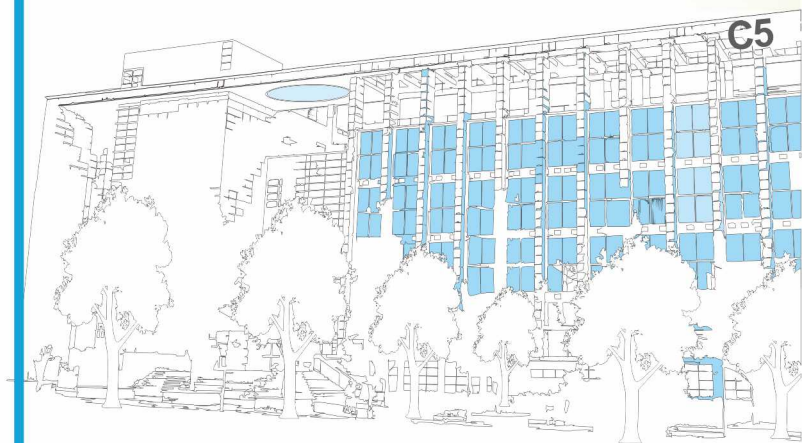




**Gangneung-Wonju  
National University  
Central Library**



# 01 Guide to Borrowing Books

## | Borrowing Maximum / Period |

Classification	Max. No. of Books	Period
Undergraduates	7 books	14 days
Graduates, Staff, TA	15 books	60 days
Professors, Lecturers	30 books	120 days
Others	5 books	12 days
E-books	3 books	7 days

## | Borrowing & Return / Renew / Reservation / Overdue / Holiday Borrowing / Special Borrowing

Borrowing & Return	<ul style="list-style-type: none"> <li>■ Self-lending return machine : Direct use on 1, 2, 3, 4F</li> <li>■ Information Desk : Reserved books, Interlibrary books, accompanying materials, collaborative repository books, etc.</li> <li>■ Unmanned book return machine : Direct return on 1F (during non-library hours)</li> </ul>
Renew	<ul style="list-style-type: none"> <li>■ Login at Library Website &gt; MY LIBRARY &gt; View Loan/Renewal</li> <li>■ It can be extended once if there is no book delay and it is not a reserve book               <ul style="list-style-type: none"> <li>※ The loan period begins on the date of the extension (regardless of the remaining days)</li> </ul> </li> </ul>
Reservation	<ul style="list-style-type: none"> <li>■ If the book status is on loan or pending reservation, booking is available</li> <li>■ Login at Library Website &gt; Search &amp; Browse Collection &gt; Click on <b>HOLD</b></li> </ul>
Overdue	<ul style="list-style-type: none"> <li>■ Overdue days = Suspend the loan for the number of days specified</li> </ul>
Holiday Borrowing	<ul style="list-style-type: none"> <li>■ Book check-out service on weekends and holidays</li> <li>■ Login at Library Website &gt; Search &amp; Browse Collection &gt; Click on <b>AR</b></li> <li>■ Reservation (9 AM on Thu – 4 PM on Fri) &gt; Receive a text message for confirmation &gt; Pickup (Unmanned book checkout machine at the main g</li> </ul>
Special Borrowing During Breaks	<ul style="list-style-type: none"> <li>■ When the semester begins, you may return books you borrowed during special borrowing periods (before and after summer and winter vacation two to three weeks)</li> <li>■ Borrowing maximum 7 books → 15 books</li> </ul>



# 02 Equipment & Facility Usage Instructions

## | Mobile Student ID |

### How To Use

- Install "GWNU Mobile Student ID App"
- ID : Student / Employee / Member Number  
PW : First 6-digit of resident registration number  
(Default password)

## | Group Study Room\_1, 2, 3F / Media Lounge\_1F |

Section	User	How to use
Group Study Room	Enrolled Students	<ul style="list-style-type: none"> <li>■ Group Study Room 1-10, Media Conference Room</li> <li>■ Once a day / 1-3 hours max</li> <li>■ GWNU Mobile Student ID App &gt; Reserve group study room &gt; Authenticate at the 1st floor seat arrangement</li> <li>※ Number of users: 50% or more of capacity</li> </ul>
Media Lounge	Enrolled Students	<ul style="list-style-type: none"> <li>■ Media Viewing Room, Media Production Room, Media Editing Room</li> <li>■ GWNU Mobile Student ID App &gt; Reserve media lounge &gt; Authenticate with the library access QR code</li> <li>■ Once a day / 1-3 hours max</li> </ul>

※ No-authentication automatically cancels reservations  
(3no-shows result in a 7-day suspension of the above facilities)

## | Study Room |

Section	User	How to use
Study Room1 (5F)	Enrolled Students	<ul style="list-style-type: none"> <li>■ GWNU Mobile Student ID App &gt; Seat Assignment &gt; Authenticate with the student mobile ID QR code</li> </ul>
Study Room 2 (3F-Annex)	Enrolled Students Library Members	<ul style="list-style-type: none"> <li>■ 5 AM - 1 AM next day (Always open)</li> <li>■ Duration of use : 4 hours (extendable)</li> <li>※No-authentication automatically cancels reservations</li> </ul>

## | Device / Locker |

Section	Location	How to use
Computer	1, 3, 4F	<ul style="list-style-type: none"> <li>■ 1F : Same as media lounge usage</li> <li>■ 3, 4F : No reservations required</li> </ul>
Scanner	4F	<ul style="list-style-type: none"> <li>■ No reservations required</li> </ul>
Printer	1F	<ul style="list-style-type: none"> <li>■ Use after purchasing a copy card in the copy room (Student Center 1F) Inquiry : Call 033-640-2590</li> </ul>
Locker	5F Lounge	<ul style="list-style-type: none"> <li>■ 300 won (day use) / 1,800 won (a week) / 6,000 won (a month) Inquiry : Call 033-640-2037</li> </ul>

Library Membership Registration	<ul style="list-style-type: none"> <li>■ Who can register : GWNU alumni, locals (Gangneung &amp; Wonju), Advancement Grants patrons (50,000 won per year)</li> <li>※ GWNU candidates, students on leave, Kangwon National University students &amp; staff (Annual membership fee exemption)</li> </ul>
Request for a desired book	<ul style="list-style-type: none"> <li>■ Request for collections that aren't in our library</li> <li>■ Login at Library Website &gt; MY LIBRARY &gt; Request for a desired book</li> </ul>
Inter-Campus Loan	<ul style="list-style-type: none"> <li>■ Wonju Campus : Login at Library Website &gt; Find books &gt; Click on <b>BIL</b></li> <li>■ Kangwon National University : Login at Library Website &gt; Research &amp; Learning Support &gt; KNU Library Collections Loan</li> </ul>
Original Text Copy & Inter-Library Loan	<ul style="list-style-type: none"> <li>■ Copy and loan of RISS (KERIS Partner), FRIC, ScienceON, MEDLIS collections</li> <li>■ After registration, please call 033-640-2586 for inquiries</li> </ul>
E-Resources	<ul style="list-style-type: none"> <li>■ Login at Library Website &gt; Find E-Resources</li> <li>For more information, please call 033-640-2586</li> </ul>
	<ul style="list-style-type: none"> <li>■ <b>E-Book</b></li> <li>Using it on a computer first allows you to use it on a cell phone</li> <li>Install dedicated viewers and apps by provider</li> </ul>
	<ul style="list-style-type: none"> <li>■ <b>Audio Book</b></li> <li>Install Audien Library app &gt; Listen right away or download</li> </ul>
	<ul style="list-style-type: none"> <li>■ <b>E-Learning</b></li> <li>Language study (Hackers), IT (iTGO), Civil servant (Eduwill), Certificate (YADOC), Culture and arts lecture, etc.</li> </ul>
Education	<ul style="list-style-type: none"> <li>■ Training on academic databases (constant)</li> <li>■ Library education for new students</li> </ul>
Cultural Events	<ul style="list-style-type: none"> <li>■ World Book Day, Reading Essay Contest, Extensive Reading Award, Concert, Haeram Civic University, Author's Special Lecture, Exhibition of Local Artists, etc.</li> </ul>

# 04 Floor-by-floor Guidance

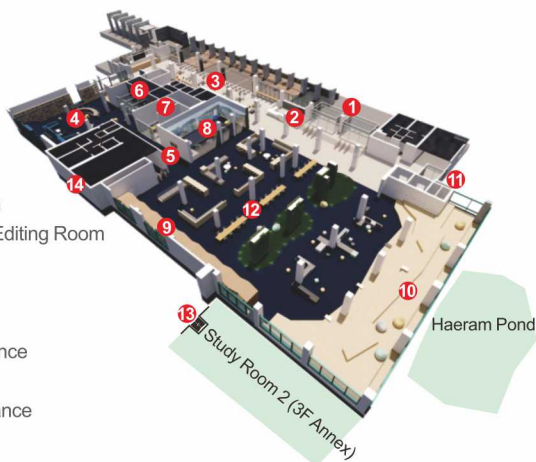
☎ 033-640-

Section	Content	Inquiry
(B1) Repository	<ul style="list-style-type: none"> <li>■ Storage materials</li> <li>※ Ask the information desk for use</li> </ul>	2587 2591
(1F) Complex Cultural Space	<ul style="list-style-type: none"> <li>■ Information Desk, Loan &amp; Return, Registration</li> <li>■ Group Study Room, Media Lounge, Printing, Café</li> <li>■ Inter-Campus Loan, Holiday Borrowing</li> </ul>	2587 2591
(2F) Academic Information Division	<ul style="list-style-type: none"> <li>■ Library Director's Office, Library Manager's Office, Office (General Affairs)</li> <li>■ Book Acquisition (Purchase, Application for Desired Books, Donation)</li> </ul>	2578 2581
(2F) Collection	<ul style="list-style-type: none"> <li>■ General Works (000), Philosophy (100), Religion (200), Social Sciences (300), New Books, Recommended Books</li> <li>■ Seminar Room</li> </ul>	2587 2591
(3F) Collection	<ul style="list-style-type: none"> <li>■ Natural Science (400), Technology (500), Arts (600), Score, References, Group Study Room</li> </ul>	2589
(3F-Annex) Study Room	<ul style="list-style-type: none"> <li>■ Study Room 2 (For enrolled students, members)</li> <li>※ Use of Library Outside Entrance (13)</li> </ul>	2587 2591
(4F) Collection	<ul style="list-style-type: none"> <li>■ Language (700), Literature (800), History (900), Periodicals, E-Resources, Original Text Copy, Inter-Library Loan</li> </ul>	2586
(5F) Study Room	<ul style="list-style-type: none"> <li>■ Study Room 1 (For enrolled students only)</li> <li>※ Use of the elevator for study room only</li> </ul>	2587 2591

※ Location of Dentistry branch library : College of Dentistry (S2) 1F

## 1st Floor Guide Map

- 1 Main Entrance
- 2 Information Desk
- 3 Café
- 4 Hue Lounge
- 5 Gallery Zone
- 6 Media Viewing Room
- 7 Media Production & Editing Room
- 8 Multi-Screen Room
- 9 Study Lounge
- 10 Haeram Lounge
- 11 Study Room 1/ Entrance
- 12 Community Lounge
- 13 Study Room 2 / Entrance
- 14 Rear Entrance



## ■ Central Library Hours of Operation ■

Facility	Days	During Semesters	During Breaks
Collections (2-4F)	Weekdays	9:00-21:30	9:00-18:00
	Weekends, Holidays	Closed	Closed
Complex Cultural Space (1F)	Weekdays	9:00-21:30	9:00-18:00
	Weekends, Holidays	10:00-18:00	Closed
Study Room 1 (5F) Study Room 2 (3F Annex)	Always open	5 AM – 1 AM next day	



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