

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

Regular Semester Operation	Monday - Friday	Weekends & Holiday
2nd floor	8:00am-6:00pm	closed
3rd floor	8:00am-6:00pm	closed

- A. For the regular semester, operating hours are 8:00am to 6:00pm with the exception of weekends and holidays. The circulation desk follows the library operating hours.

Summer & Winter Operation	Monday - Friday	Weekends & Holiday
2nd floor	1:00pm-5:00pm	closed
3rd floor	1:00pm-5:00pm	closed

- B. For Summer and Winter semester, the Library may operate according to its special operationhour from 1:00pm to 5:00pm, which applies to 2nd and 3rd floor only on weekdays.
- C. Hours are subject to change due to university needs.

III. USE OF LIBRARIES AND LIBRARY MATERIAL

1. Unauthorized removal of library materials is not permitted.
2. All books and library materials are not available to be checked out.
3. Textbooks require registration at the circulation desk for use in the library. Other reference materials (books, electronic resources, and other materials) are accessible inside the library without registration.
4. 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.
5. Library users must not write in, mark, or otherwise deface or damage library material or equipment in any way.
6. 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.
7. 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.
8. 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.
9. Library users must not engage in the harassment of any other patron or member of library staff.
10. Library users must not prejudice the safety or well-being of other users or the Library staff on duty by engaging in disorderly, threatening or offensive behavior.

IV. USE OF GROUP STUDY ROOM

1. Users can sign up for the Group Study Room via online reservation.
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 (maximum eight people).
4. Users without reservations must vacate room when requested by users with a valid reservation.
5. Users are responsible for personal property. Users should not leave items unattended. The library is not liable for loss/damage to personal property.
6. Users should maintain a moderate noise level in the study room for other users. Rooms are not soundproof.
7. Users should clean up after use and leave the room in good condition for the next users, including erasing the whiteboard and disposing of trash.
8. Library staff may enter the rooms as needed for security, maintenance, or other reasons.

V. 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 will not accept responsibility for the loss or misplacement of personal belongings.
5. The library materials should be left on the book truck located at the end of the aisles after use. The Library staff are responsible for putting the un-shelved materials back on the designated shelve(s).
6. A library user should assume only one seat at a time. If not in case, the library user will be given a warning.
7. All library users are responsible for cleaning their seats after use.
8. 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.
9. The library facilities may be temporarily closed if the rules are not followed.

VI. 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 later return fees or fines for damages to library material.
2. Outstanding charges may be referred to a registration office.
 - A. Loss and Damage
 - i. The library cannot assume the loss of items accidentally damaged, destroyed or lost while in the possession of the users. Upon registering textbooks, users 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 circulation desk.
 - ii. All library users 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 the event of damage of any kind, the last reader will be held responsible unless he/she shows the Librarian that the book had been previously marked or damaged. Damaged items are treated as lost ones, and will be fined accordingly. Books will have to be replaced.
 - iii. If the material is lost or damaged, an immediate report should be made to the Librarian to enable appropriate action to be taken: requesting the liable person to replace the book lost or damaged, etc. 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:

Academic Team
Academic Building A201
Phone: +82-32-626-1122
academicaffairs@sunykorea.ac.kr

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November 07, 2017

December 15, 2017: Format changed

December 18, 2017: Summer and Winter semester operation hours & Group Study Room regulations added

January 25, 2022: Check out service and Library fee information removed & Operating hours updated