Guides for Services

Reference Services
- **Services**
  - Usage of Library
  - Interlibrary Loans
  - Foreign Users
- **Location** Help Desk, 3F
- **Contact** 02-760-1199

Research · Study Support
- **Services**
  - Research Support
  - Library Instruction
  - Research Data Guide: Data Collection-Analysis, Citation Styles, Citation Management Tools
- **Location** Central Library Office, 3F
- **Contact** centrallib@skku.edu

Document Delivery Service
- **Services**
  - Provide photocopies of materials belong to other libraries
- **How to Use**
  - Login RISS homepage (http://www.riss.kr) using personal ID
- **Location** Foreign Books, 2F
- **Contact** 02-760-1185

Mobile Service
- Library App
  - Search Resources, Purchase Request, Register Library Instruction
- Mobile Pass (Kingo M)
  - User Qualifications, Borrowing/Returning, Seat Allocation
- **How to Use**
  - Download Apps from Play Store / App Store
- **Contact** 031-290-5213

Library Hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Library (2F-4F)</th>
<th>Reading Rooms</th>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>08:00-21:40</td>
<td>06:00 - The Next Day 05:00</td>
</tr>
<tr>
<td>Sat</td>
<td>10:00-17:00</td>
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</tbody>
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| Vacation | Mon-Fri | 09:00-17:30 | |
|----------|---------|-------------|-
|          | Sat     | 10:00-17:00 | |
| Sundays, Holidays | Closed | Open | |

*Business School Reading Rooms 06:00-24:00

Floor Guides

- **Central Library**
  - SKKU Archives
  - 5F
  - Korean Books, Course Reserves, Career Books, Children’s Books, Carrels, Group Study Rooms
  - 4F
  - Central Library Office, Borrow/Return Zone, Help Desk, Information Desk, Group Study Rooms, Kingo Internet Zone/Lounge, Research Commons, Photocopy Room, Multimedia Room, Center/Reading Room for Students with Disabilities
  - 3F
  - Stack #1-3 Gate
  - 2F
  - Eastern/Western Books, Current Periodicals, North Korea’s Collection, Group Study Rooms, Library Instruction Room
  - 1F
  - Reading Room #1 / #2(laptop) / #3(laptop)

- **Law Library**
  - 5F
  - Law Collection #1, Current Periodicals, Special Collection
  - 2F
  - Law Collection #2, Periodicals, Theses, Donated Collections
  - Location: Law School Building
  - Contact: 02-760-1177-8

Enjoy Your Library!
Guides for Materials

- **Books**
  - **How to Use**
    - **Borrows**
      - Undergraduate: 10 Books for 15 Days
      - Graduate: 20 Books for 30 Days
      - All materials are renewable only once in library homepage (If there is not a waiting list for the title)
    - **Renewals**
      - Overdue Fine: ₩1,000 per item per day
    - **Returns**
    - **Holds**
      - Request hold an item that has been checked out to another person in library homepage
    - **Intercampus Loans**
      - Check out books belong to Natural Sciences Campus (Library Homepage ▶ Search books ▶ Check the Availability of books ▶ Request)
    - **Interlibrary Loans**
      - Borrow books that are not held by SKKU libraries from other libraries (Login RISS homepage http://www.riiss.kr using personal ID ▶ Search resources ▶ Request Interlibrary Loan)
    - **Purchase Requests**
      - Request the purchase items that are not held by SKKU libraries (Library Homepage ▶ Search resources ▶ Purchase Request)
    - **Disability Services**
      - Borrow/Return through calling or email (02-760-1092, kangeunsun@skku.edu)
  - **Location**
  - **Contact**
    - Borrow/Return Zone, 3F
    - Borrow/Return (02-760-1196, 1210)
    - Purchase Request (031-299-4025)

- **E-Resources**
  - **How to Use**
    - **Library Homepage Search & Browse**
      - Library Homepage ▶ Type keyword in the search box ▶ Click "e-Journal" tab in search result page
    - **Browse**
      - Library Homepage ▶ Materials ▶ Database
    - **Google Scholar**
      - Google Scholar Page (https://scholar.google.co.kr/)
      - Settings ▶ Library Links ▶ Search "SKKU"
      - Check the 'Sungkyunkwan Univ - Find it@SKKU' button
  - **Settings**
    - Type keyword in Google Scholar Page ▶ Click articles marked as "Find it@SKKU"
  - **Contact**
    - 02-760-1205

- **Group Study Rooms/Carrells(Seats)**
  - **2F**
    - 2-1 (8)
    - 2-2 (4)
    - 2-3 (4)
    - 2-4 (8)
    - 2-5 (4)
    - 2-6 (8)
    - 2-7 (8)
    - 2-8 (4)
  - **3F**
    - 3-1 (8)
  - **4F**
    - 4-1 (8)
    - 4-2 (8)
    - 4-3 (1 for each)

- **PC/Scan/Print/Photocopy**
  - **PC**
    - Kingso Internet Zone/Lounge, Research Commons
  - **Printer deposit machine**
    - Kingso Internet Zone
  - **Printer(black&white)**
    - Kingso Internet Zone/Lounge, Research Commons
  - **Printer(color)**
    - Kingso Internet Lounge
  - **Laptop**
    - Multimedia Room (Library Use Only)
  - **Scanner**
    - Research Commons
  - **Photocopy**
    - Photocopy Room
  - **Contact**
    - Multimedia Room, 3F (02-760-1193)
  - **How to Use**
    - **PC**
      - Seat Allocation via Kiosk / Library App
      - Hours of Use: 2 hours (Renewable)
    - **Printer**
      - Create a new account in PrinterManager homepage (http://www.printmanager.co.kr) ▶ Deposit money in the deposit machine ▶ Print in your PC
      - Fees: ₩40 per page (Black&White) / ₩50 per page (Color)
    - **Contact**
      - Multimedia Room, 3F (02-760-1193)

Guides for Facilities

- **Books/Closed Stacks**
  - **Books**
    - **4F**
      - Domestic
        - Korean Books, Course Reserves, Career Books, Children’s Books
      - Foreign
        - Eastern/Western Books, Current Periodicals, North Korea’s Collection
    - **2F**
      - Course Reserves & Career Books: for 2 days
      - Contact: Domestic (02-760-1195) ▶ Foreign (02-760-1185)
  - **Closed Stacks**
    - **Reading Rooms**
      - **Central Library**
        - 1F
          - Reading Room #1
          - Seats: 524
        - Reading Room #2 (Laptop)
          - Seats: 158
        - Reading Room #3 (Laptop)
          - Seats: 120
      - **Business School Library**
        - B1F
          - Reading Room (Undergraduate)
          - Seats: 492
          - Reading Room (Graduate)
          - Seats: 238
    - **Reading Rooms**
      - **How to Use**
        - **Seat Allocation via Kiosk / Library App**
        - **Hours of Use**: 4 hours (Renewable)
      - **Contact**
        - 02-760-1184

- **Research Commons**
  - **Data Analysis**
    - SPSS, SAS, R, Stata
  - **Financial Databases**
    - Bloomberg, DataStream, SDC, DataGuide, KISVALUE
  - **Research Resources**
    - Korean Theses Fulltext
  - **Scanning**
    - 2 scanners
  - **Team Project Room**
    - Rooms for Team Project
      - (3 Rooms, Capacity: 10)
    - Room for Event & Presentation
      - (1 Room, Capacity: 25)
  - **Contact**
    - Multimedia Room, 3F (02-760-1192)