

SKAP140: SUNY KOREA LIBRARY USE POLICY

Issued by:

Academic Team

Established:

November 27, 2013

I. PREAMBLE

1. The main purpose of these rules is to safeguard the common interest of all users and to enable the library to carry out its functions as efficiently as possible.
2. SUNY Korea's libraries primarily serve SUNY Korea's current faculty, students, staff and researchers who hold valid SUNY Korea IDs.
3. Admission to the University Library is conditional upon the observance of these Regulations, and also of the Rules made by or with the authority of the Library Committee. The Library Committee has the power to exclude from Library buildings or services any person whom it has reason to believe cannot be trusted with access to books or services. All users of the Library are presumed to know its Regulations and Rules, copies of which are available in the Library.

II. OPERATING HOURS

1. Operating Hours

	Monday - Friday	Saturday	Sunday, Holiday
2nd floor	9:00am-6:00pm	9:00am-5:00pm	closed
3rd floor	9:00am-2:00am	closed	closed

- A. For the regular semester, operating hours are 9:00am to 2:00am with the exception of weekends and holidays. The circulation desk is open for checkout on the 2nd floor until 6:00pm (5:00 pm on Saturday). While the 2nd floor closes at 6:00pm, the 3rd floor will be open until 2:00am.

Summer & Winter operation	Monday - Friday	Saturday	Sunday, Holiday
2nd floor	9:00am-4:00pm	closed	closed
3rd floor	9:00am-4:00am	Closed	closed

- B. For Summer and Winter semester, the library may operate according to its special operation hour from 9:00am to 4:00pm, which applies to 2nd and 3rd floor only on weekdays.

- C. Hours are subject to change due to university needs.

III. CHECKOUT OF LIBRARY MATERIALS

1. Reference materials and textbooks should not be taken out of the Library unless you are enrolled in the IT Consilience Creative Program.
2. Books or library materials may not be taken out of the Library until the loan has been recorded.
3. To borrow items from the library, take the items with your ID to the appropriate circulation desk on the 2nd floor before 6:00pm, and a staff member will check them out.
4. Borrowed materials must be returned on or before the due date.
5. The standard checkout period for materials is two weeks; however, The Library may adjust this length for different types of materials or users as it sees fit.
6. All borrowers must settle any overdue loans before they are permitted to borrow again.

IV. LOAN PERIOD & MAXIMUM NUMBER OF ITEMS

1. Loan period and maximum number of items

Users	Loan Period	Maximum No. of Items
Undergraduates	2 weeks	5
Graduates	4 weeks	7
Faculty	3 months	15

2. Students who are eligible to attend the commencement ceremony need to check if they have any library materials left to return. Please visit the Library and clear any library materials or fees. The administrative staff will also be checking your library record before the graduation ceremony.

V. RENEWAL OF LIBRARY MATERIALS

1. Renewal Policy
 - A. You may renew materials up to one time, with the exception of the following:
 - i. The materials have been requested by another person.
 - ii. Your account is not in good standing.
 - B. An item cannot be renewed if there are overdue items or unpaid overdue fines.
 - C. The due date will be extended from the date of renewal.

2. Recall of Library Materials
 - A. To initiate a recall, go to the circulation desk and file an Item Request.
 - B. Material needed for Course Reserves may be recalled immediately.
 - C. If recalled materials are not returned promptly, borrowing privileges will be suspended and fees will be charged accordingly.

VI. USE OF LIBRARIES AND LIBRARY MATERIAL

1. Library users are responsible for material or equipment issued to them until they have returned it in accordance with library procedures, and must protect material or equipment issued to them and must not damage it or expose it to hazardous conditions at all times.
2. Library users must not write in, mark, or otherwise deface or damage library material or equipment in any way.
3. When using a computer, electronic mobile devices or other equipment, library users must stay quiet to avoid causing disturbance to others and should not use audible applications or play media unless this is required in order to overcome a disclosed disability.
4. When using the library computers, all library users should be aware the privacy is not guaranteed. Any user must not share, save or print any personal information.
5. Library users must not use computer or other equipment in a way which requires them to speak into the device unless this is required in order to overcome a disclosed disability.
6. Library users must not engage in the harassment of any other patron or member of library staff.
7. Library users must not prejudice the safety or well-being of other users or a member of the library staff by engaging in disorderly, threatening or offensive behavior.

VII. USE OF GROUP STUDY ROOM

1. Users can sign up for the Group Study Room Reservation sheet at the circulation desk or online.
2. Reservations are limited to currently enrolled SUNY Korea students, faculty and staff members.
3. Group Study Rooms are intended for group users, defined as two or more.
4. Group Study Rooms are available on the first come first served basis, when it is not in use.
5. Users without reservations must vacate room when requested by users with a valid reservation.
6. Users are responsible for personal property. DO NOT leave items unattended. The library is not liable for loss/damage to personal property.
7. Maintain a moderate noise level in the study room for other users. Rooms are not soundproof.

8. Clean up after use and leave the room in good condition for the next users, including erasing the whiteboard and disposing of trash.
9. Vacate study rooms 30 minutes before library closing time.

Library staff may enter the rooms as needed for security, maintenance, or other reasons.

VIII. GENERAL RULES

1. Smoking is not permitted in the Library.
2. Consumption of food and drinks is not permitted in the Library. Beverages in covered containers or bottles may be allowed.
3. Silence must be strictly observed in the Library. Mobile telephones must be set to 'silent' mode in the Library.
4. The Library staff on duty has the right to request a user to leave the premises if one is found to be violating any of the Library rules.
5. The Library will not accept responsibility for the loss or misplacement of personal belongings.
6. Reference material should not be taken outside the Library.
7. Unauthorized removal of library materials is not permitted.
8. After using the library materials, leave them on the book truck located at the end of the aisles so that a librarian can put them back on the shelf.

IX. FINE POLICIES

1. Library users are responsible for knowing the Library's fine Policies. Failure to understand these policies will not prevent you from borrowing library materials, but will not excuse payment of late return fees or fines for damages to library material.
2. Make your payment in cash on weekdays to the Circulation Desk before closing. Proceeds from overdue fines will be used for purchasing books from the Wish List provided by library users' request.
3. Outstanding charges may be referred to a registration office, and registration blocks as well as graduation blocks may be applied.

A. Overdue Books

- i. Books must be returned by the due date, or earlier if recalled by the Librarian.
- ii. When any borrowed item becomes overdue, borrowing privileges are automatically suspended with the overdue charge of 500 KRW per day.
- iii. When you failed to return the item by the due date, you will have 7 days of grace period before incurring the fine. For 7 days, you can return the item without paying the overdue

fine, but after the grace period, you will be charged for the accumulating overdue fine.

- iv. Should an item become overdue in excess of 30 days, the item is considered missing and a bill for the item's replacement and an additional 20,000 KRW processing fee will be issued with the overdue fee.
- v. If the item is returned before making the replacement order, you will have to pay the 20,000 KRW processing fee or the overdue fine of 500 KRW per day, whichever is smaller, but the replacement fee will be canceled.
- vi. Reinstatement of borrowing privileges is contingent upon return of all late materials and/or payment of fees.

B. Loss and Damage

- i. The library cannot assume the loss of items accidentally damaged, destroyed or lost while in the possession of the borrower. When books are issued, students should check the pages of the issued books. If pages are found missing, or damaged, they should report them to the Librarian before leaving the Counter.
- ii. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined. Damaged items are treated as lost ones, and will be fined accordingly.
- iii. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
- iv. Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they may be called upon to replace the whole set or series. The library reserves the right to assess a reasonable additional charge for lost items of a special nature, e.g., first editions or rare books.

Direct Questions To:

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