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1. Library Introduction

1. Facility

■ Building : Two 3-story buildings (4,930m²)

Type	Main Building (Building A)	Reading Room (Building B)
3rd floor	<ul style="list-style-type: none"> - Books - Theses, Reports 	<ul style="list-style-type: none"> - Faculty Offices
2nd floor	<ul style="list-style-type: none"> - Journals - Copy Room 	<ul style="list-style-type: none"> - Reading Room (138 seats)
1st floor	<ul style="list-style-type: none"> - Audio-visual Materials - Circulation Desk - Section of Library Services 	<ul style="list-style-type: none"> - Lobby

2. Library Hours

Type	Main Building (Building A)	Reading Room (Building B)
Opening Time	<ul style="list-style-type: none"> - 09:00 ~ 18:00 (Mon ~ Fri) 	<ul style="list-style-type: none"> - 08:30 ~ 24:00
Closed Days	<ul style="list-style-type: none"> - Legal and National holidays 	<ul style="list-style-type: none"> - New Year Holiday - Lunar New Year Holiday - Korean Thanksgiving Holiday
Access Method	<ul style="list-style-type: none"> - Card key system operation - Outsiders wear Visit Pass 	<ul style="list-style-type: none"> - Resident Supervisor

3. Staff Contact Information

Duty in Charge	Tel.	E-mail
Library Management	☎2081	yyeum@gist.ac.kr
Circulation Services	☎2093	library@gist.ac.kr
Library System Coordinator	☎2087	bgjo@gist.ac.kr
Document Delivery Service	☎2092	grsong@gist.ac.kr
Acquisitions & User Service	☎2083	library@gist.ac.kr
Copying & Book-binding	☎2686	mskim2686@hanmail.net

☞ Queries : Seung-Hee Oh (☎ 2083, library@gist.ac.kr)

2. Library Collections

The GIST Library follows the Library of Congress Classification System.

Books (3rd floor)

Books are located on the 3rd floor of the main building. The library houses approximately 51,000 books.

Newspapers (2nd floor)

The library subscribes to nine different local and foreign newspapers.

- English newspapers : Asian Wall Street Journal, The Korea Times
- Korean newspapers : Dong-A Ilbo, Maeil Business Newspaper, Electronic Times, Chosun Ilbo, JoongAng Ilbo, Hankook Ilbo, the Hankyoreh

Academic Journals (2nd floor)

Journals are located on the 2nd floor of the main building.

Journals can only be read within the library and are not to be taken out.

The library currently receives subscriptions to around 60 printed journals.

5,490 E-Journals are provided online.

Theses (3rd floor)

Theses are located on the 3rd floor of the main building.

Masters and Doctoral Theses are available and the original copy of degree theses which have been agreed upon for public disclosure can be viewed through the library homepage.

Multi-media Materials (1st floor)

Multi-media materials such as audio, video, CD-ROM and DVDs are located on the 1st floor of the main building.

Electronic Materials

Electronic materials (E-Journal, E-Book, Web DB, etc.) are available online. The library holds 5,490 E-Journals, 3,800 E-Books, and 7 types of Web DB. The electronic resources are available anytime and anywhere through remote access service.

3. ID Registration & Information Modification

1. ID Registration

- To receive full access to all available services at the library and to take out books and materials, your ID must be registered on the library homepage.
- The library automatically pre-registers the personal identification number on your student ID card, so you do not need to personally register the ID.
- Since your personal identification number (student ID number) and password (last 7 digits of resident registration number) have already been registered, simply change the password and use accordingly.

2. Information Changes

- You can change all personal information, with the exclusion of your ID number, at the 'change private information' section on the library homepage.
- The library provides a variety of service guides and information via e-mail. Please register your personal e-mail address to receive important and helpful library updates.
- It is also possible to receive a mobile phone message service. To do so, please provide an accurate mobile phone number.

3. In Case of Changes in Status

- If you have a change of status (retirement, leave of absence, sabbatical leave, voluntary resignation, removal from the register, temporary absence from school etc.), you must check with the library to ensure that all borrowed books have been returned and that all fees (copying services, etc.) have been paid.

4. My Library Management

You can access a variety of services provided by the library by logging on to the library homepage. Please note that some services are restricted to users according to their user status.

1. Checkouts / Renew

- You can inquire about the status of checkouts, renewals, or reservations, and checkout history
- You can renew borrowed materials, or reserve materials currently on loan to other users.

2. Full Text Request

- Requests for full text copies can be made, and you can check the progress of the request.

3. Book Request

- Students cannot request purchase of books online.
- You can check the Book Purchase Request and check the progress on the requested material.

4. New Arrival by Subject

- If you select and save a subject area you are interested in, you can receive regular e-mail updates on newly arrived materials.

5. Table of Contents Alerts

- If you select and save journals you are interested in, you can receive up to date information on their current contents via e-mail.

6. Receiving Notification

- You can receive both e-mail and mobile phone notification on checkout and full text requests.

7. Payment & Charge Details

- You can inquire about payment details and charge details.

8. Online Submission of Theses

- Master's and Doctorate degree Theses of our Institute can be submitted by converting them to PDF file.
- This service may only be used by candidates up for graduation in the current semester.

5. Circulation Service (1)

1. Materials Available for Borrowing

- Books, Theses, Research papers, Reports, Multi-media materials etc.
- Periodical publications cannot be taken out
- Location of materials and its availability for loan

Type	Location	Note
Audio-visual materials	1st floor, Circulation Desk	Loan possible
Journals, Newspapers	2nd floor	Loan impossible
Books, Theses, Reports	3rd floor	Loan possible

2. Circulation Method

- Please find the materials you wish to borrow from the bookshelves and submit them to the Circulation Desk on the 1st floor with your ID card.

3. Circulation Policy

User Type	Books/ Period	Booked purchased with Research Fund	Material Purchased on Official Trip	Multimedia
Staff & Faculty	20 Books 60 days	No Limit 5 years	No Limit 1 year	3 items 4 days
Student	10 Books 30 days	-	-	3 items 4 days

4. Renewal

- If there are no reservations, the loan period can be renewed up to two times, but overdue materials may not be renewed.
- Logon to Library Homepage → 'Checkouts/Renew', request for renewal, or directly contact the library staff member in charge of loans(☎ 2093).

5. Circulation Service (2)

5. Overdue Policies

- If the material is not returned within the loan period, a renewal of the loan will not be permitted and future loans will be suspended for a specified period (the number of borrowed books X number of overdue days).

6. Loan Reservation

- If the wanted material is already on loan by another user, it is possible to make a 'reservation request' through the library homepage.
- Once the reserved material is returned, a 'Reserved Material Returned' message will automatically be sent to the reservation requester.
- Upon receiving the 'Reserved Material Returned' mail, the material must then be picked up from the library within one week. If one week passes, the right of primary loan ends.

7. Sending Notification

- Expected Return Notification: Notification is sent via e-mail 7 days prior to the expected return date for the first time and then in 3 day intervals.
- Overdue Notification: Starting from the first day of the borrowed book being overdue, an e-mail is sent every 7 days.

6. Book Purchase Request

If you'd like to suggest that a book be purchased and added to the collection, then you can complete a purchase request form, which can be found under <Guide to Book Request> in the Guide section of the library homepage.

1. Request Method

1) Manual Request

- Click <Guide to Book Request> under the Guide section on the library homepage and fill out the [Book Request Form](#) link. Then, obtain the approval signature of the Department Library Management Committee member before submitting the form to the library.

2) Online Request

- Only staff and faculty members have the right to make online requests.
- Request Method: Logon to the library homepage → Book Request: type in the information of the material you wish to purchase → Library Management Committee Approval (review budget availability etc.) → Library check to confirm that the material is not already possessed before proceeding with the purchase → acquisition → notify to requester via e-mail
- Progress Status Inquiry: Logon to the library homepage → Book Request → The Status of Requested Books menu will show the progress status of the requested material for purchase.

2. Academic Journals & DB Purchase Request

- This material is subscribed to for a one-year period and requests can only be made during the specified purchase period at the end of year.

3. Library Management Committee Status

Department	Committee Member	Contact
Dept. of Information & Communications	Prof. Jongsoo Lee	☎ 2231
Dept. of Materials Science & Engineering	Prof. Byoung Hun Lee	☎ 2308
Dept. of Mechatronics	Prof. Kangwook Kim	☎ 3226
Dept. of Environmental Science & Engineering	Prof. Chul Eddy Chung	☎ 2464
Dept. of Life Science	Prof. Young-Joon Kim	☎ 2492

7. Material Purchase Type

1. General Purchase

- The user must fill out and submit the 'Book Request Form' or make a purchase request online by logging on to the library homepage. The material will then be purchased through bidding or by contract, depending on the department in charge of purchase.

2. Purchase during an Official Trip

- Faculty can directly purchase materials necessary for education and research during official trips.
- Materials can be purchased during an official trip within the allocated budget limit specified for book purchases for each department. Materials that have already obtained an approval signature from the concerned department's Library Management Committee may also be purchased using the book purchase budget.
- Materials that can be purchased should be materials not already in the library holdings and should not be a subscription. The purchase limit of US\$ 300.00 can only be used during one official trip.
- The purchased material can be preferentially borrowed for one year after being registered to the library system.

3. Direct Purchase

- Publications from nonprofit organizations can be directly purchased from the library.

4. Emergency Purchase

- Materials that are urgently required can be directly purchased from the library, provided they do not exceed 1 million won. Additional costs, such as postage etc., are expended from the allocated book purchase budget to each department.

5. Purchase with Research Fund

- Materials bought with research funds must be available for loan after the library inspects the material and registers it into the library system.
- Materials purchased with research funds are loaned for 5 years terms to the faculty in charge of the relevant research.

8. Book Purchased With Research Fund

Materials purchased with Research fund should all be registered in the library system and are lent to the person in charge of the research for 5 years without no limit on the number of books

1. Registration of Materials

- If materials are purchased with research funds, the relevant document and material must be brought to the library for inspection in order to make a payment request.

2. Loan Period & Return

- Materials bought with research funds can be borrowed for 5 years without limit on the number of books.
- The materials must be returned to the library upon resignation

3. Loan Qualification

- Faculty and persons in charge of the research.

9. Full Text Request (1)

For materials not kept at the library or which cannot be directly accessed, an online full text request service is provided.

1. Full Text Request

1) Requesting with Search Results

Search and find the required material from the library homepage before directly requesting for a full text copy to the institute possessing the concerned material. Requests can be made from the libraries that have an agreement with GIST to share information between them.

▶ Request method: Logon to the library homepage → Search will lead to Journal & Article Title Browsing → click 'Article Title' on the displayed screen → Specify 'Payment Method' & 'Delivery Method' before requesting the service

2) Requesting by Direct Type-in

If the wanted Article cannot be found, directly type in the information of the required material to the full text request service.

▶ Request method: Logon to Library homepage → select 'Full Text Request' → Directly insert the information of the materials → Specify 'Payment Method' and 'Delivery Method' before requesting the service

※ Tip !

- If the wanted Article is found and a request is made for copying the full text using that search result, the system automatically processes the request, allowing for prompt service provision.
- However, if the original text copy request is made without browsing and finding the material, then the library staff needs to perform the work instead, causing the process to be slower. To ensure rapid service, please make the full text request using the searched result.

9. Full Text Request (2)

2. Progress Status Inquiry

- Real-time inquiries can be made on the progress status of the requested material through the homepage.

[Login to library homepage](#) → [Full Text Request](#) will show the progress stages.

- Also, messages such as 'Copying Completed,' 'Delivered' 'Copying Impossible' etc. are notified via E-mail, and copy requests can be re-submitted for 'Copying Impossible' materials.
- If a mobile phone number is provided in the personal information section, notification of the results of the process can be given via text message.

3. Time Spent

- Regular mail : 3~4 days
- Express mail : 1~2 days
- Overseas : minimum 2 weeks

4. Domestically Possessed Material Copy Fee

Type	Fee		
	Basic Fee	Per Page	Example (based on 5 pages)
Regular mail	700 won	70 won	1,050won=700won+(70wonX5p)
Express mail	1,810 won	70 won	2,160won=1,810won+(70wonX5p)

※ Fax and email service cannot be provided pursuant to the copyright law.

5. Abroad Material Copy Fee

- Mail delivery : 17,400 won spent per mail regardless of the number of pages (5~10 days expected)

6. Payment Method

- Payments must be made on deliver. Once the requested material arrives, the library delivers it directly to the department mailbox and sends personal use details and an official payment request notice to the departments at end of every month, so the requester can check the details and pay through their professor account.

9. Full Text Request (3)

7. Research Fund Account ID Promotion

- ID accounts for each department professor or for each research project can be separately opened on the library system to enable students in each department or research project to use the full text request service with this ID. The settlement is made all at once at the end of month for each professor. Please inquire for more details.

10. Interlibrary Loan Service

1. Overview

- Other institute–possessed book loan service to GIST users
- GIST–possessed book loan service to other institute users

2. Service Beneficiaries

- GIST users and KORSA member institute users

3. Service Provision Method

- Based on the online–requested details, send to the relevant institute librarian through mail, or receive the material to deliver to the user.
- In order to prevent loss of material and efficient management, deliver to the user via a library staff member.

4. Service Charge Payment Method

- Only the postal fee is charged.
- Once the material arrives, students must visit the library and pay the fee before receiving the material. Professors receive the material from their department mailbox and pay the fee from the research fund once every month.

11. E-mail Service of Table of Contents

If you select and save the journals you are interested in, then you can receive E-mail Table of Contents Alerts.

1. Method of Use

- Logon to the library homepage → select 'Table of Contents Alerts' → search with any words of title → from the search results check(√) the journals and 'save'.
- Once the information on the latest updated list regarding the saved academic journal is obtained, the list is sent to the requester e-mail.
- Also, the saved academic journal appears automatically on the search screen.

2. Requested Academic Journal Deletion Method

- Logon to the library homepage → select 'Table of Contents Alerts' → Remove the check(√) for the desired academic journal for deletion from the list on the bottom of the screen and 'save'.

3. Use of E-mail

- If you require a full text from the received email, click the concerned article title and you will move to the Full Text Request screen.

4. Note

- Although the library sends a list e-mail every week, the frequency of the intervals may vary according to the frequency of journal issuance.
- That is, if a selected academic journal is issued weekly the user may receive the list weekly; but if a quarterly issued journal is selected, the user can choose to receive the list quarterly.

12. E-mail Service of New Arrivals

If you select and save the subjects you are interested in, then you can receive the new arrivals of the concerned subject by e-mail.

1. Method of Use

- Logon to the library homepage → select 'New Arrivals by Subject' → Check(√) the interested area for each subject and 'save'.
- Once the latest material of the saved subject area is obtained, an e-mail is sent to the requester.
- The saved subject area also appears automatically on the search screen.

2. Selected Subject Area Deletion Method

- Logon to the library homepage → select 'New Arrivals by Subject' → Remove the check(√) for the selected subject area for deletion and 'save'.

3. Use of E-mail

- If you click the concerned Article Name from the received new arrivals screen, then you will move to a detailed screen of the library homepage.

4. Note

- Although the library sends new arrivals e-mail once every week, the frequency of receipt may vary according to the interested subject area.

13. Electronic Journal Service (1)

5,490 different electronic journals can be accessed from the library homepage. The electronic resources can be used onshore and offshore.

1. Using 'Data Browse' Function

- Logon to the library homepage → select 'Data Browse' to use the service.
- Select the E-Journal from the 'Data Browse' screen before selecting the category for viewing.
- By clicking the URL on the Journal Name, the user can immediately move to the site of the relevant journal.
- If the volume of the electronic resource displayed on the screen is too large, use the 'Find at Results' function to reduce the number of search results.
- For example, if a total of 300 results are displayed after viewing the E-Journals, and 'optics' is typed in, then only the materials with 'optics' in the title are included on the following search.

2 Using the Search Menu

- Logon to the library homepage → select 'Search' → Select E-Journal from the book list to search → Click the URL of the wanted journal from the search results → move to the site of the relevant journal

3. Note

- E-Journals may not offer the full-text for all years provided by the publisher homepage. There may be restrictions on the coverage of the journal.
- As there are so many types of E-Journals, there are some instances of site link errors or service errors.
- If there are any queries or problems, don't hesitate to contact the library.

4. E-Journal Subscription

- E-Journals are subscribed jointly by forming a consortium according to the publisher or subject.

13. Electronic Journal Service (2)

[ACM Portal](#)

Provides full-text and lists of e-journals, transactions and proceedings on computer engineering provided by Association for Computing Machinery and, although our institute is not a subscriber, the service is available through the KERIS site during a specific time period (5 p.m ~ next day 9 a.m), so authentication is necessary after joining KERIS.

[ACS : American Chemical Society](#)

Provides full-text of 47 journals on chemical science issued by the American Chemical Society (available from first issue).

[AIP : American Institute of Physics](#)

Provides 10 journals and 530 volumes of proceedings on physics issued by AIP (available from first to current issue).

[APS : American Physical Society](#)

Provides full-text of 11 journals including the Physical Reviews series issued by the American Physical Society (available from first to current issue).

[IOP : Institute of Physics](#)

Provides full-text of 36 journals on physics (available from first issue).

[JSTE : Japan Sci. & Tech. Electron. J](#)

Has english publications issued by IPAP of Japan, and other general papers, provides full-text of review papers on recent hot topics regarding applied physics (available from first issue).

[Nature Journals Online](#)

Out of the journals issued by Nature Publishing, provides full text of 24 journals subscribed to by our institute and the Nature magazine is provided in full-text from 1987 to present.

13. Electronic Journal Service (3)

[OSA : Optical Society of America](#)

Provides full-text of 17 journals on Optical Science issued by the Optical Society of America

[OUP : Oxford University Press](#)

Provides full-text on 222 journals issued by Oxford University Press.

[PNAS : Proceedings of the National Academy of Sciences](#)

Provides full-text of journal on science issued by the Proceedings of the National Academy of Sciences (available from first issue).

[RSC : Royal Society of Chemistry](#)

Provides full-text of 24 journals issued by the Royal Society of Chemistry (available from first issue)

[Rockefeller University](#)

Provides full-text of 3 journals issued by Rockefeller University.

[Science](#)

Online version of the world-class science journal 'Science' and its sister magazines 'Science Express' and STKE (Signal Transduction Knowledge Environment). (available from first issue)

[Science Direct](#)

Provides full-text of 2,607 journals issued by Elsevier Publisher.

[Springer Link](#)

Provides full-text from the first issue to the most recent issue on 1,316 STM journals issued by Springer Publisher.

[Wiley-Blackwell](#)

Provides full-text of 766 academic journals issued by Wiley (1997~now).
Provides full-text from the first issue of 43 journals in Polymer, Materials Science, Biotechnology area.

 Queries : Seung Hee Oh (☎ 2083, library@gist.ac.kr)

14. Electronic Book Service

3,805 types of E-Books are available through the library homepage.
 Electronic Resources are available within Korea as well as abroad.

1. Using the 'Data Browse' Function

- Logon to the library homepage → select 'Data Browse' for use
- Select E-Book before selecting an area to browse.
- Click the URL below the title to move to the relevant site.
- If the quantity of the electronic resources on the screen is too large, reduce the number of search results by using the 'Find at Results' function.
- For example, if a total of 300 results are displayed after searching and 'optics' is typed in, then only the materials with 'optics' in the title are included in the next search.

2 Using the Search Menu

- Logon to the library homepage → select 'Search' → Select E-Book from the search list → Click the URL of the wanted searched result → move to the relevant E-Book site

3. Note

- As there are many types of E-Books, there are some instances of site link errors or service errors. If there are any queries or problems, don't hesitate to contact the library.

4. E-Book title list

[OCLC netlibrary](#)

OCLC has the copyright and contains electronic books provided by 150 worldwide publishers, and provides full-text of 3,400 types of shared resources as well as 373 types of textbooks purchased by our institute.

15. WWW DB Service (1)

Electronic Resource is available at all times in Korea as well as abroad.

1. Using the 'Data Browse' Function

- Logon to the library homepage → select 'Data Browse' for use
- Select 'Others' from the 'Data Browse' screen before selecting DB from the view selection.
- Click the URL below the title to move to the relevant site.

2. Using the 'Search' Menu

- Logon to the library homepage → select 'Search' → Select other DB from the search list → Click the URL of the wanted searched result → move to the relevant DB site

3. Major WWW DB Types & Content

[COS Scholar Universe](#)

A professional researcher information database providing entire subject area researcher information as well as research community research information.

[Reaxys \(Formerly: CrossFire\)](#)

A database on organic/inorganic chemistry providing organic reaction, chemical facts, inorganic and organometallic chemistry.

[Current Contents Connect](#)

Provides complete tables of contents, abstracts, and bibliographic information from recently published journals and books as well as from more than 7,000 evaluated websites.

[IEL : IEEE/IEE Electronic Library](#)

Provides full-text on all publications, such as journals, proceedings and standards, that have IEEE and IEE copyright on 27 engineering areas including electrical, electronic, and computer engineering.

15. WWW DB Service (2)

JCR : Journal Citation Reports®

A systematic, objective means to critically evaluate the world's leading journals, with quantifiable statistical information based on citation data.

PDU (PQDT+DDOD)

- Provides master and doctoral theses information from major universities in Europe and North America.
- Consists of PQDT and DDOD Services.
- PQDT is a DB that provides not only the search function for bibliographic information and abstracts, but also some parts of the original text of masters and doctoral papers from 1896 to present (online order required).
- DDOD Service provides free full-text PDF of papers specially selected after 1999 out of the papers provided by PQDT.

PubMed

DB containing bibliographic information of journals on medicine, biochemistry, and biotechnology provided by National Library of Medicine.

SCOPUS

Citation databases providing the world's largest citation records information of 15,000 academic journals on science and medicine.

Web of Science (SCIE)

The world's leading citation database, covering nearly 9,300 high impact research journals in 256 disciplines. (Years provided: 2001~present)

WIPS

Korea's first Internet Patent Search Database.

16. VOD(Video on Demand) Service

The arts and sciences videos kept in the library are available as digital files.

1. Using the 'Data Browse' Menu

- Logon to the library homepage → select 'Data Browse' → select 'Multimedia' before selecting an area to browse
- If the link information (as below) is marked with a title, it is VOD service available material.
 Ex) Air Pollution [<http://video.kjist.ac.kr:8080/ramgen/vod1/air.rm>]
- For video material that does not have VOD link information, come directly to the library to rent the video.
- VOD file can be run by clicking the link information.
- In order to use the VOD service, 'Real Player' must be installed on your PC.

2. Using the Search Menu

- Logon to the library homepage → select 'Data Browse' → Select Multimedia → Search an area to browse → Click the link provided on the search results screen

17. Remote Access Service

E-Resources (web database & e-journal) are available anywhere via the E-Resource remote access service.

1. Major Service Details

- Electronic resources were previously available only within the institute based on the existing certified IP Address, but are now available anywhere outside of the institute through IP Address certification conversion.
- Access the library homepage → log in → select the 'search' materials or 'data browse' menu to access E-Books and E-Journals.
- Remote access service is available only by successfully logging on to the GIST library homepage from an external location.

2. Method of Use

- When remotely accessing, you must use the library granted ID (student number, personal identification number) to login in order to use the electronic resource, not the ID personally registered on the library homepage.
- When logging on by externally accessing the library homepage, the 'Remote Access Program' installment screen will appear. Install the program according to the screen instructions.
- This program needs to be installed only once when remotely logging in for the first time. Afterward, only the logon is required without any further installation.

18. LinkSource Service

1. What is the Linking Solution Service?

- This service is provided to allow users easy access to all highly-valued electronic resources subscribed to by the library through mutual linkage.

2. Major Service Details

- In the past, there was the inconvenience of having to go to the Web of Science site to view the number of times cited and JCR site to view the Impact Factor.
- Now, when searching for a paper, relevant information, such as the number of times cited and impact factors, are all available through one screen.
- In addition, full-text is also available and, for Theses which the full-text is not available, it is connected to the library's full-text request service system to provide easy access to the academic information.

3. Method of Use

- Click the "Find Full Text" icon on the search screen of the Web DB, such as Web of Science, ScienceDirect and PubMed, to access the related information (times cited, impact factor etc.).

19. Online Submission of Theses

This service allows Master and Doctoral theses of our institute to be converted to PDF file for submission. This service is only available to expected graduation candidates of the relevant term.

1. Graduation Candidate Electronic File Registration

Logon to the library homepage (with student number) → online submission of Theses → (1,2,3 stages)

2. Librarian Confirms Registration

The library staff in charge of degree theses will check the content of the electronic file and process it completely if the registration has been made successfully.

3. Relevant Document Printing

After the registration confirmation by the librarian is completed, print out the <Submission Confirmation Form> and the <(Non-disclosure) Disclosure Agreement Form> (printing unavailable before the registration is confirmed by the librarian).

4. Submission to the Library

Submit the printed Submission Confirmation Form, (Non-disclosure) Disclosure Agreement Form of the above and four copies of the printed Theses to the Section of Library Services Office in Building A of the library.

- ※ The general rule is to disclose the degree Theses.
- ※ Disclosed Theses are placed on the library bookshelves and distributed to the National Library and Korean National Assembly Library.

20. WWW Contents Service for English Education

English can be studied and learned freely and conveniently at any time, not only at the institute, but also at home, in the dormitories etc. by using the [WWW Contents](#) provided by the library.

1. Contents Provided

English, Japanese and Chinese learning contents such as CNN, TOEIC, TOEFL, speaking etc.

2. Method of Use

Login to the library homepage → click [WWW Contents](#) in the Database below the login box → [WWW Contents](#) screen → select lecture

3. In order to take TOEIC Mock Exam

- Select [TOEIC/TOEFL Test](#) from the left Database on the library homepage or directly access <http://www.cbtkorea.com/>
- This service is available by separately joining the relevant site irrelevant to the login procedure of the library homepage.

21. Reading Room in the Library Building B

1. Open Hours

- 08:30 ~ 24:00
- Open throughout the year (closed on New Year's Day, and during the Lunar New Year and Korean Thanksgiving holiday)

2. Monthly Use Fee (for outsiders)

- Weekdays (Mon-Fri) ticket : 30,000won/month
- Weekend (Sat-Sun) ticket : 30,000won/month
- All days (Mon-Sun) ticket : 40,000won/month

3. Note

- The Reading Room in Building B can be used by all, including students, school personnel and outsiders.
- The Reading Room in Building A can be used free of charge, but the Reading Room in Building B requires a monthly fee for use by non-GIST members.
- Reading Rooms can only be used by high-school students and older to maintain a quiet atmosphere. No children, please.
- The Reading Rooms provides GIST staff, faculty and students exclusive seats.

22. Library Webzine Issuance

- Available at the [Library Webzine Homepage](http://webzine.gist.ac.kr) (http://webzine.gist.ac.kr)
- Webzine is issued and provided once every month.
- Consists of New Information, Column, Open Plaza, New Arrivals, Guide on Data by Subject
- Provided to 20,000 users in and out of the institute who use the library homepage.
- Launched in 2005, with 84 issues published and distributed as of January 2010.

광주과학기술원 도서관
Webzine
2009
72호 [발행일 : 02월 01일]

과학과 기술로 따뜻한 사랑을 만들어요 광주과학기술원

새소식 MORE +

- 교과부 및 광주과학기술원의 새소식을 알려드립니다.
- 2008학년도 석박사학위수여식 개최
- 광주과학기술원 불우이웃돕기 630여만원 상당 성금과 물품 기탁
- 광주과학기술원 졸업생을 해외대학 교수에 임용
- 광주과학기술원 연구비 관리 우수기관 인증

칼럼 MORE +

[과학칼럼] 바바라 매클린톡

사랑으로 생명 전체를 이해한 '유전학의 어머니'

1983년 여성 최초로 노벨 생리의학상을 수상한 미국의 여성과학자 바바라 매클린톡, 천부적인 몰입의 경지를 통해 현대 유전학의 기반.....

열린마당 MORE +

[유기농 미용 ABC]

All That Organic

몇 년 전부터 생활전반에 불어닥친 웰빙 열풍과 조류독감, 광우병, 쓰레기 만두 파동, 가짜 미동갈비 등 먹거리에 대한 위기감이 조성.....

신착자료 MORE +

Life Sciences 관련도서 소개

- Nanomaterials for Medical Diagnosis and Therapy
- Tissue, Cell and Organ Engineering
- Nanomaterials for Biosensors
- Nanomaterials for Cancer Diagnosis

주제별 자료 안내 MORE +

23. Library Instruction Service

1. Preparing User Education Material

- Preparing and continuously updating freshmen orientation material, library use guide material for students.

2. User Education for Newly Appointed Professors

- Provides a library use guide and education to the newly appointed professors to promote a positive image of the library and to induce more active use.

3. Library Instruction on Web DB

- Library Instructions on Web DB are held twice every year to familiarize the use of specific data resources (Web DB etc.).

4. Library Guide

- User services are provided by sending the Library Guide to promote the use of materials in the library.
- The guide is sent through a group mail to professors and students and posted on various billboards within the institute.
- [The previous issues of Library Guide can be accessed at the library homepage.](#)

24. Library Service for Families (1)

The library provides the following services to your families.

1. Circulation service for family

- Service beneficiaries : families of students, staff, researchers and faculty
- Service method :
 - One Family Library Card is issued for one GIST member.
 - Circulation service is provided to families with the Family Card.
 - Circulation policy : 3 books and 10 days
- Application Method
 - Submitted documents : [Application Form](#), copy of identification card of GIST member, one copy of Resident Registration, two photos
 - Submission method : Visit the circulation desk on 1st floor of the Library Building A.
 - Application period : possible at any time
 - The application form can be found from the library homepage data room.

2. Foreign language learning service is available.

- Use the [Web Contents](#) provided by the library to freely study English conveniently at any time, not only at the institute, but also at home and in dormitories.
- Provided contents : English, Japanese and Chinese learning contents such as CNN, TOEIC, TOEFL, speaking etc.
- Method of Use

Logon to the library homepage → select [WWW Contents](#) from the left Database → select lecture
- In order to take the TOEIC mock exam

Select [TOEIC/TOEFL Test](#) from the left Database of library homepage
 The service is available through joining the relevant site.

24. Library Service for Families (2)

3. The Reading Room in Library Building B is available free of charge, but only for those who are high-school students and older.

- Available time : 08:30~24:00 (closed on New Year's Day and during the Lunar New Year and Korean Thanksgiving holidays)
- Available number of seats : 138 seats
- User fee for non-GIST members is 30,000~40,000 won per month.

4. Middle and high school students can do voluntary public service work at the library.

- Public service period : during school break
- Participation method : Library Notice → applicants apply → perform public service activities
- Service detail : clean book shelves and transport materials
- Note : public service working hours can be less than 4 hours per day.

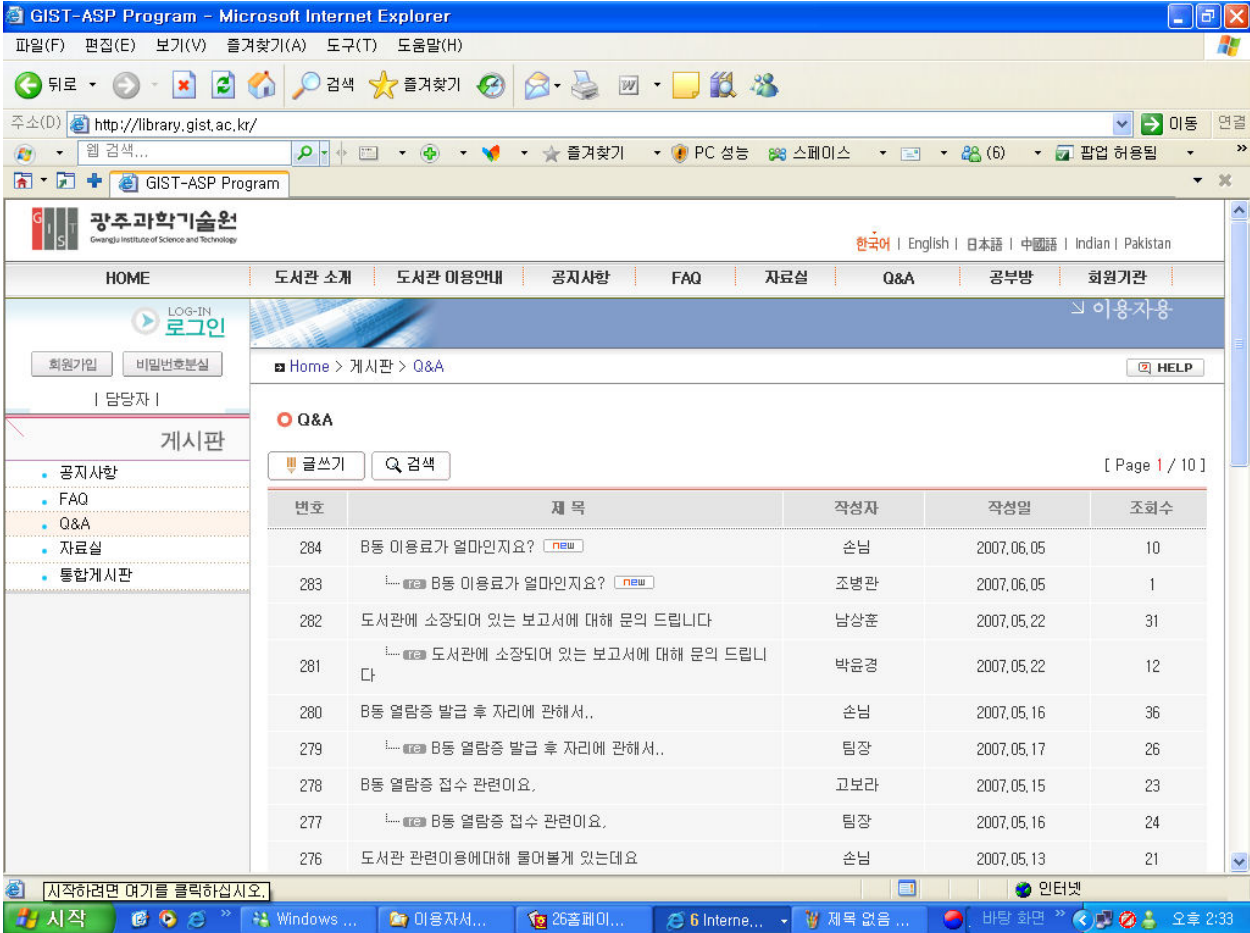
5. The Copy Room in the library is available.

- The Copy Room is located on the 2nd floor of the Library Building A.
- Copy/binding services are available to families of GIST members.

25. Homepage Billboard Service

The library homepage maintains billboards on Notice, FAQ, Q&A, and Data Room to assist with library use. The library homepage Q&A is open for any inquiries on the use of the library and answers will also be provided if queries are made through e-mail, telephone etc.

1. Library Homepage Notice
2. Library Homepage FAQ
3. Library Homepage Q&A
4. Library Homepage Data Room



Queries : Byung-Gwan Jo (☎ 2087, bgjo@gist.ac.kr)