

Guide By Room

SOOKMYUNG WOMEN'S UNIVERSITY LIBRARY



Central Library

Floor	Room Name	Collections	Phone (710-)
B1	Preservation Stack Room	Books, Serials, Dissertations, etc.	9784
1F	WOWLIC	Literature Books, Serials, Old Books	9120
	Circulation & Reserved Desk	Reserved Books, Accompanying Materials	9784
	Entrance		9131
2F	DICA Plaza	Non-Books (DVD, CD...), Internet	9785
	Eunwon-Hong Film Archives	DVD, CD, Video Tape, etc	9785
	Smart Plaza	Internet, Reference Books	9132
	Univ. Archives		9798
3F	Humanities Room	Books, Serials, Reference	9125
4F	Social Sciences Room	Books, Serials, Reference	9125
5F	Natural Sciences & Art · Physical Science Room	Books, Serials, Reference	9119
6F	Natural Sciences & Art · Physical Science Room	Books, Serials	9119

Branch Library

Name	Location	Collections	Phone
Law Library	Jinrigwan 1F	Books, Serials, References, Non-Books	2077-7092
Music Library	College of Music Room 206	Books, Serials, Scores, References, Non-Books	710-9546
Leadership Library	Centennial Memorial Hall 5F	Books, Serials, References, Non-Books	2077-7114

Library Hours

SOOKMYUNG WOMEN'S UNIVERSITY LIBRARY



During Semester

	Monday ~ Friday	Saturday
Central Library	09:00~22:00	09:00~17:00
Law Library	09:00~22:00	09:00~17:00
Music Library	09:00~20:00	Closed
Leadership Library	09:00~21:00	Closed

During Vacation

	Monday ~ Friday	Saturday
Central Library	09:00~19:00	09:00~13:00
Law Library	09:00~19:00	09:00~13:00
Music Library	09:00~17:00	Closed
Leadership Library	09:00~17:00	Closed

- Closed on Sundays, national holidays and school anniversary.
- General Reading Rooms are open 24 hours a day, 7 days a week.
- For special circumstances, Library hours can be changed.
- Please visit the Library Homepage for the current hours of operation.

Library Entrance

- A valid ID card or mobile ID card is required to enter the Library.
- An ID card is needed to use General Reading Rooms, lockers and DICA Plaza.



Sookmyung Women's University Library

Sookmyung Women's University,  
100 Cheongpa-ro 47-gil Yongsan-gu, Seoul, 140-742, Korea

Telephone. 710-9001

<http://lib.sookmyung.ac.kr>

- In the library, mobile phone must be set up in vibration mode.
- Using mobile phone in the library are not recommended.
- Sookmyung Women's University Library observes a copyright law.



Sookmyung Women's University Library

Book Loan Policy

SOOKMYUNG WOMEN'S UNIVERSITY LIBRARY



Borrowing Limit & Loan Period

User Status, Group	Borrowing Limit	Loan Period
Undergraduate Students	7 items	14 days
Graduate Students	20 items	30 days
Professors	20 items	90 days
Staff	10 items	20 days
Researcher, Assistant Instructor	7 items	14 days
Part-time Lecturer	12 items	20 days

• For details, please contact the Central Library. (☎ 02-710-9784)

Borrowing / Return Procedure

- Library Homepage → Catalogs → Search → Check for Details → Check out materials at the Circulation Desk (1st Floor) or 'The Self Checkout / Return Machine' with a valid ID card.
- The Reference books, Serials, Dissertations and Non-Book Materials are not available for checkout.

Borrowing from the Book Storage

- Library Homepage → Catalogs → Search → Request (Circulation Desk : 1st Floor)

Return Procedure

- All circulating library materials must be returned to the Circulation Desk or 'The Self Return Machine' by the due date.

Renewal

- Library Homepage → [My Library] → Login → [대출/연장/예약] → Check List → Click [연장신청]
- Reserved materials are not available for renewal.
- The loan period is renewed from the renewal date.

Book Reservation

- Library Homepage → Catalogs → Search → Check for Details → Click [예약]
- One book can be reserved by up to 2 people.

Replacing a Lost Item

- You will buy a new replacement copy for the item you have lost, subject to the approval of the Circulation Librarian. Any replacement must be the same copy or format, or later edition as the original.

Library Facilities



General Reading Room

Location	How to use
A1	• Select the seat number on Seat Reservation System Monitor.
A2	
A3 (Graduate Students Only)	
A4 (Test Preparation Only)	
B1	• Scan your ID card.
B2 (Notebook Use Only)	
B3	

Group Study Room

Location	How to use
General Reading Room (A Floor)	• Reserve Group Study Rooms through the Library Homepage.
DICA Plaza (2nd Floor)	
3F ~ 5F	

Eunwon-Hong Archives

Location	How to use
DICA Plaza (2nd Floor)	• Film screening • For details, visit Library Homepage.

SOOKMYUNG  
WOMEN'S UNIVERSITY  
LIBRARY



Self Checkout / Return Machine

Location	How to use
Lobby (1st Floor)	• Use 'Self Checkout / Return Machine' Guide
3F ~ 5F	
Law School Library	

Copy Machine

Location	How to use
Copy Room (1st Floor)	• Buy T-money card or use Netprint deposit.
DICA Plaza (2nd Floor)	
Smart Plaza (2nd Floor)	
3F ~ 5F	

Scanner

Location	How to use
DICA Plaza (2nd Floor)	• Request a scanner seat number at the DICA Plaza Desk.

Network Print

Location	How to use
DICA Plaza / Smart Plaza (2nd Floor)	• Ask the Copy Room (1st Floor 2077-7080)

Contact Number by Services

SOOKMYUNG WOMEN'S UNIVERSITY LIBRARY



Services	Phone (☎)
Old Books	710-9120
University Archives	710-9798
National Assembly Library	710-9785
Group Study Rooms	710-9125, 9785
Borrowing / Returning / Reservation / Lost / Reserved Books	710-9784
Information Literacy	
· Cyber	710-9125
· Library Instruction	710-9119
· English Library Orientation	710-9128
· Scholar Web DB	710-9127
Preservation Stack Material	710-9784
Copy & Print	2077-7080
Branch Library	
· Leadership	2077-7114
· Law	2077-7092
· Music	710-9546
Non-Book Materials	710-9785
Locker	710-9277
WOWLIC (World Women's Literature Center)	710-9120
Interlibrary Loan / Article Delivery	710-9119
DICA Plaza	710-9785
Paper Journal	710-9128, 9130
For Users with Disabilities	710-9784
E-Journal / Web DB	710-9129
Request Missing Books from the Stacks	710-9125
Entrance Guide	710-9131
Off-Campus Access (Proxy Service)	710-9132
Submission of Theses	710-9798
Eunwon-Hong Archive	710-9785
Book Request	710-9123