The place of receiving items: After receiving SMS about arriving items you requested, You can receive your items at Eastern Books Room(5F of main Library)
- Document Delivery(☎250-8014)
 - Copies of journal articles and chapters from titles not held by KNU library can also be requested and delivered. There is a charge of 100 won per page for document delivery.
- DDS Request Procedures
 - Join a membership at www.riss.kr or www.ndsl.kr → Get an institutional user authentication by e-mail → Search the items from the web sites → Request copy of them
 - You will be notified by text or email when the items you requested arrive. You can make payment and receive your items at Copy Room on the 3rd floor of the main library.

4. Study Rooms(☎250-8019)

- Number of Seat
 - Main Library : 776 seats, Annex : 310 seats
- Booking & Returning a study seat
 - Scan your ID card at the seat-issue kiosk or enter your ID number → Select the seat
 - When you leave your seat, make sure you return your seat at the seat-issue kiosk for others to use.
 - Three out change: If you don't return your seat more than 3 times, your privilege of using study room is suspended for a month.

5. Group Study Rooms(☎250-8019)

- Overview
 - There are four group study rooms available on the 2nd and 4th floors of the main library and two rooms on the 4th floors of the annex. These rooms are available to enrolled students, faculty, staff and some of membership(graduate student, ABD student, Students on leave of absence). Room keys are available for checkout at the Services Desk on the 2nd floor. All rooms have white boards, computers and big TV monitors.
- Policies
 - The rooms are intended for group collaboration, not individual study.
 - Group is defined as at least three eligible persons.
 - Room reservations can be made up to a week in advance for a maximum of 2 hours per day.

■ Reserving Group Study Rooms

- Library website → User Service(도서관 서비스) → Sign in to your library account → Study room booking for groups(그룹스터디룸 신청)

6. Audio-Visual Collection(☎250-8013)

■ Multimedia Room

- There are 23 seats where you can watch highly-acclaimed Blurays or DVDs in Multimedia Room. The Room is equipped with Bluray players, VCRs, and HDTVs. The room also has 13 computers available for the use of students.
- Locate the title in the room → Bring the item to circulation desk with ID card → Get a set of headphones for viewing from the desk

■ Backryong Cinema(Little Theater)

- Backryong Cinema is a small-sized theater with seating for 58 people. Lots of latest films or classics are playing at the theater every Tuesday and Thursday at 2PM. The theater also screens Korean films with English subtitles on the last Wednesday of every month at 3PM.

7. Online Resources(☎250-8005, 8018)

■ E-Resources

- The library subscribes to a wide range of online journals and databases to support research of students and faculty. Full-text is available for subscribed journals.
- Library website → 전자자료(Online Resources) → E-resource

■ Access to Databases

- E-resources are available to use through the access to KNU network. The library also provides access for off-campus students and faculty within licensing restrictions. You will be required to login to access online library resources. Proxy server allows you to connect to online resources.
- Library website → Sign in to your library account → 전자자료(Online Resources) → E-resource

8. Foreign Research Information Center(☎250-8023)

■ FRIC(Foreign Research Information Center)

- 10 Academic libraries in Korea have been chosen as FRIC in different subject fields to collect international academic journals. KNU Library takes charge of in the field of Life Science and Biotechnology such as Pharmacy and Biology.
FRIC allows all researchers to get a free DDS of journals held in 10 FRICs.
- Visit the FRIC's website(<http://fric.kangwon.ac.kr>) for further information.

9. Internet Lounge

■ PC Area(☎250-8018)

- The Library has 58 PC workstations with internet access and Microsoft Office on the main lobby of the building. All Library computers require

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students, faculty, and staff to log in using their IDs and passwords. The time limit on use of computers is 6 hours per day.

■ Wireless Access(☎250-7711, 7712)

- Kangwon National University offers free wireless access to the internet throughout campus buildings. Wireless service is managed and run by KNU IT Services, not by the library. For general information on the use of wireless on campus, please contact the IT Services or see its website. (<http://cert.kangwon.ac.kr>)
- Open the wireless settings on your mobile device or laptop → select 'KNU_WLAN-Open' or 'U+Zone' from the list of available wireless networks → Enter the password for the network → Connect to wireless network

Available Networks	Password
KNU_WLAN-Open	beyondme
U+Zone	Iguplus100

10. Library Lockers(Enrolled Students Only)

■ Lockers(☎250-8019)

- There are 629 lockers on the 4th floor of the main library and 152 lockers in the annex. Lockers for enrolled students are assigned for one semester (One locker per student per semester).

■ Policies

- All lockers must be emptied by the end of the semester.
- A Locker not vacated by the end of the semester will be opened and its contents removed.
- No food and drinks can be stored in lockers at any time.
- The library is not responsible for lost or stolen items of the locker.

■ Applying for a locker

- Library website → User Service(도서관 서비스) → Locker Request(사물함신청)

11. Copy, Print, and Scan

■ Print & Copy(☎250-8024)

- Multifunctional copier/printers and self-serve copiers are available on the 2nd, 3rd and 5th floors.
- You have to purchase a copier card at the Copy Room on the 3rd floor of the building to print or copy documents.

■ Scan

- 3 Scanners are available for use free of charge. They are located in Periodicals room, Multimedia room and Eastern Books Room. These scanners allow you to scan documents in PDF and JPG formats. You may save them to a flash drive or email account.



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