

Library Hours & Circulations

 **Contact Information: Circulations Desk,**
Division of Planning & Administration(L1, 2nd FL.)

 705-8191~2

 libcir2@sogang.ac.kr

Library Hours

Place	Day	Semester	Vacation	During Exam
Loyola Library	Mon-Fri	08:00~22:00	08:00~20:00	08:00~22:00
	Sat	09:00~17:00	09:00~17:00	
	Holiday	09:00~17:00	Closed	
	Sun	Closed	Closed	
Law Library	Mon-Fri	09:00~22:00	09:00~17:00	09:00~22:00
	Sat Sun & Holiday	Closed	Closed	09:00~17:00

Place	Day	Location	Semester	Vacation	During Exam
Reading rooms	Open 24 Hours a day	L111	06:00~23:00		Open 24 Hours a day
		L112			
		K Hall			
		J Hall			
		X Hall (Graduate reading room)			
		L113			
		L133			
PA Hall	06:00~23:00				

- ▶ Stacks are closed on Lunar New Year's day & Chuseok (Korean Thanksgiving day).
- ▶ Reading rooms are opened throughout the year.
- ▶ L1, L2 entrance has different opening and closing times. Use L1 gate when L2 gate is closed.

Loan Limits and Periods

	User	Loan Limits and Periods
Students	Undergraduate Students	20 Books for 15 Days
	Graduate Students	40 Books for 30 Days
	Credit Exchange Students, Auditors	3 Books for 30 Days
Faculties	Full time Faculty Members	80 Books for 120 Days
	Non-full time Faculty Members	40 Books for 60 Days
	Lecturers, Staffs	40 Books for 60 Days
Others	Members of the Society of Jesus and Affiliated Research Institutes	40 Books for 60 Days
	Graduate Loan Members	10 Books for 30 Days
	Recommended Members, Mapo Sogang Members	5 Books for 30 Days

Tips for Loan& Returns

Return	<p>All library resources can be returned at either the Circulations Desk or the Book Return Cart.</p> <p>※ The Book Return Cart(near the entrance gate of L2) is only available when the Loyola Library is closed. Course reserves, overdue/ ILL/ AV/ SM materials cannot be returned to the Book Return Cart.</p>
Reservation	<p>You may reserve resources which are already out on loan or in process. A maximum of 3 persons can reserve one resource. Undergraduate students may reserve up to 3 resources. Faculties and graduate students can reserve up to 5 resources. As soon as the reserved resource is returned, you will receive Sogang Toktok or e-mail notification. If you do not collect the reserved item within 3 days, your reservation will be automatically terminated.</p>
Renewal	<p>You can extend the due date for borrowed books no more than twice. If a book is reserved by another user or for overdue books, renewal is not possible.</p>
Overdue	<p>Overdue items accrue fines at a penalty of 100 won per day per book. Users with overdue fines have their library loan rights suspended.</p>
Lost	<p>You are obliged to report any lost or damaged borrowed items before return date using the library homepage → [My Library] → [Materials Use] → [Check Borrowing / renew / lost]. Compensation for lost or damaged items is expected to be paid within 10 days. After this period, extra charges-100 won per day per one item- will be levied. Compensation can be paid in cash or in-kind. Additional handling charge of 3,000 won will be added to the compensation.</p>