Haksan Library

Library Instruction

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CONTENTS

01
About Haksan Library

02
How to find materials

03
How to manage references

04
Library Programs

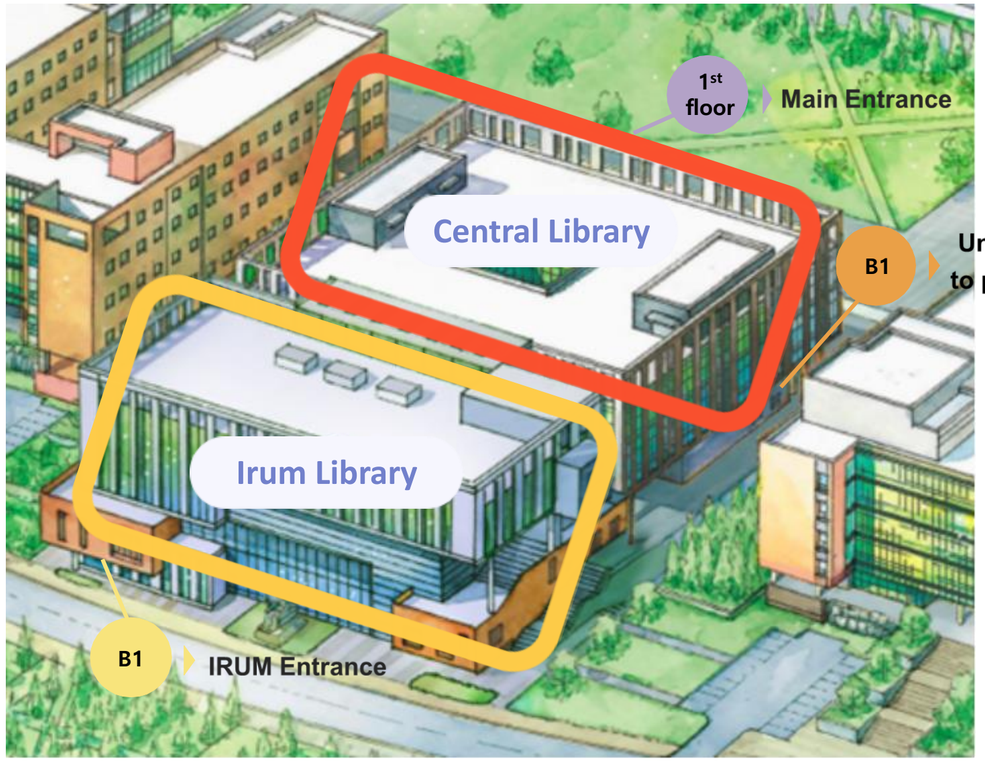
05
How to use Library APP

CHAPTER 1

About Haksan Library

Chapter. 1

About Haksan Library



Haksan Library ?

The library provides various information and materials to students, faculty and staff to support their education and research.

1) Location : Building #6, #6-1 at Incheon National University Songdo Campus
2) Building : 4 stories with a lower level / 21,393㎡
3) Collections : Around 1,500,000 volumes
4) Web Database : Around 90
5) You can enter the building with mobile QR code or plastic ID card

Chapter. 1

About Haksan Library

6) Floor Guide – Central Library

Floor	Resources	Hours		
		During semester	During exam periods	During vacation
4F	**Reference Room(2)** - Applied Science, Arts, Language, Literature, History & Geography(500-900)	**9 A.M. ~ 9 P.M.**	**9 A.M. ~ 12 P.M.**	**9 A.M. ~ 5 P.M.**
3F	**Reference Room(1)** - Generalities, Philosophy & Psychology, Religion, Social Science, Natural Science(000-400), **Study Room, Central Garden**			
2F	**Periodical Room** - Periodicals, Theses, Job Library, **Study Room, Study Garden**			
1F	**Information Desk, Lobby, Media Lounge(**PC, DVD, Scanner, Printer), **Multimedia Lab**			
B1	**Reading Room**(laptop Room), **Copy & Bookbinding center, Lounge, Convenience store**	24hours during the semester (Closed only on New Year's Day and Chuseok)		

※ Open on Saturday during the semester but Close on Saturday during the vacation
※ Library is closed : Sunday, National Holidays and March 12th(The school's anniversary

Chapter. 1

About Haksan Library

6) Floor Guide – IRUM Library

Floor	Resources	Hours		
		During semester	During exam periods	During vacation
4F	Archiving & Memorial Hall, Curation Zone, Private Research Carrel, Meeting Room	9 A.M. ~ 9 P.M.	9 A.M. ~ 12 P.M.	9 A.M. ~ 5 P.M.
3F	Open Lounge, Seminar Room, Study Room, INU Great Books Center, Office			
2F	Private Study Carrel, Open Lounge, Focus Lounge, Study Garden, Haneul Rest Area, Bada Rest Area, Irum Madang			
1F	Media Room, Start-up Nest, Start-up Zone, Studio, Video Production Room, Multiplex Zone, Triversity Convergence Hall			
B1	INU Play Zone, ICT Lounge, Makerspace, Irum Job Center			

※ Open on Saturday during the semester but Close on Saturday during the vacation
※ Library is closed : Sunday, National Holidays and March 12th(The school's anniversary

▣ Other Reference Rooms

- College of Education Reference Room : Building B, Room #401~402 on Michuhol campus ※ This room is operated separately.

Chapter. 1

About Haksan Library

5F

INU Honors Hall



Private Research Carrel



Chapter. 1

About Haksan Library

3F

Open Lounge



Study Room



Faculty Collection



Chapter. 1

About Haksan Library

2F

Focus Lounge



Study Garden



Private Study Carrel



Chapter. 1

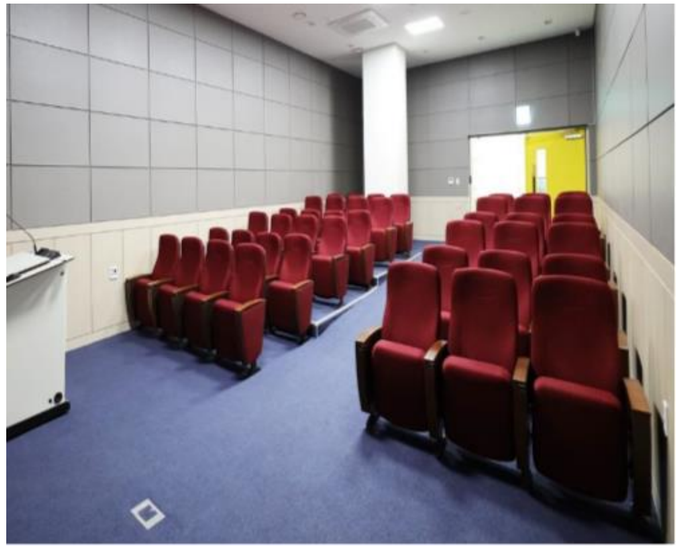
About Haksan Library

1F

Triversity Convergence Hall



Multiplex Zone



Media Room



Chapter. 1

About Haksan Library

1F

Information Desk**(INfo U)**

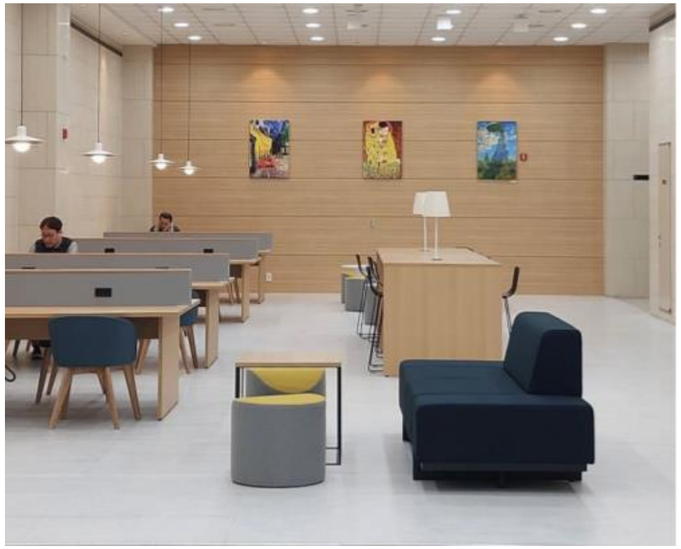


(Dodam Maru)

Media Lounge



Information Zone



Chapter. 1

About Haksan Library

B1

INU Play Zone



Healing Zone



Chapter. 1

About Haksan Library

7) Checking out materials

status	Loan limit	Loan Period	Renewal	Reservation
Undergraduate	7 books	20 days	once	3 Books
Graduate Student	20 books	30 days	once	3 Books

- ✓ Method of borrowing : Use mobile QR code or plastic ID card
- ✓ Method of renewal : Books can be renewed before due date
  (overdue materials and reserved materials are impossible to renew)
- ✓ Return : at the reference rooms(3F, 4F) / Information desk(1F) / use self-servic machine(B1)
- ✓ Late return : You can't borrow any materials for the number of days overdue

8) Reading room · Lounge

Status	Time limit	Renewal	Method
Media Lounge	2 hours	Twice	Use the seat reservation system Or Haksan library app
Reading room/ Focus Lounge / Open Lounge	5 hours	Twice	

※ If you leave the library for more than one hour, your seat will be automatically released

Chapter. 1

학산도서관 소개

Library Access Guidelines for Graduate School Completers

status	Loan limit	Loan Period	Renewal	Reservation
Graduate School Completers	20	30	Once	3 Books

- ✓ Library access and use of the open reading room are available. New membership registration is required at the information desk on the first floor of the library.
  (Student ID and mobile access pass cannot be used.)
- ✓ Electronic resources are not accessible. However, RISS and subject specialists services are available

About Haksan Library

9) Facilities



Self-Return Machine(B1)



Smart Library(B1)



Book Sterilizer (1F~4F)



Smart Locker(B1)

CHAPTER 2

How to find materials

Chapter. 2

How to Find Materials

Type of materials



Books

General books, complete works , series, reference, etc.



Periodicals

Newspaper, magazine, journal, etc.



Nonbook materials

DVD, CD, microfilm, map, etc.



Electronic resources

E-book, e-journal, database, etc.



Theses and dissertations

Master theses, doctoral dissertation, etc.



Special collections

Old and rare book, etc.

Chapter. 2

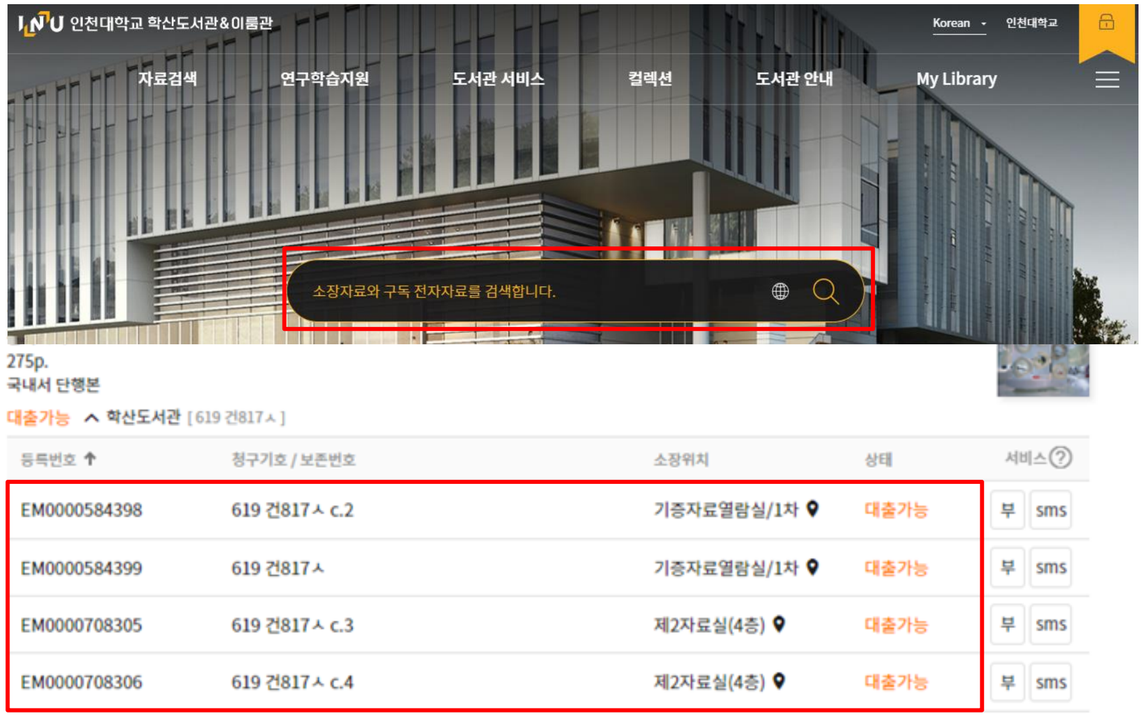
How to Find Materials

1) Searching books

Search on the library homepage or APP
(title, author, publisher, etc.)

Check the holdings information
(location, call number, condition)

Browsing and finding books at the bookshelves
by call number



※ 1) Please type keywords in various forms because the result can vary with spacing word
2) If location of the book you are looking for is in Repository or Donation Book Reading Room,
ask the information desk to get the book. It is a reference room that you cannot access directly.

Chapter. 2

How to Find Materials

Call Number ? Tell you where the book is located and what the subject is.

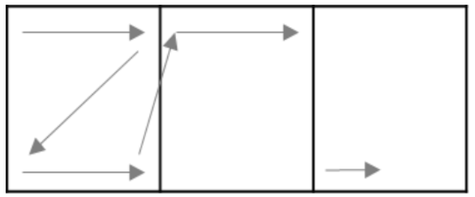
000	Generalities	500	Applied Science
100	Philosophy & Psychology	600	Arts
200	Religion	700	Language
300	Social Sciences	800	Literature
400	Natural Science	900	History & Geography

★ Our library is using KDC classification



① Look at the labels at the end of the bookshelf.
The bookshelf labels are organized alphabetically.
Use these labels to locate which bookshelf your book is on.
ex) 308.01 ~ 320.53

② If your book's call number falls within the range, then begin looking through that bookshelf.

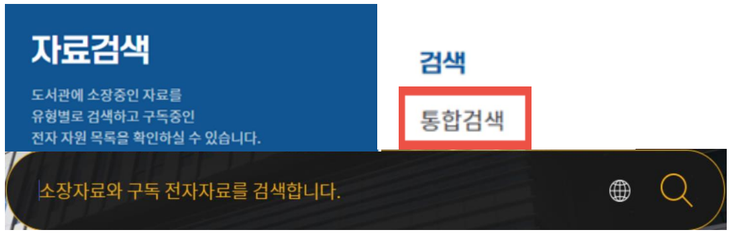


★ Books are arranged sequentially from left to right

Chapter. 2

How to Find Materials

2) Searching electronic materials

No. 1 Find All	No. 2 Databases	No. 3 RISS
		
Search all types of materials such as library holdings, electronic and open access data	Search through Datebases directly	Research Information Sharing Service

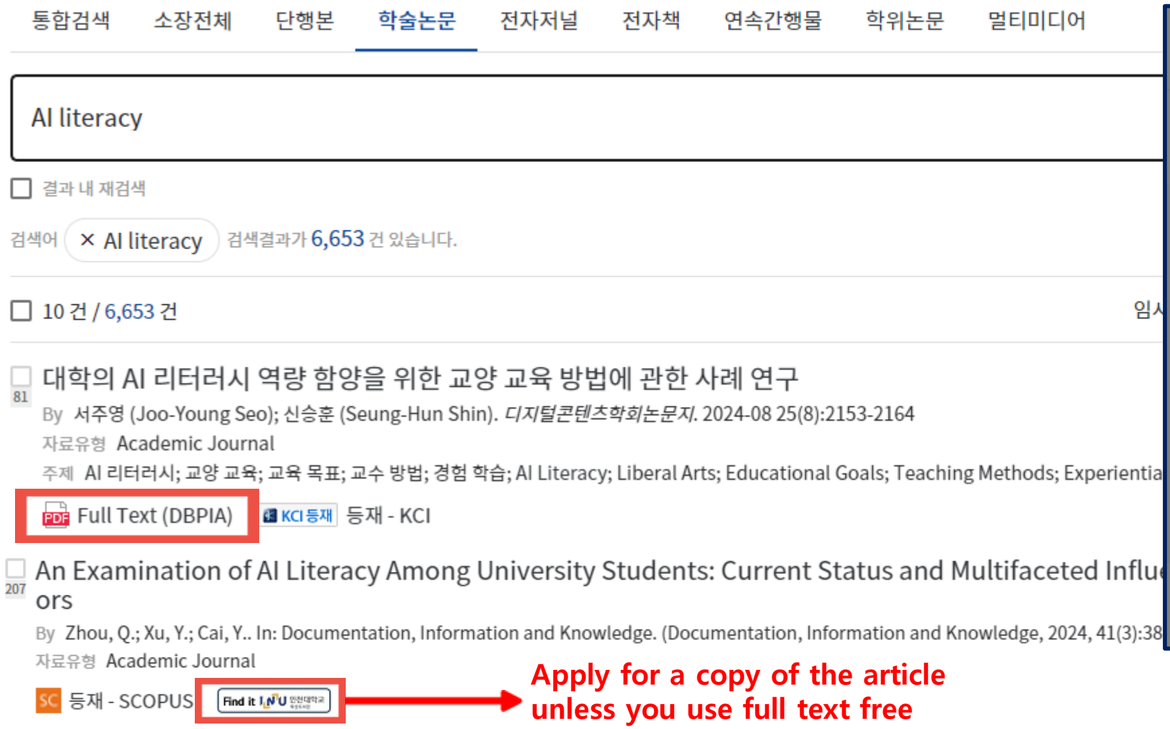
Chapter. 2

How to Find Materials

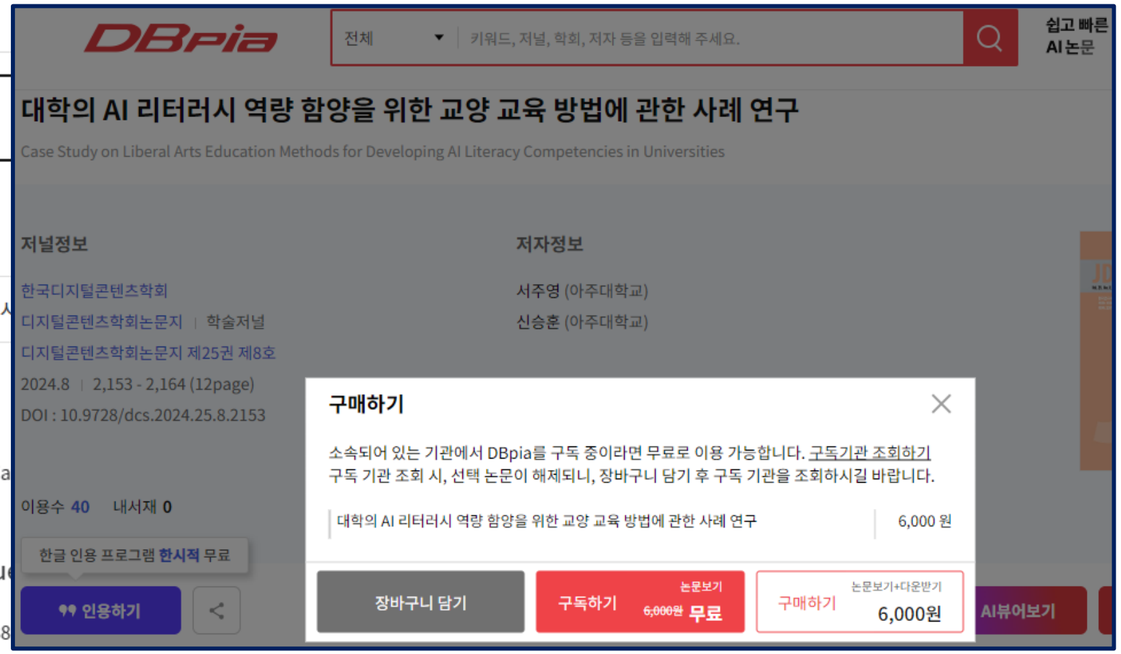
No. 1

Find All

↓ you need to pay unless you log in



Apply for a copy of the article unless you use full text free



※ Log into the library homepage before using database or online catalog

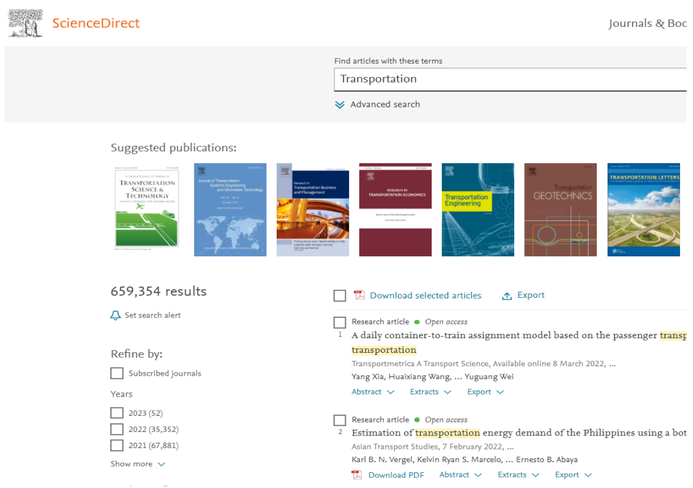
Chapter. 2

How to Find Materials

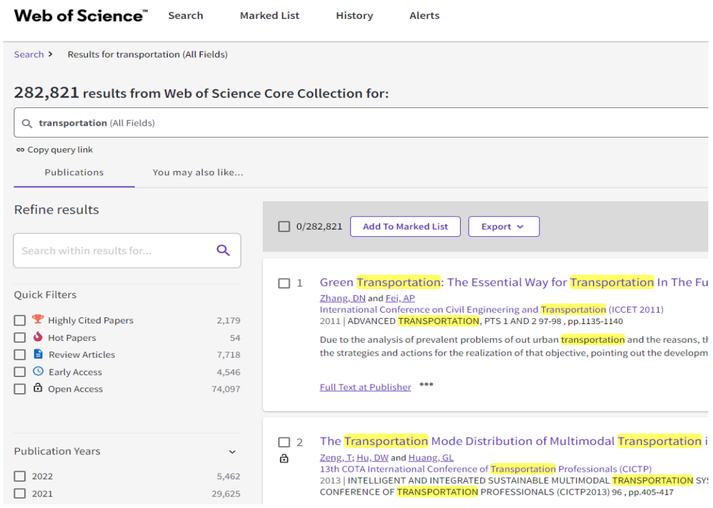
No. 2

Databases

Science Direct



Web of Science



Providing articles, journals and citation information on all subjects

※ Log into the library homepage before using database or online catalog

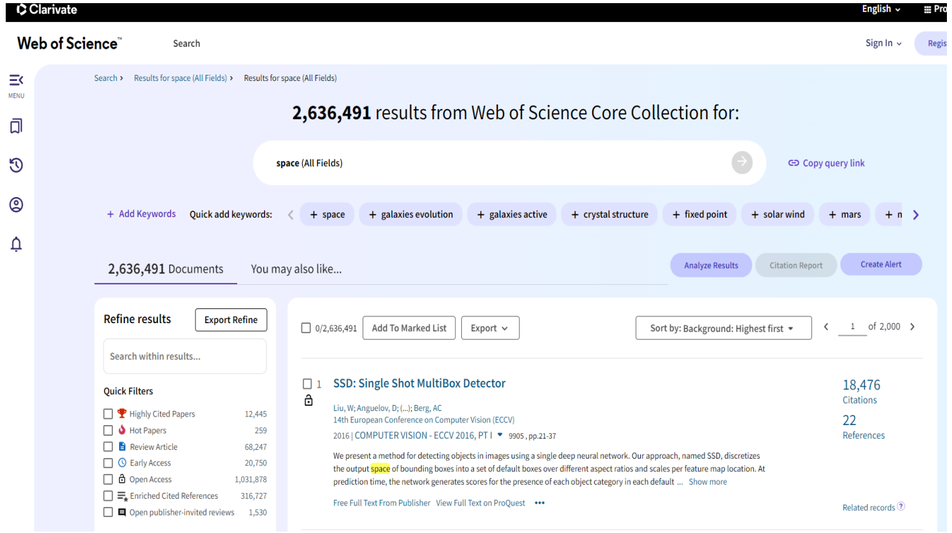
Chapter. 2

How to Find Materials

No. 2

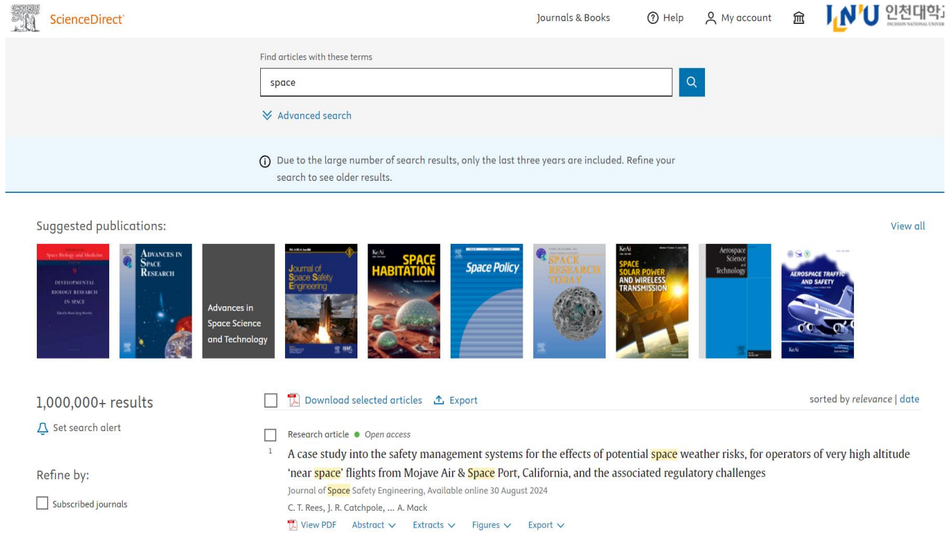
Databases

Web of Science



An international database (SCIE, SSCI, A&HCI) providing citation information published by Clarivate, a leading global publisher specializing in research evaluation and citation indexing

Sicence Direct



An international database providing full-text access to journals and books published by Elsevier

※ Log into the library homepage before using database or online catalog

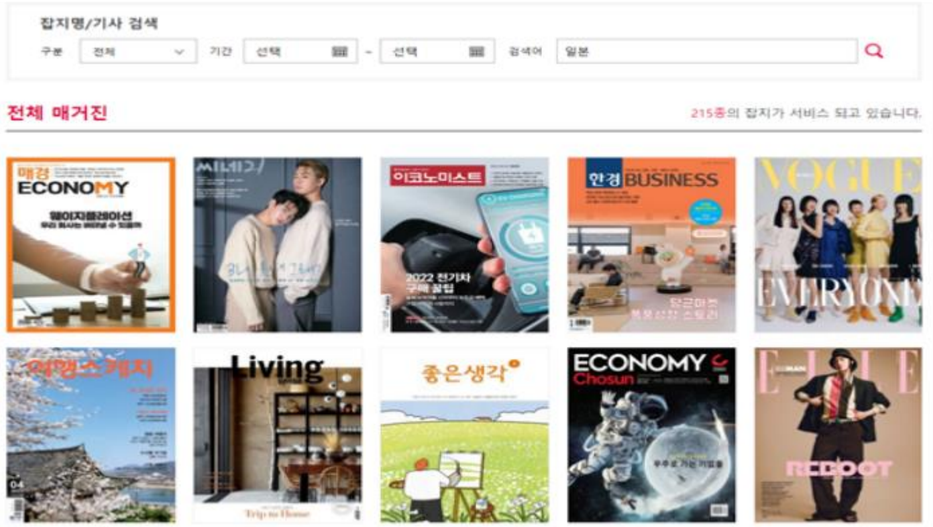
Chapter. 2

How to Find Materials

No. 2

Databases

Moazin



- Provide two hundreds of magazines (Mostly Korean magazines)
- Search for keywords

Press Reader



- Provides thousands of newspapers and magazines from around the globe
- Search for keywords, listen and translate stories, print pages or articles

※ Log into the library homepage before using database or online catalog

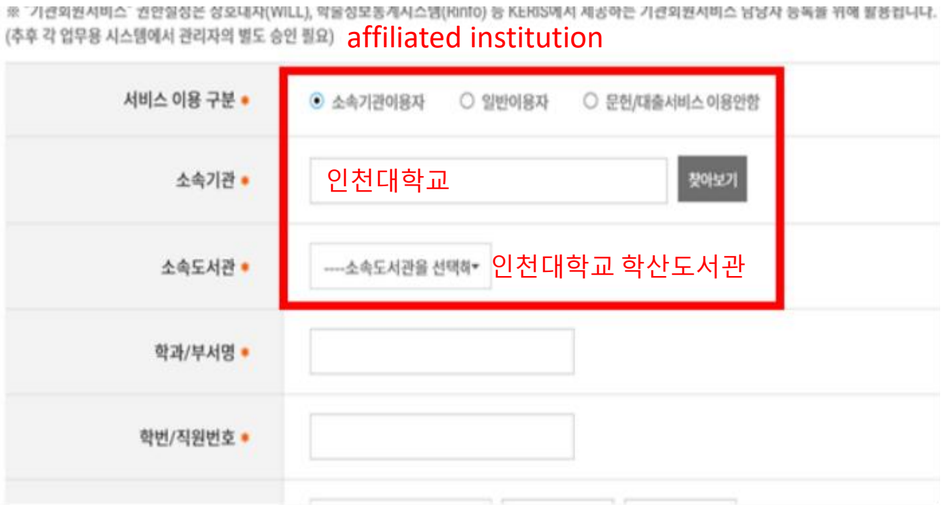
Chapter. 2

How to Find Materials

No. 3

RISS / Science On

RISS



Articles, public online lectures, theses, dissertations, and books from other university libraries are available.

SCIENCE ON



Provision of information on scientific and technological papers, patents, reports, and trends.

※ Log into the library homepage before using database or online catalog

Chapter. 2

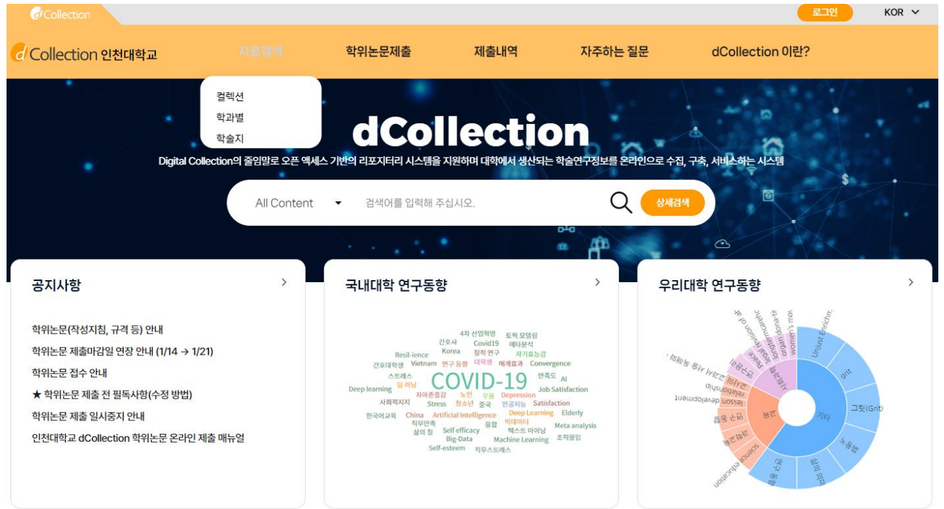
How to Find Materials

Search for Theses and Dissertations

RISS



dCollection



※ Log into the library homepage before using database or online catalog

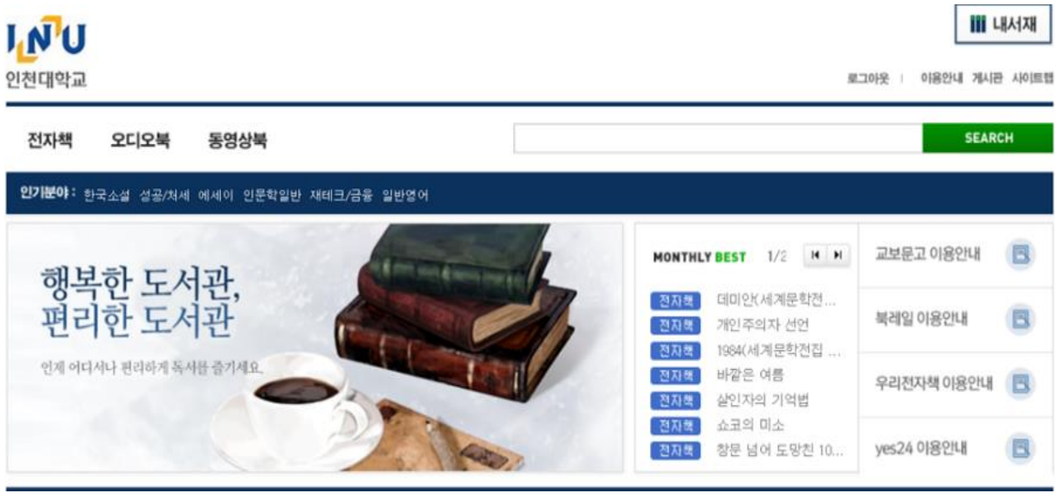
Chapter. 2

How to Find Materials

3) Using E-Books

· E-book website

Library homepage > lectronic Data > E-books



· Application

Download each app from the app store of google playstore

kyobo ebook
(교보문고 전자도서관)

BookRail
(북레일)

EPYRUS
(우리전자책)

YES24
전자도서관

Chapter. 2

How to Find Materials

If the library doesn't have the materials you need ?

1. When there is no book you want



① Interlibrary Loan

- You can get books you need from other libraries
- Maximum 3 books / 15 days
- Request through RISS website



② Purchase Request

- Library purchases and provides books that users request
- Maximum 30 books per year
- Request through library homepage or app

2. When there is no scholarly materials

Document Delivery Service

The library order a copy of articles from other libraries and provides them for users

- Request through RISS website or library homepage
- The library gives users a copy of the item because of copyright law(No PDF files)

Chapter. 2

How to Find Materials

Job Library (2F periodical room)



A place where you can find and use materials to get a job
(Resources : books and periodicals)
※ It is possible to view and copy the data, but they are not to be checked out.

Course Reserves (3F Reference room 1)



Course Reserves are books set aside for a specific academic course
(Resources : books and periodicals)
※ these books are not loanable and must be used on the 3rd floor.

CHAPTER 3

How to Manage References

Chapter. 3

How to Manage References

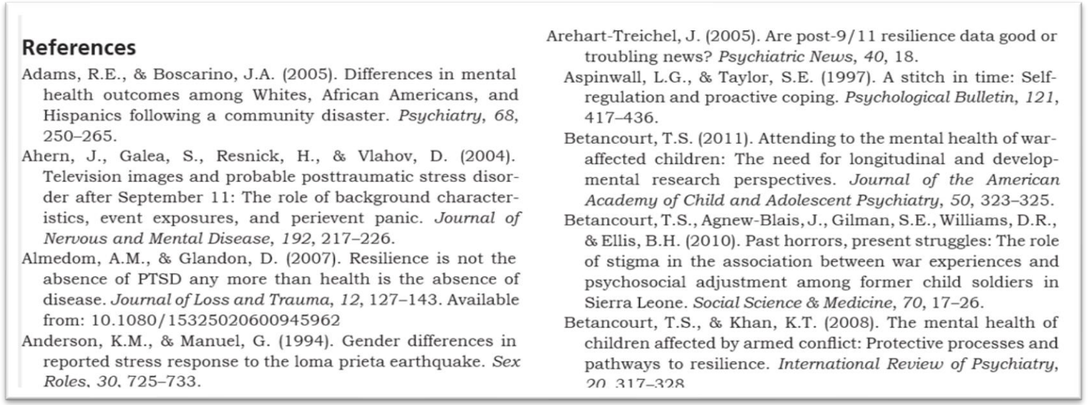
Bibliography / Reference

A list of all of the sources you have used in the process of researching your work
It is very important to prevent **“plagiarism.”**

<Example>

Book	author.(publication year).title of the book. publisher. cited page.
Dissertation & Thesis	author.(publication year). title of article, name of university, location of university.
Article	author.(publication year). title of the article. name of the Journal, Vol. & Issue. cited page.
News item	writer. (reporting date). title of the article. name of the newspaper, cited page.
Website	name of the site. (reporting date). Retrieved from address

※ There are various styles, so please choose correct style that your organization require



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Betancourt, T.S. (2011). Attending to the mental health of war-affected children: The need for longitudinal and developmental research perspectives. *Journal of the American Academy of Child and Adolescent Psychiatry, 50*, 323–325.

Betancourt, T.S., Agnew-Blais, J., Gilman, S.E., Williams, D.R., & Ellis, B.H. (2010). Past horrors, present struggles: The role of stigma in the association between war experiences and psychosocial adjustment among former child soldiers in Sierra Leone. *Social Science & Medicine, 70*, 17–26.

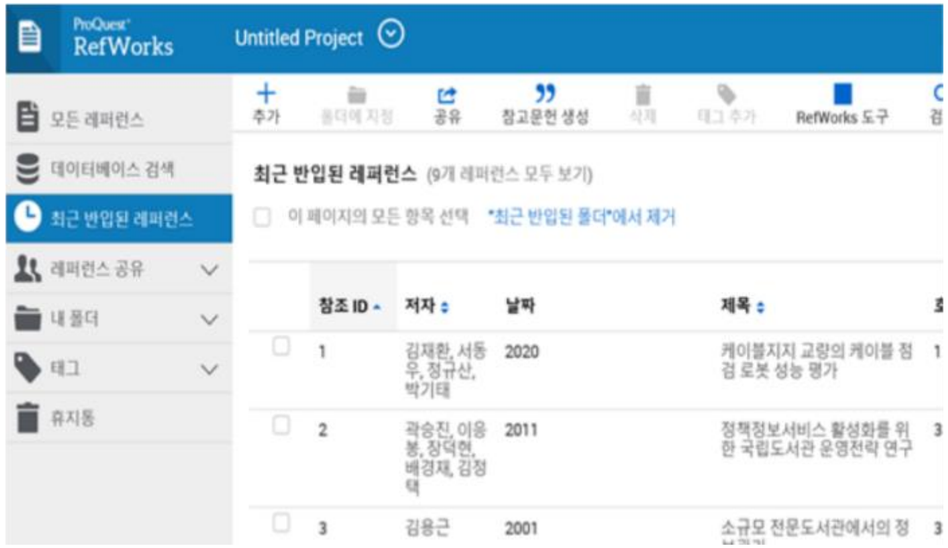
Betancourt, T.S., & Khan, K.T. (2008). The mental health of children affected by armed conflict: Protective processes and pathways to resilience. *International Review of Psychiatry, 20*, 317–328.

Chapter. 3

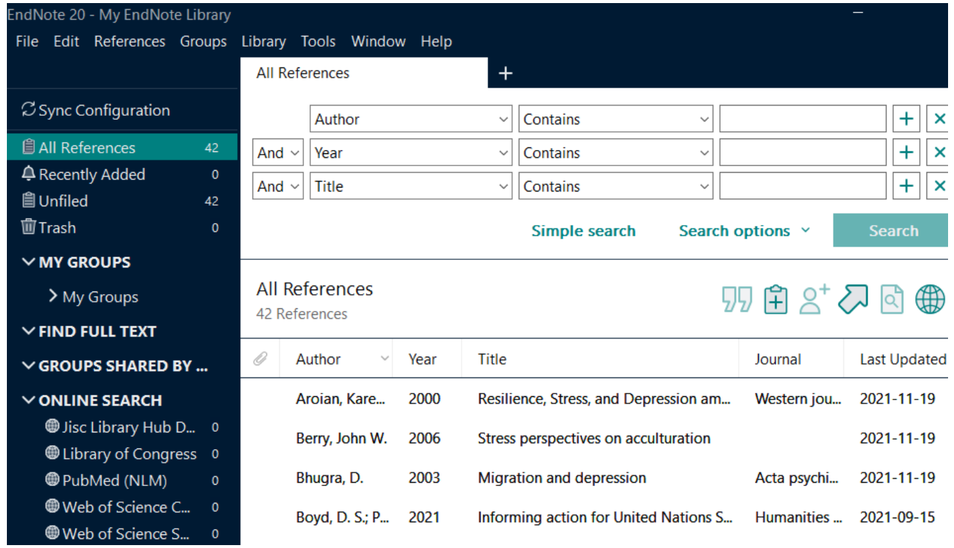
How to Manage References

Useful tool for managing references

Refworks



EndNote



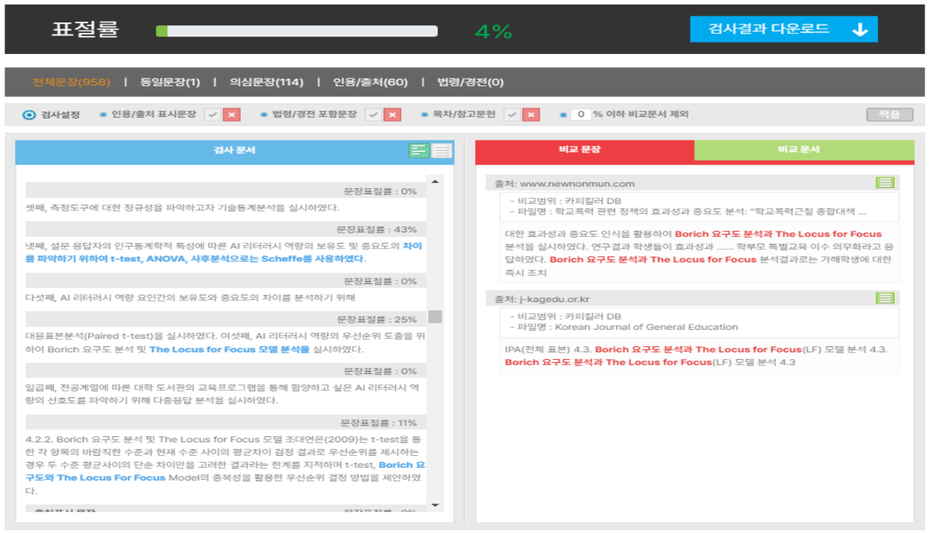
- Data management programs
-Automatically generate bibliography

Chapter. 3

How to Manage References

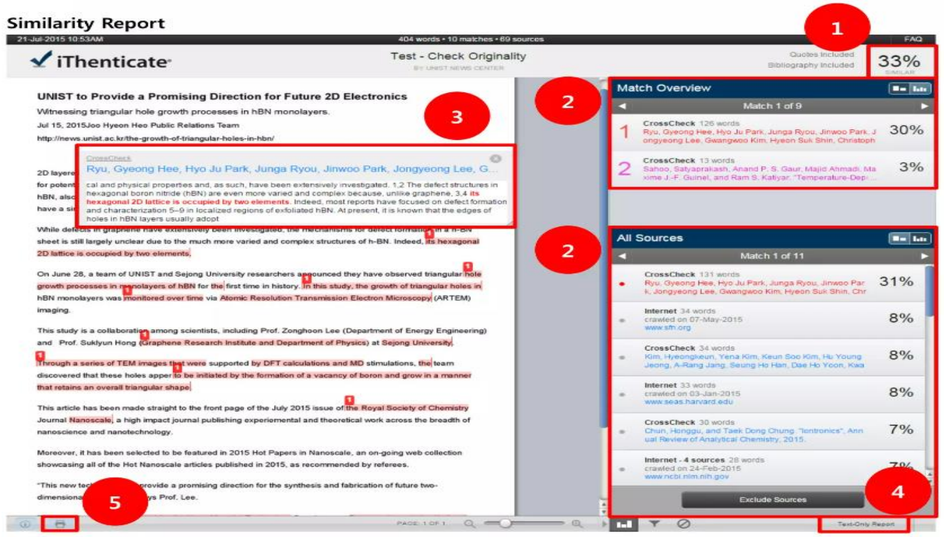
Useful tool for Plagiarism Check

Copy Killer



- Korean Document

iThenticate



- English Document

CHAPTER 4

Library Programs

Chapter. 4

Library Programs









- Meet the Author
- Electronics Information Exposition
- Book Review Festival
- Humanities Classic Lecture Series

:

Chapter. 4

Library Programs

Instruction for library users

Provides various instruction programs like library use(orientation), information utilization, and various domestic and foreign database usage methods.

Course	Library Instruction	Database Instruction	Library Tour
Target	All members of INU		Relevant institution officials and students
Period	During the semester and vacation	During the semester	Offered periodically(Pre-registration required)
Contents	How to search and use materials, How to use library services and helpful sources	How to use Database	Library spaces, facilities, and services
Place	Library Multimedia Lab or Lecture Room		Library

Tip★) You can watch Database instruction videos on the library homepage.

CHAPTER 5

How to Use Library App

Chapter. 5

How to Use Library APP

Inu Haksan Library

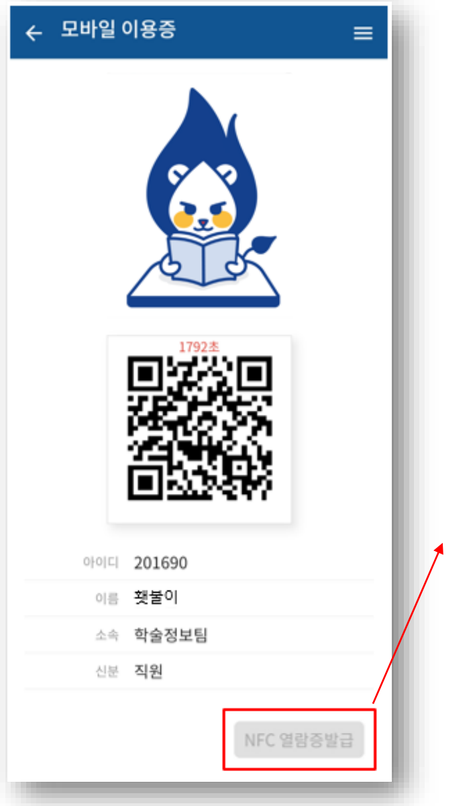
★★★★★

1. Install Haksan library app (Google Play Store, App Store)

2. Login using ID, PW

(ID : Student Number / PW : Portal system password)

3. Use library service with mobile QR code

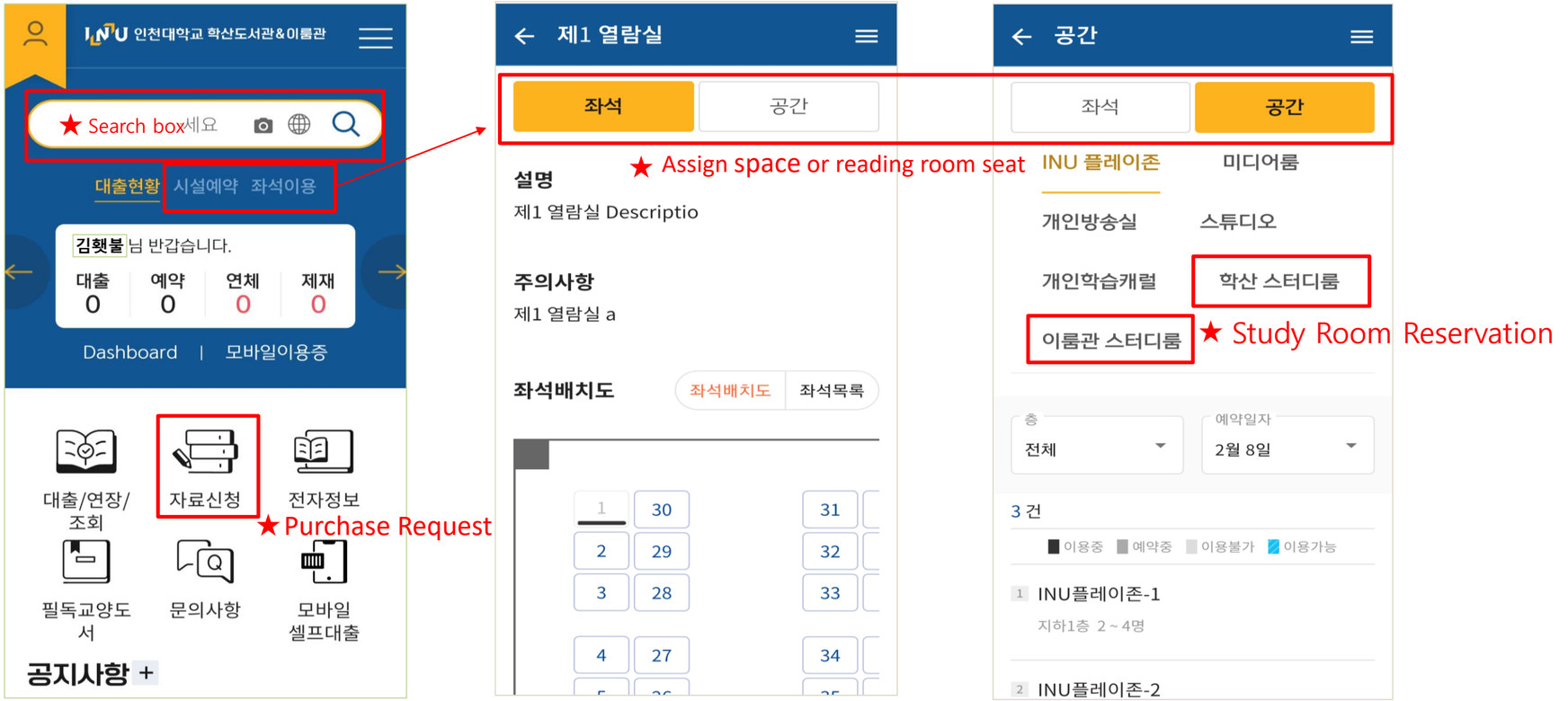


Tip ① Using the NFC feature, you can enter without needing a QR code. Simply bring your phone close to the reader at the entrance to gain access

Tip ② At the information desk on the first floor, you can register for facial recognition to gain access

Chapter. 5

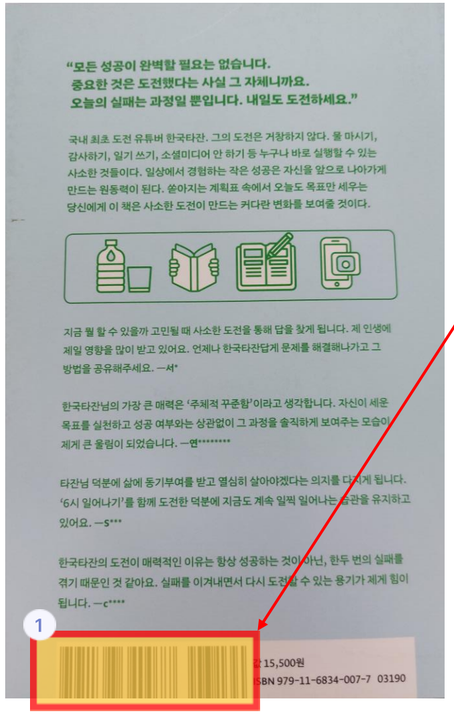
How to Use Library APP



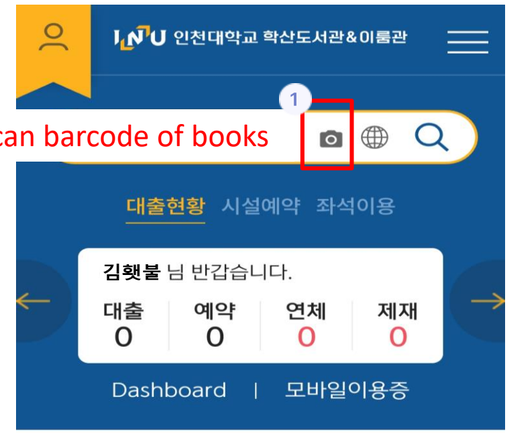
Chapter. 5

How to Use Library APP

Search a book



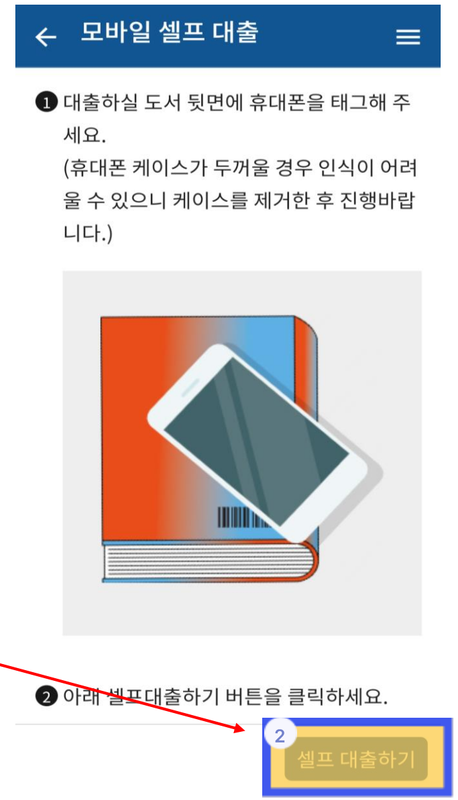
★ Scan barcode of books





★ Mobile Self Check Out

Mobile Self Checkout



Chapter. 5

상황별 솔루션

주제전문서비스

교수의 연구, 강의 및 대학원생의 연구, 논문작성에 필요한 학술자료를 지원하며
도서관의 다양한 서비스를 주제분야별 담당사서를 통해 One-Stop으로 제공하는 연구지원서비스

<신청방법> 도서관 홈페이지 ① 주제전문서비스 게시판 또는 담당사서에게 ② 메일 ③ 전화 ④ 방문 으로 신청

단과대학	메일	전화	사서	자료수령
자연과학대학, 생명과학기술대학	hslib1@inu.ac.kr	835-9423	윤효훈	2층
사범대학, 예술체육대학, 경영대학, 동북아국제통상물류학부, 법학부	hslib4@inu.ac.kr			
사회과학대학, 글로벌정경대, 인문대학, 기초교육원, 산학협력단, 중국학술원, 기타 부속·부설기관	hslib2@inu.ac.kr	835-9422	장희경	
공과대학, 도시과학대학, 정보기술대학	hslib3@inu.ac.kr			

Thank You

ydoubleh@inu.ac.kr
032-835-9423