

# KOREA AEROSPACE UNIVERSITY

**Library manual for foreigners**



한국항공대학교 중앙도서관

## 01 LIBRARY & READING ROOM LOCATIONS



### ► Address

76 Daehak-ro, Deokyang-gu, Goyang-si, Gyeonggi-do,  
Central Library of Korea Aerospace University.

### ► Transportation

#### - Bus:

Regular bus 733, 82, 7,66

Metropolitan bus 9711A, 1900

Branch bus 7727, 7726

#### - Subway

Exit 2 of Hwajeon Station on Gyeongui Jungang Line

## 02 LIBRARY FLOOR PLANS

SERVICE OFFERED		BOOKS	STUDY
1st floor	Library management & service team book loan and return	Materials room 1 (Pure science, technology science, degree thesis) Materials room 2 (general, computer, philosophy, social science, business administration and management methods, employment books)	- General reading room 5  - Multi materials room
2nd floor		Materials room 3 (Religion, language, art, literature, geography and history) Reference room (Continuous publications, newspapers, degree papers, reference books)	- SPACE READING ROOM - SEMINAR ROOM - Group study room C-1, C-2, C-3
3rd floor			General reading room 1 - General reading room 2 - General reading room 3 - Group study room A, B-1, B-2 - Copy room

03

# Library Hours, Loan Limits and Borrowing Period

## Library Hours

PLACE	DAY	SEMESTER	VACATION
LIBRARY	MON-FRI	09:00-18:00	09:00-17:00
	SAT-SUN	CLOSED	CLOSED
READING ROOM General reading room 1,2,3,4, space reading room	MON-FRI	09:00-22:00	09:00-22:00
	SAT-SUN	CLOSED	CLOSED

## Loan Limits and Borrowing Period

USER	Loan Limits and Borrowing Period	
STUDENTS	Undergraduates	8 books for 10 days
	Graduates,staff	10 books for 30 days
FACULTY	Full-time faculty member	20 books for 90 days

※ Temporary operationg time of the library due to COVID-19

The opening schedule of the library is subject to change depending on the Covid-19 situation, and it will be flexibly operated accordingly. You can check the opening and closing times of the library and reading room through the website.

### ※ Guidance on using the library

- Borrowers must present ID cards or mobile student IDs.
- At the loan/return desk on the first floor of the library, students may request a borrowing a book by presenting their student ID card.
- \* Students may not transfer their student ID to another person. It is against library policy to rent materials this way.
  - \* Those who are scheduled to graduate will have their library accounts deactivated 20 days before the graduation and must return their books by the designated date.
  - \* Students on leave of absence can use the library after filling out the book loan application form.

## 04 Tips for Loan and Returns

Extension	<p>You can extend the loan period once. It will be extended as much as the loan period from the scheduled return date. If another user makes a reservation for the book or the loan is overdue, extension cannot be made.</p>
Reservation	<p>If the book you want is on loan or being organized, you can make a reservation through the library website.</p>
Return	<p>Borrowed books can be returned at the return desk during library hours. Before or after library opening hours, they can be returned through the return box near the library entrance. Books put into the unmanned return box will be returned the next morning.</p>
Overdue	<p>Overdue book cannot be borrowed for twice the number of overdue days per book. Loans, reservations, or extensions are not allowed in the case of overdue books.</p>
Compensation	<p>If a loan is overdue, the corresponding person will not be able to make a loan for twice the number of days he/she made an overdue.</p>

## Library instruction

Regular education:

"Library Use Education" and "Electronic Material Use Education" are available to all library users.

Inquire at the front desk for more details.

Customized education:

Customized instruction for library users (professors or students) can be conducted for groups of at least five people., and require two weeks notice before the desired date.

## Admission and loan for graduates

KAU graduates may borrow up to 3 books for 10 days after filling out the graduate loan application form.

## How to Use the Library Materials For Books Not Owned by the Library

### 1) Make a Purchase Request:

- If you have a book you want, you can apply for it online.
- The Book purchase application can be found by navigating the website as below:  
Log in → My library → Book purchase application → Check book purchase application
- Application for desired books:  
Login → My library → Application for purchase of books → Shortcuts to apply for new books → Search and apply  
It is convenient to apply for the desired book by using "Shortcut to Application for the desired book."
- If you know all the book's pertinent information (for example signature, author, publisher, year of issue, ISBN, etc.), you can enter them directly through the Book Purchase Application (direct input) tab.
- Inquiry and cancellation of the applied data can be checked through My Library  
→ Book Purchase Application Inquiry.  
It may take about two to three weeks for domestic and one to two months for foreign books to be obtained (depending on the book)
- Search for the same books in the library.  
If the books you applied for is stored in the library, the purchase of the data will be canceled.

## 2) Document delivery service

You can copy books that are not in the library by requesting them from domestic and international cooperative libraries.

Staff at the KAU library will assist you with copying the materials once they are received.

## 3) Data loan from other libraries:

You can request books that are not in the library and borrow them from the domestic cooperative library.

※ Applicants are responsible for expenses when borrowing from outside libraries.

The available loan book may vary depending on the institution's policy.

Undergraduate students, graduate students, and faculty members of the KERIS agreement.

### Loan regulations

- Loan book count and duration: 3 books, 15 days.
- Extension: You can extend it once, for 7 days.
- Delinquency fee: 500 won/1 day.
- Book delivery: 2 to 3 days. Shipping cost is 2,500 won, 5,000 won for round trip delivery.

## 1) Main page of the library

⇒ <https://lib.kau.ac.kr/>

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KOREA AEROSPACE UNIVERSITY | DIGITAL LIBRARY

log in Korea Aerospace University site map

material search Research Learning Support library services MY LIBRARY community

Search electronic data collection

You can search domestic and foreign electronic journals, academic DBs, E-Books, etc.

Loan, reservation return/extension Request book application Application for copy Reading seat inquiry collection Online user education RISS integrated search

pop-up zone notice + operating time during the semester

국항공대학교 중앙도서관  
학기도서관

DB

(11.1~) Library operation guid... 2021-10-29

academic How to use DBpia A to Z / Training o... 2021-10-21

reference Room	1,2,3	weekday 09:00 - 18:00 weekend break
reading room	1-7	Resilient operation for each stage of Corona See library notice

## 2) KAU DISCOVERY

⇒ <https://lib.kau.ac.kr/>

The screenshot shows the homepage of the Korea Aerospace University (KAU) Digital Library. At the top, the header includes the KAU logo, the text "한국항공대학교 | 중앙도서관 DIGITAL LIBRARY", and links for "login", "Korea Aerospace University", "site map", and "[ENG Manual]". Below the header, a navigation bar contains five main categories: "material search", "Research Learning Support", "library services", "MY LIBRARY", and "community". The main banner features a large image of a modern building with a glass facade. Overlaid on this banner is a search bar with the text "Search all library materials." and a magnifying glass icon. An orange dashed line with an arrow points from the URL above to the search bar. Below the search bar, there is a row of eight service icons with labels: "Loan/Reservation", "return/extension", "Request book application", "Application for copy of original text", "Reading seat inquiry", "collection", "Online user education", and "RISS integrated search". At the bottom, there are three sections: "pop-up zone" with a green banner for "2022 하계방학 도서관 운영시간 안내", "notice" with a list of announcements including "Library Closing Notice (7.7~8)" and "[Thesis] Information on submit...", and "operating time" with a table showing hours for "reference Room" (1,2,3) from 09:00 to 17:00, noting it is closed on weekends and on vacation.

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material search Research Learning Support library services MY LIBRARY community

Search electronic data collection

Search all library materials.

Loan/Reservation return/extension Request book application Application for copy of original text Reading seat inquiry collection Online user education RISS integrated search

pop-up zone

2022 하계방학 도서관 운영시간 안내

notice

Library Closing Notice (7.7~8) 2022-07-05

[Thesis] Information on submit 2022-06-27


operating time \*Closed on weekends

reference Room	1,2,3	09:00 - 17:00


on vacation +

## 3) DATA BASE

⇒ [https://lib.kau.ac.kr/escholarly\\_list\\_pub.mir](https://lib.kau.ac.kr/escholarly_list_pub.mir)


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**중앙도서관**  
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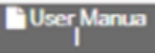

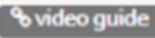








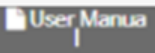
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[domestic](#)


DB name	Contents	URL	file
	<b>BOOKZIP</b> ◇ Overseas/domestic book summary online & mobile service  ■ Number of available types: 4,700 summaries in total ■ Trial period: March 2015 ~ present		
	<b>DBpia</b> ◇ Dissertation service provided by 1,872 types of publications in business, economics and engineering fields in Korea		  
	<b>kiss</b> ◇ Domestic academic journals, dissertations, university publications, research institute thesis collections, government publications, old documents, and overseas Korean literature are provided through the Internet. Currently, about 1,700 publications from 1,200 domestic institutions are provided in the original text through the search system.		  
	<b>KS</b> ◇ Korean Industrial Standard is Korea's national standard established by the Industrial Standardization Act ◇ KS currently includes 21 categories and 20,000 types of vast content, Overall information provided		

## 4) ELECTRONIC JOURNAL

⇒ [https://lib.kau.ac.kr/ejournal\\_list\\_pub.mir](https://lib.kau.ac.kr/ejournal_list_pub.mir)


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