

Regulations on the Operation of POSTECH Library

Established May 4, 1999
Amended Mar. 1, 2000
Amended Jun. 1, 2001
Amended Apr. 20, 2007
Amended Sep. 7, 2017

Chapter 1 General Provisions

Article 1 (Purpose) These regulations specify the necessary matters for the operation of the library and POSTECH Press of the Pohang University of Science and Technology (hereinafter referred to as “the University”).

Article 2 (Mission) The library shall effectively perform its duties and provide support with respect to relevant duties, such as collection and provision of academic information, management of user space, publication support, etc., in order to achieve the goal of a research-oriented University.

Article 3 (Publications Review Committee) Publications Review Committee shall be organized to execute publication duties and detailed matters shall follow Regulations on Committees.

Article 4 (Personnel Affairs) The followings are the qualifications for staff members belonging to the library:

1. At least 3/4 of the staff members shall hold a professional librarian’s license (Level 1 Librarian, Level 2 Librarian, or Associate Librarian). However, the number of Associate Librarians shall not exceed half the number of Librarians.
2. (Deleted September 7, 2017)

Article 5 (Internal/External Research Projects) Internal/external research projects may be carried out; detailed procedures and standards for the performance of such shall be determined separately.

Article 6 (Open Class) The Office of Academic Information Affairs may offer an Open Class to disseminate knowledge required for practical work, education, or research.

Chapter 2 Operation of POSTECH Library

Article 7 (Purchase of Books) Matters concerning the purchase of books shall be governed by the following procedures:

1. Members of the University may make a request for the purchase of materials to the library.
2. The library shall review the value of the requested materials and make the purchase.
3. A request for prescribed textbooks required for the curriculum must be received by the library at least 3 months prior to the first day of a semester.
4. A University staff member on a domestic or an overseas business trip may purchase materials necessary for his/her duties on-the-spot.
 - A. In principle, only materials not collected in the library shall be purchased on-the-spot; serial publications shall be excluded.

- B. The amount of money allowed for on-the-spot purchase shall be USD 1,000 or less during an overseas business trip and KRW 100,000 or less during a domestic business trip; it shall be settled with an attached receipt once the purchased materials arrive in the library.

Article 8 (Assets Registration) The library shall register the acquired materials as assets as provided for by the following:

1. Books purchased by the University fund (fixed assets) shall be registered by specifying their asset value as their purchase price.
2. Donated books and not-for-sale goods shall be registered by specifying their asset value as KRW 1.
3. In principle, news magazines and liberal arts magazines among other serial publications shall be kept for one year.
4. Daily newspapers shall not be kept or registered as assets.
5. Materials acquired by the library shall be registered by being listed in the library digital system; a book register shall be based on the digital master file.

Article 9 (Book Stocktaking and Discarding) Book stocktaking and discarding shall comply with the following instructions:

1. General book stocktaking shall be performed every 3 years. However, if this requirement cannot be fulfilled due to unavoidable reasons, it may be discharged with approval from the Steering Committee for Academic Information Affairs, but not for two consecutive terms.
2. After general stocktaking, the discard candidates due to loss or natural loss shall be discarded annually within 0.3% of the total volume of collection pursuant to the Asset Management Regulations as approved by POSTECH Regulations on Discretionary Approval. If the discard candidates exceed 0.3%, special approval shall be required before the discard procedures are executed.
3. Apart from regular stocktaking, materials that cannot be used due to the depreciation of the value of the information or physical damage shall be discarded pursuant to the Asset Management Regulations when approved by POSTECH Regulations on Discretionary Approval.

Article 10 (Eligibility for Library Access) Eligibility for accessing the library and perusing materials is provided for by the following:

1. POSTECH members (faculty, students, staff members, and researchers) and their spouse
2. POSTECH Foundation employees
3. Faculty and staff members of the POSCO Educational Foundation
4. Staff members and researchers of the Research Institute of Industrial Science and Technology
5. POSCO employees
6. Regular members
7. Other persons approved by Vice President of Academic Information Affairs

Article 11 (Eligibility for Borrowing Privilege) Eligibility for library borrowing privilege is provided for by the following:

1. Books
 - A. POSTECH faculty, students, staff members, and researchers
 - B. POSTECH Foundation employees
 - C. Faculty and staff members of the POSCO Educational Foundation
 - D. Staff members and researchers of the Research Institute of Industrial Science and

Technology

- E. POSCO employees
 - F. Spouse of POSTECH faculty, students, staff members, and researchers
 - G. Other persons deemed eligible by Vice President of Academic Information Affairs
2. Multimedia materials
 - A. POSTECH faculty, students, staff members, and researchers
 - B. POSTECH Foundation employees
 - C. Faculty and staff members of the POSCO Educational Foundation
 - D. POSCO employees
 3. Prescribed textbooks
 - A. Faculty or students who are teaching or taking the respective course offered by the University

Article 12 (Limit on the Number of Items and Loan Periods) The followings are the limits on the number of items and loan periods. A loan may be renewed if one wishes to continue to borrow the material after the due date, with the number of renewals allowed to be determined by the internal rules. If another person reserves the same material, however, priority shall be given to the new reservation:

1. General loan: The number of items allowed and loan periods for books and multimedia materials shall be determined by the internal rules.
2. Long-term loan for books
 - A. For books required to perform the duties of an administrative office, the loan period shall be 6 months without any limit on the number of books.
 - B. Long-term loan for books may be offered to enrolled students during a vacation period.
3. Prescribed Textbook Loan: The number of books allowed and loan periods for prescribed textbooks shall be determined as requested by the professor teaching the respective course.

Article 13 (Restricted Items) Loans for the following items may be restricted:

1. Reference materials
2. Serial publications
3. Other books designated separately by Vice President of Academic Information Affairs

Article 14 (Returning Borrowed Items Prior to the Due Date) Under any of the following cases, all borrowed material must be returned regardless of the due date.

1. When a faculty, staff member, or researcher of the University takes a leave of absence or retires
2. When a student attending the University takes a leave of absence, leaves the University, or graduates from the University
3. When an employee of the POSTECH Foundation, Research Institute of Industrial Science and Technology, POSCO Educational Foundation, or POSCO takes a leave of absence or retires
4. Other cases wherein the Vice President of Academic Information Affairs requests for return
5. The Heads of the relevant departments shall confirm the return of the borrowed items in case of a change in a non-POSTECH user's status, i.e., retirement.

Article 15 (Prescribed Textbooks) The library shall operate the prescribed textbook system to supplement courses of all departments. However, the professor in charge of the respective courses shall request the designation of the prescribed textbooks to the library by specifying the

loan periods prior to the first day of class.

Article 16 (Information Service) The library shall perform domestic and international information search services, photocopy services, and Inter-Library Loan services at the request of the members of the University. Charges shall be classified into research, business, and personal usage and the information service fees shall be determined by the internal rules.

Article 17 (Restriction on use) Restriction of usage may be imposed in the following cases:

1. If the borrowed items are not returned by the last day of the loan period, borrowing privilege shall be restricted for the period calculated by multiplying the number of borrowed items by the number of overdue days.
2. If a person takes an item from the library without permission, his/her borrowing privilege shall be restricted for 6 months; if the same person commits the same unauthorized act again, his/her borrowing privilege restriction shall be extended for an additional 6 months after the completion of the first restriction, and the department where he/she belongs shall be notified.
3. A person who has lost or damaged an item from the library shall reimburse the costs pursuant to the reimbursement regulations of the library. However, if a person damages a collection of books from the library through unauthorized photocopying, his/her borrowing privilege shall be restricted for 6 months.
4. If a person misuses or abuses electronic materials purchased by the library, his/her access shall be restricted pursuant to the Regulations on the Misuse or Abuse of Computer Resources.

Article 18 (Reimbursement) A person who has damaged or lost any of the books or multimedia materials shall reimburse the library for any and all costs as follows:

1. If the same material is available for purchase, one shall reimburse the library by offering the same material.
2. If the same material is not available for purchase, one shall reimburse the library by paying its purchase price or the suggested retail price determined by the publisher. For donated materials, however, the suggested retail price determined by the publisher shall apply.
3. If the price of the book is unknown, the amount of reimbursement shall be calculated by applying KRW100/side for local books and KRW1,000/side for overseas books.
4. If the price of the multimedia item is unknown, the amount of reimbursement shall be calculated by applying KRW5,000/piece for audio tapes, KRW10,000/piece for video tapes, KRW15,000/piece for CDs, and KRW20,000/piece for DVDs.

Article 19 (Enforcement Measures Against Overdue and Unreturned Items) Vice President of Academic Information Affairs may make a request to the Head of the relevant department for an enforcement measure to retrieve overdue and unreturned item(s).

Chapter 3 POSTECH Press (Established September 7, 2017)

Article 20 (Duties) Academic Information Resources shall oversee the following publication duties of the University:

1. Support University publications
2. Operate Publications Review Committee
3. Apply for ISBN
4. Present copies to the National Library of Korea

5. Collect and manage University publications

Article 21 (Publication Application) Persons applying for publications must submit the Request for Publications Review (Attachment 1) to the POSTECH Press.

Article 22 (Publications Review) Publishing shall proceed only for those reviewed by the Publications Review Committee.

Article 23 (Copyright and Publication Rights) An author shall possess the copyright, and the University shall possess the publication rights of publications.

Article 24 (Issuer and Publisher) The issuer shall be the President of the University and the publisher shall be the POSTECH Press for all publications.

Article 25 (Royalty and Profit) If sales profit exceeds the publication costs, the author may be paid royalty or revenue.

Addenda

1. These regulations shall be established and take effect on May 4, 1999.
2. (Interim Measures) The regulations prior to the establishment of these regulations, i.e., the Regulations of Hogil Kim Memorial Library and Regulations of the Electronic Calculation Center, shall be abolished.

Addendum

These amended regulations shall take effect on June 1, 2001.

Addendum

These amended regulations shall take effect on April 20, 2007.

Addendum

These regulations shall amend the Regulations on the Office of Academic Information Affairs and take effect on September 7, 2017.

(Attached Form No. 1)

Request for Publication Review

Book Title			
Classification	Academic (), Liberal Arts (), Course Materials (), Educational Materials (), Etc. ()	Field	
Amount of Manuscript	A4 Paper () sheet(s)	Research Fund Support (Yes or No)	
Production Type	Monochrome Print (), Color Print ()	Image (Photos, illustrations, diagrams)	Monochrome () Color ()
Book Size/Standard	B6 (), 225mm x 152mm (), Crown Plate (), 254mm x 188mm (), 297mm x 210mm (), Etc. ()		
Binding	Hardcover (), Soft Cover (), Etc. ()		
Production Cost	School Expense (), Author Expense (), Etc. ()		
Books to be purchased	() book(s) will be bought	Desired Publication Date	20XX, Month, Day,

• Author Information

Name			Affiliation	
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Contact		Cell: Lab:
		E-mail:
Remarks for Reference		

Attached: 1 copy of the book summary

I request a review as above.

20XX, Month, Day

Name of Applicant (Signature)

To: POSTECH Press

<Attached>

Book Summary

1. Intention for publishing
2. Features and positives/negatives of the contents
3. Table of contents
4. Prospective readers and sales projection (If the book is a course material, specify estimated number of sales per semester)
5. What sets this book apart from other similar kinds of books?
6. Etc. (Promotion Plan)

