

Tips on Studying, Printing, & Copying

Office of International Affairs (Bldg. 152, 2nd floor)
Seoul National University

1. Library

SNU Library consists of Main Library, Kwanjeong Library, and 8 branch libraries. The library owns a collection of more than 5 million volumes, standing as the largest university library in Korea. It is also equipped with a number of comfortable reading (studying) rooms, IT facilities, multimedia plazas, a theatre, computer labs, and group study rooms.

Library Hour (For more information: <http://library.snu.ac.kr/floor> , <http://library.snu.ac.kr/hours>)

Central Libraries

<i>Buiding</i>	<i>Room</i>	<i>Monday ~ Friday</i>	<i>Saturday · Holidays</i>	<i>Sunday</i>
<i>Main Library (Bldg. 62)</i>	Book Stacks(Stacks 1~6 3F, Stacks 7,8 4F), Periodicals Room(2F), Reference Room(2F), Computer Lab(2F), Circulation Desk(2F)	09:00 ~ 21:00	09:00 ~ 17:00	13:00 ~ 17:00
	Old and Rare Books(4F)	09:00 ~ 18:00	-	-
	Reading (Studying) Room #1,2,3(B2~1F)	06:00 ~ 23:00 (Reading Room #3A is open for 24 hours)		
	Automatic Return Machine(1, 2F)	2F: 09:00 ~ 21:00, 1F: 24 hours		
	Multimedia Plaza(6F)	09:00 ~ 18:00	-	-
<i>Kwanjeong Library (Bldg. 62- 1)</i>	Computer Lab(6F)		09:00 ~ 23:00	
	Group Study Room(2,4F)		09:00 ~ 23:00	
	Reading Room #7,8(7,8F), Carrels(7,8F), Study Garden(2,3F)		07:00 ~ 23:00	
	Roof Garden(5F)		Winter 09:00 ~ 17:00 Spring/Autumn 09:00 ~ 18:00 Summer 09:00 ~ 19:00	
	Seminar Room(1F), Yangdoosuk Hall(3F), Faculty Rounge(4F), Library Theater(6F)	09:00 ~ 18:00	-	-

There is an inner passageway on the 2F between the Main Library and Kwanjeong Library.

Library is CLOSED for following days: New Year's Holiday, Chuseok Holiday, and when deemed necessary by the director.

Branch Libraries on Gwanak Campus

Social Sciences Library (Bldg. 16), Business Library (Bldg. 58), Agriculture and Life Sciences Library (Bldg. 75-1), Law Library (Bldg. 72), International Studies Library (Bldg. 140-1), Veterinary Medical Library (Bldg. 81)

To borrow books?

Lending Service

After searching for materials on the SNU Library homepage (<http://library.snu.ac.kr>) and finding them from the bookshelves, users may check-out books with their student ID cards (S-cards) at the Central Circulation Desk or with the automatic check-out machine located at the lobby on the 2nd floor.

- Check-outs are limited to materials housed in the 3rd floor Book Stacks.
- Additional Materials (CD, Tape, Supplement Books etc.) are available only in the library after leaving your ID card to the Circulation Desk

Circulation Policies

<i>User Category</i>	<i>Max. No. of Books</i>	<i>Borrowing Period</i>
<i>Undergraduate students, exchange students, seasonal semester students</i>	10	14 Days

Return

<i>Location</i>	<i>Borrowed Items</i>	<i>Reserved Items</i>	<i>Return to Other Branches</i>	<i>Processing Time</i>
<i>Circulation Desk in the Central Library</i>	○	○	○	Instantly
<i>Circulation Desk in the branch libraries</i>	○	○	○	Instantly
<i>Automatic Return Machine on 1st and 2nd Floor of Central Library</i>	○	○	X	Instantly
<i>Automatic Return Machine of all Branch Libraries</i>	○	X	X	Instantly
<i>Return Box at Dorms and College of Engineering</i>	○	○	○	Delivered to the corresponding library the day after
<i>Reference Room (College and Research Center)</i>	Should be returned to the specific reference room			

Return Boxes

- Locations
 - Student Dormitory
 - Bldg. 900 :at the gate of underground 2
 - Bldg. 902 (Global House): at the entrance of Global House
 - College of Engineering
 - Bldg. 301 (#1 Engineering Education Building): next to the Security Booth on the 2nd floor
 - Bldg. 302 (#2 Engineering Education Building): next to the Nonghyup ATM on the lower 2nd floor
- Notice
 - Each item should be upward (the cover or barcode attached side) put down on the machine (one item for one time).
 - You should check the process result on the day after from the Library homepage.
 - It is not processed if you just put items on the Return Box.
 - If items are too large so that they don't fit the Return Box, they should be returned to the loan desk of Central Library or Branch Libraries.

Renewals

- Each material may be renewed anytime until the maximum extension date(three times the user's loan period)
- Renewals begin from the day of their request. Therefore, in order maximize the length of check-out, renew item on the due date.
- Renewal of materials is not permitted if one has unpaid overdue fines or overdue materials.
- Reserved materials are not subject to renewal.

Overdue Penalties

- Books that have not passed the expiration date may be renewed anytime within the maximum extension period (three times the user's loan period)
- **Overdue fines of 100 KRW per book are imposed from the third overdue date. The overdue fines of the first two days are included in the charges from the third day. The fined amount should be paid to the Circulation Desk by cash.**

To study?**Library (All Reading Rooms)**

Students must reserve their seats on the kiosk in front of the gate of the library. Tap the S-card to click the seat, which will give 6 hours for use. To use the seat for a longer time, students can renew it on the kiosk 1 hour before the expiration. Please tap the card to the kiosk to return the seat when you completely leave the library.

Library (Kwanjung Library, available in Korean only)

http://k-rsv.snu.ac.kr:8011/LIBPLUS_SNU_BOOKING/booking/pc/useInfo/floor/main.do

Or, students can use the kiosk in front of each room.

Non-Library Student Lounge

- **Shinyang Education (Bldg. 10-1, 12)**
- **Shinyang Humanities (Bldg. 4)**

Floor	Name	Monday ~ Friday	Saturday	Holiday
1F	Book Cafe	08:00 ~ 23:00	08:00 ~ 22:00	Closed
2F	Internet Cafe, Group Study Zone	08:00 ~ 23:00	08:00 ~ 22:00	
	Computer Lab	08:00 ~ 18:00	Closed	

- Group study zones is available only to 6 or more students as a group. To use one of the spaces, please submit your S-card to the guard on the 1F. A group can use one space for 3 hours.

- **SNU IS & T (Bldg. 102, <http://ist-eng.snu.ac.kr/engnew/index.jsp>)**

Rm. #101	I-Space - 24 Hours PC Lab
Rm. #102	-3D Printing Room
Rm. #204	Only PC
Rm. #206	-Internet -USB/Audio port -CD R/W Printer(Black/White), Copy
Rm. #208	-DVD Combo -Licensed S/W installation Printer(Color, Black/White)
Rm. #209	Available to use laptops
Rm. #209	IT Service Center / Rental of SW,Laptops and Camcorders
Rm. #211	Scanner, Flat Slide/Film
Rm. #212	Editing of Multimedia files, Macintosh

- **Shinyang Engineering (Bldg. 44-1)**
 - 1F: Computer labs, Internet Café
 - 2F: Computer Lab, Printing room
 - 3F: Reading Room, Seminar Room
 - 4F: Group Activity
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- **Shinyang Social Sciences (Bldg. 16-1)**
 - 1F: Family Mart convenience store
 - 2F: Java City café, Lounge
 - 3F: Computer Lab (09:00 ~ 18:00), Female Students Lounge
 - 4F: Lecture Rooms, Seminar Rooms

2. Printing & Copying Services

Exchange students should purchase a **CP Gate Printing Card** to make a copy or print. **Printing cards can be purchased by 5,000 KRW (cash)** in the locations below and it should be put in a card reader machine before you print anything. Usually, printers are located in the libraries and student lounges listed above.

Location

Name	Location	Services				Working Hours (during semester)		
		Copy	Bookbinding	Printing	Recharge of CP-Gate Printing Card	Mon - Fri	Sat	Holiday
Main Library	Bldg. 62, 4F	O	O	O	O	09:00~21:00	09:00~17:00	13:00~17:00
Frangcors Fancy	Bldg. 62-1	O	O	O	O	09:00~19:00	09:00~17:00	Closed
Student Center	Bldg. 63, 2F	O	O	O	O	09:00~18:00	09:00~15:00	Closed
College of Law	Bldg. 15, 3F	O	O	O	O	09:00~18:00	Closed	Closed
Dongwon Cafeteria	Bldg. 113, 1F	O	O	O	O	09:00~18:00	Closed	Closed
College of Social Sciences	Bldg. 16, 2F Lounge	O	O	O	O	09:00~18:00	Closed	Closed
College of Education	Bldg. 10-1, 1F	O	O	O	O	09:00~18:00	Closed	Closed

There are self-service stands for purchases of printing cards:

- College of Business Administration (Bldg. 58, 1F)
- College of Business Administration (Bldg. 59)
- College of Agriculture and Life Sciences Computer Lab (Bldg. 200)
- Language Education Institute Computer Lab (Bldg. 137)

Service Fee

Classification		B5	A4	B4	A3
Copy	Per page	40	40	40	100
	Color (per page)		500		1,000
	Bookbinding	2,000			
	Bookbinding (Spring)	2,000			
Printing	Per page		50		100
	Color (per page)		500		1,000