

INCHEON NATIONAL UNIVERSITY

Haksan Library

# Library Instruction

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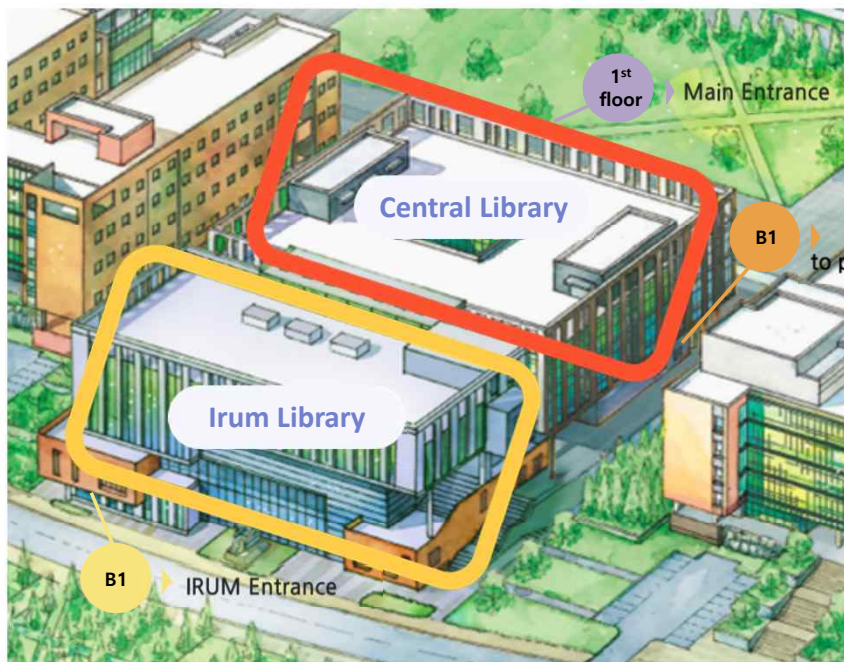
05

How to use Library APP

CHAPTER 1

# About Haksan Library

# About Haksan Library



## Haksan Library ?

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

Underground Passageways  
to parking area (Open 24hours during semester)

- 1) Location : Building #6, #6-1 at Incheon National University Songdo Campus
- 2) Building : 4 stories with a lower level / 21,393m<sup>2</sup>
- 3) Collections : Around 1,540,000 volumes
- 4) Web Database : Around 85
- 5) You can enter the building with mobile QR code or plastic ID card

Chapter. 1

# About Haksan Library

## Floor Guide – Central Library

Floor	Resources	Hours		
		During semester	During exam periods	During vacation
4F	<b>Reference Room(2)</b> - 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	<b>Reference Room(1)</b> - Generalities, Philosophy & Psychology, Religion, Social Science, Natural Science(000-400), <b>Study Room, Central Garden</b>			
2F	<b>Periodical Room</b> - Periodicals, Theses, Job Library, <b>Study Room, Study Garden</b>			
1F	<b>Information Desk, Lobby, Media Lounge</b> (PC, DVD, Scanner, Printer), <b>Multimedia Lab</b>			
B1	<b>Reading Room</b> (laptop Room), <b>Copy &amp; Bookbinding center, Lounge, Convenience store</b>	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 12<sup>th</sup>(The school's anniversary)

※ The library is not open 24 hours during supplementary instruction and vacation periods. Please check the library website for details.

# About Haksan Library

## 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 12<sup>th</sup>(The school's anniversary

※ The library is not open 24 hours during supplementary instruction and vacation periods. Please check the library website for details.

### ▣ 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

4F

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



# 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



# About Haksan Library

## 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

## 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

# 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

## Facilities



**Self-Return Machine( B1)**



**Smart Library(B1)**



**Book Sterilizer (1F~4F)**



**Smart Locker(B1)**

CHAPTER 2

# How to find materials

# 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.

# 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

275p.  
국내서 단행본  
대출가능 ^ 학산도서관 [619 건817사]

등록번호 ↑	청구기호 / 보존번호	소장위치	상태	서비스 ?
EM0000584398	619 건817사 c.2	기증자료열람실/1차	대출가능	무 sms
EM0000584399	619 건817사	기증자료열람실/1차	대출가능	무 sms
EM0000708305	619 건817사 c.3	제2자료실(4층)	대출가능	무 sms
EM0000708306	619 건817사 c.4	제2자료실(4층)	대출가능	무 sms

- ※ 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.

# 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

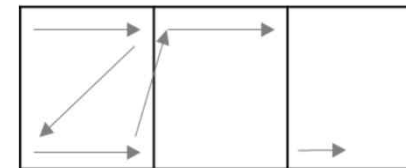
★ Our library is using KDC classification



- 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

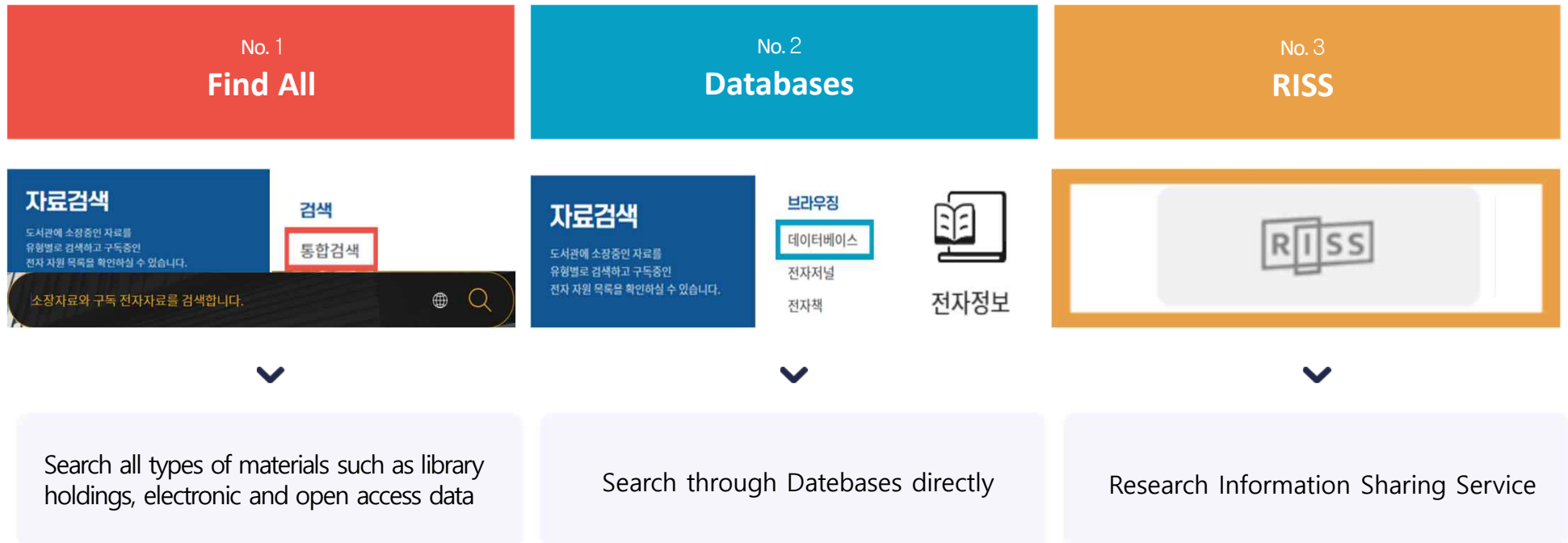
- ② If your book's call number falls within the range, then begin looking through that bookshelf.



★ Books are arranged sequentially from left to right

# How to Find Materials

## 2) Searching electronic materials



## Chapter. 2

# How to Find Materials

No. 1  
Find All

↓ you need to pay unless you log in

통합검색 소장전체 단행본 **학술논문** 전자저널 전자책 연속간행물 학위논문 멀티미디어

AI literacy

결과 내 재검색

검색어 ( × AI literacy ) 검색결과가 6,653 건 있습니다.

10 건 / 6,653 건

81 **대학의 AI 리터러시 역량 함양을 위한 교양 교육 방법에 관한 사례 연구**  
By 서주영 (Joo-Young Seo); 신승훈 (Seung-Hun Shin). *디지털콘텐츠학회논문지*. 2024-08 25(8):2153-2164  
자료유형 Academic Journal  
주제 AI 리터러시; 교양 교육; 교육 목표; 교수 방법; 경험 학습; AI Literacy; Liberal Arts; Educational Goals; Teaching Methods; Experiential Learning

207 **An Examination of AI Literacy Among University Students: Current Status and Multifaceted Influencing Factors**  
By Zhou, Q.; Xu, Y.; Cai, Y.. In: *Documentation, Information and Knowledge*. (Documentation, Information and Knowledge, 2024, 41(3):381-392)  
자료유형 Academic Journal

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

DBpia 전체 키워드, 저널, 학회, 저자 등을 입력해 주세요.   **실고 빠른 AI 논문**

**대학의 AI 리터러시 역량 함양을 위한 교양 교육 방법에 관한 사례 연구**  
Case Study on Liberal Arts Education Methods for Developing AI Literacy Competencies in Universities

저널정보 한국디지털콘텐츠학회  
디지털콘텐츠학회논문지 | 학술저널  
디지털콘텐츠학회논문지 제25권 제8호  
2024.8 | 2,153 - 2,164 (12page)  
DOI : 10.9728/dcs.2024.25.8.2153

이용수 40 내서재 0

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**구매하기**

소속되어 있는 기관에서 DBpia를 구독 중이라면 무료로 이용 가능합니다. [구독기관 조회하기](#)  
구독 기관 조회 시, 선택 논문이 해제되니, 장바구니 담기 후 구독 기관을 조회하시길 바랍니다.

대학의 AI 리터러시 역량 함양을 위한 교양 교육 방법에 관한 사례 연구 | 6,000 원

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

## Chapter. 2

# How to Find Materials

## No. 2 Databases

### Science Direct

The screenshot shows the ScienceDirect search interface. At the top, there is a search bar with the term 'Transportation' entered. Below the search bar, there are several suggested publications with thumbnail images. On the left side, there is a sidebar with '659,354 results' and options to refine the search by years (2023, 2022, 2021) and to download selected articles. The main content area displays a list of search results, including a research article titled 'A daily container-to-train assignment model based on the passenger transp...' by Yang Xia, Huakang Wang, and Yuguang Wei.

### Web of Science

The screenshot shows the Web of Science search results page. At the top, there is a search bar with the term 'transportation' entered. Below the search bar, there is a summary of results: '282,821 results from Web of Science Core Collection for:'. On the left side, there is a sidebar with 'Quick Filters' and 'Publication Years' (2022, 2021). The main content area displays a list of search results, including a research article titled 'Green Transportation: The Essential Way for Transportation In The Fu...' by Zhang, DN and Esi, AP.

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

The screenshot shows the Web of Science search results page. At the top, it displays '2,636,491 results from Web of Science Core Collection for: space (All Fields)'. Below this, there are several quick filters and a list of documents. The first document listed is 'SSD: Single Shot MultiBox Detector' by Liu, W., Anguelov, D., S., B., Berg, A.C., et al., published in the 14th European Conference on Computer Vision (ECCV) in 2018. The document has 18,476 citations and 22 references. The page also shows a sidebar with 'Quick Filters' such as 'Highly Cited Papers', 'Hot Papers', 'Review Article', 'Early Access', 'Open Access', 'Enriched Cited References', and 'Open publisher invited reviews'.

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

### Science Direct

The screenshot shows the ScienceDirect search results page. At the top, it displays '1,000,000+ results' for the term 'space'. Below this, there are several suggested publications, including 'Advances in Space Science and Technology' and 'Space Policy'. The page also shows a sidebar with 'Quick Filters' such as 'Download selected articles', 'Export', 'Research article', 'Open access', and 'Sorted by relevance | date'. The first document listed is 'A case study into the safety management systems for the effects of potential space weather risks, for operators of very high altitude 'near space' flights from Mojave Air & Space Port, California, and the associated regulatory challenges' by C. T. Rees, J. R. Catchpole, ... A. Mack, published in the Journal of Space Safety Engineering in 2024.

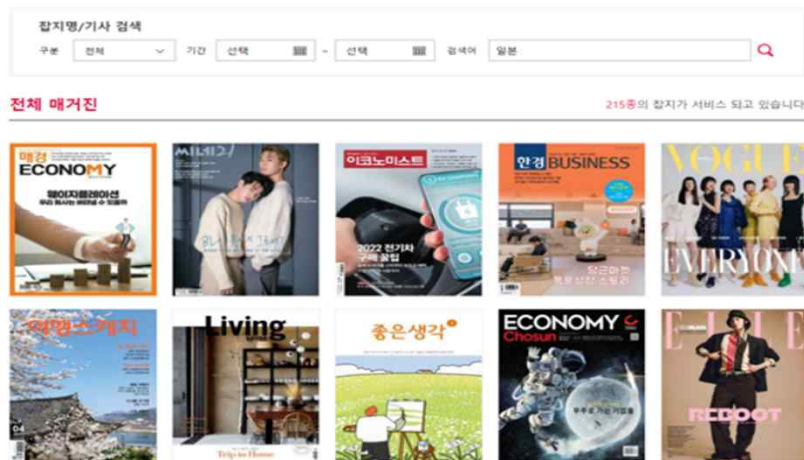
An international database providing full-text access to journals and books published by Elsevier

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

# 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

# How to Find Materials

No. 3  
RISS / Science On

## RISS

※ "기관회원서비스" 권한설정은 상호내자(WILL), 학술정보중계시스템(HINTO) 등 K&HIS에서 제공하는 기관회원서비스 신청사 등록을 위해 필요합니다. (주후 각 업무용 시스템에서 관리자의 별도 승인 필요) **affiliated institution**

서비스 이용 구분	<input checked="" type="radio"/> 소속기관이용자 <input type="radio"/> 일반이용자 <input type="radio"/> 온천/대출서비스 이용안함
소속기관	<input type="text" value="인천대학교"/> <input type="button" value="찾아보기"/>
소속도서관	<input type="text" value="----소속도서관을 선택해--"/> <input type="text" value="인천대학교 학산도서관"/>
학과/부서명	<input type="text"/>
학번/직원번호	<input type="text"/>

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

# How to Find Materials

## Search for Theses and Dissertations

RISS

dCollection

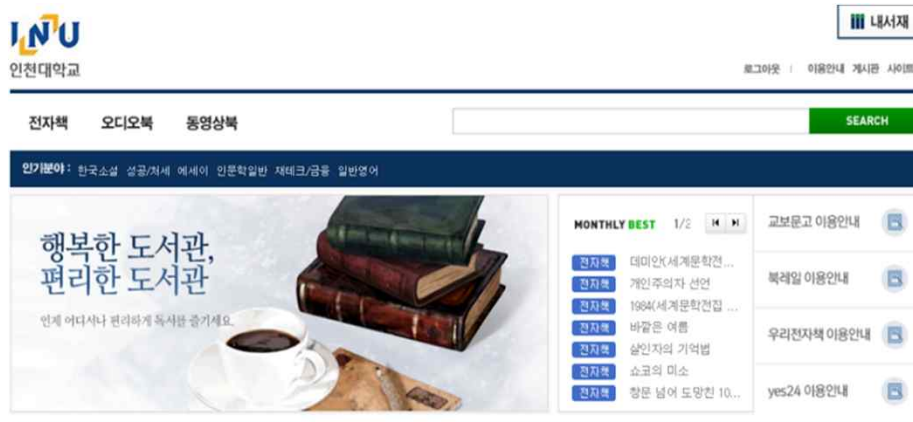
※ Log into the library homepage before using database or online catalog

# 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

# 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)

# 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

# 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

### References

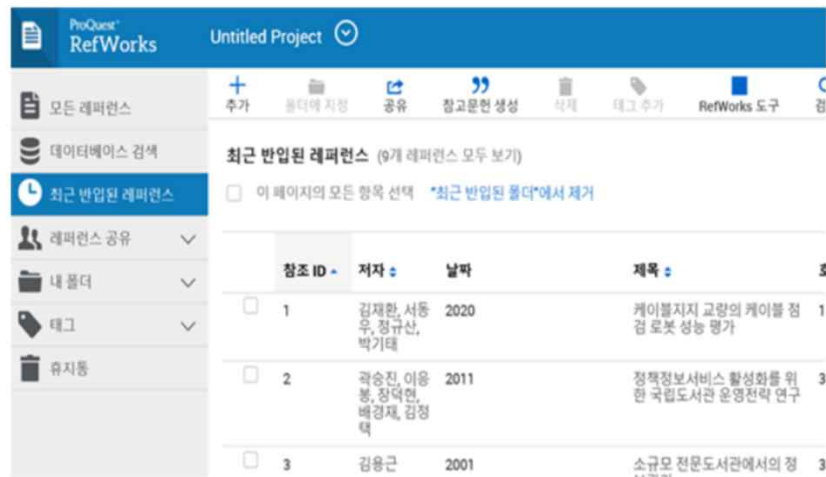
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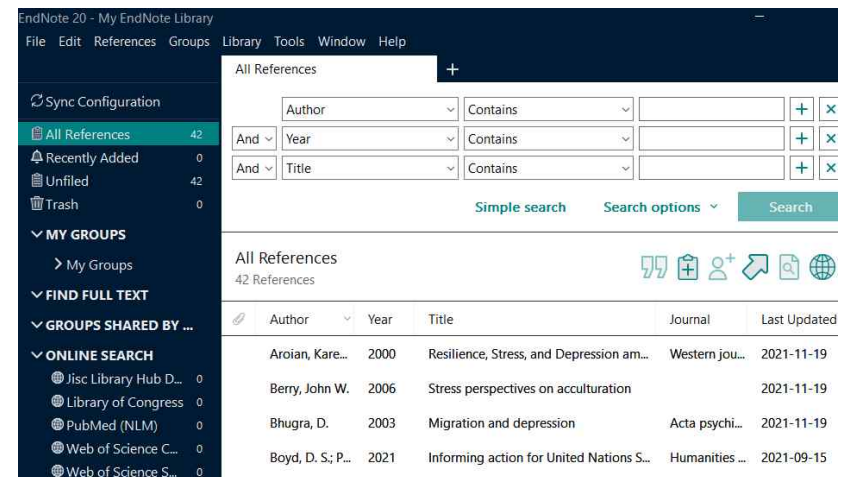
# How to Manage References

Useful tool for managing references

Refworks



EndNote

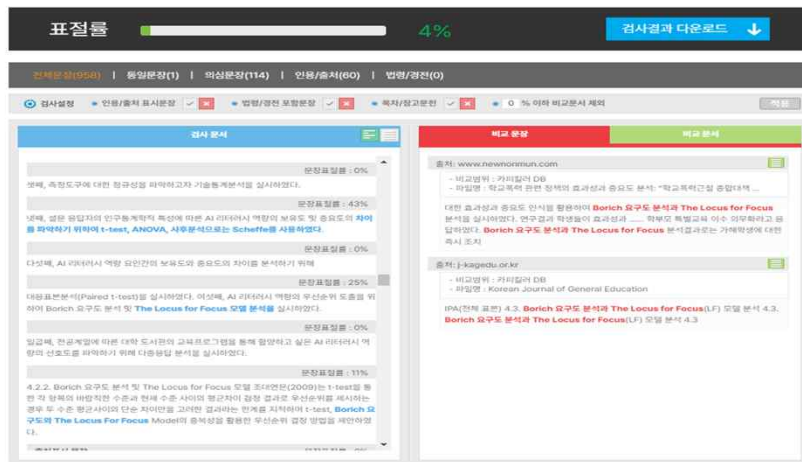


- Data management programs
- Automatically generate bibliography

# How to Manage References

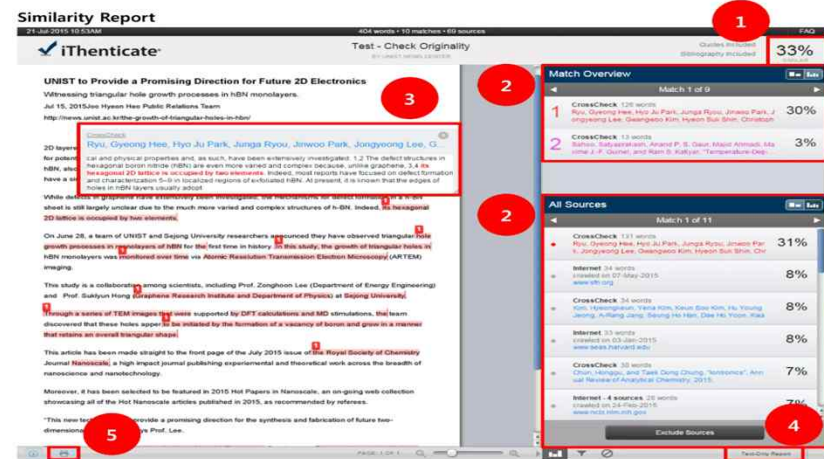
## Useful tool for Plagiarism Check

Copy Killer



- Korean Document

iThenticate



- English Document

CHAPTER 4

# Library Programs

# Library Programs



<b>1. 발목교양도서 직 나눔 이벤트</b>	<b>대상</b> 학부 재학생 <b>대상</b> 인문학계 및 독학교양도서 특목급 재학생 이하의 발목교양도서 또는 베스트셀러/인간도서 출판 (연간수 100권 초과사외자) <b>대상</b> 부인, 특수급 (10명 이내), 2000년 발간지 (해당사외자 1~2명), 2000년 이상 작성 <b>대상</b> 부, 특수급 (10명 이내) 또는 발목교양도서 (연간수 100권 초과) 보유 가능 <b>대상</b> 학산도서관 홈페이지 - 도서관서비스 - 발목교양도서 - 특목급재생 - 특목급 발목교양도서 SMS 발송 - 도서관 방문 후 도서수령 <b>대상</b> 특목급 1명, 발목교양도서 중 책 1권 <b>대상</b> 특목급 2명, 발목교양도서 중 책 1권, 베스트셀러/인간도서 중 책 1권 <b>대상</b> 특목급 3명 이상, 자유롭게 책 2권
<b>2. 서평쓰기 이벤트 - 함께 읽어오자</b>	<b>대상</b> 재학생 및 교직원 <b>대상</b> 도서관 홈페이지에 200자 이상 서평을 남기면 선착순/추첨을 통해 커피쿠폰 또는 문화상품권 증정 <b>대상</b> 학산도서관 홈페이지 - 소장자료검색 - 도서명 검색 - 서평추가 클릭 - 서평 200자 작성 <b>대상</b> 부, 특수급은 해당사항 없음 <b>대상</b> 발목교양도서, 사외지 포함 무제한 <b>대상</b> 부, 특수급은 해당사항 없음 (발목교양도서, 사외지 포함 무제한) <b>대상</b> 서평수 100명, 문화상품권 20명 <b>대상</b> 장려 40명, 커피쿠폰 50명 이상
<b>3. 다독다독 이벤트</b>	<b>대상</b> 학부 재학생 <b>대상</b> 2021. 3. 1. ~ 11. 30. 기간 내 해당 도서 대출자 선정 <b>대상</b> 2021. 12. 1. 기준 연별 및 대출종류 기간당 연보 상량 제외 <b>대상</b> 최우수 1명, 문화상품권 100명 <b>대상</b> 우수 2명, 문화상품권 50명 <b>대상</b> 장려 5명, 문화상품권 30명 <b>대상</b> 미자 10명, 문화상품권 20명



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

# 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

# How to Use Library APP



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

# How to Use Library APP

★ Search box세요

★ Assign space or reading room seat

★ Purchase Request

★ Study Room Reservation

INU 인천대학교 학산도서관&이름관

대출현황 시설예약 좌석이용

김훤복님 반갑습니다.

대출	예약	연체	제재
0	0	0	0

Dashboard | 모바일이용증

대출/연장/조회

자료신청

전자정보

필독교양도서

문의사항

모바일 셀프대출

공지사항 +

← 제1 열람실

좌석

공간

설명

제1 열람실 Descriptio

주의사항

제1 열람실 a

좌석배치도

1	30	31
2	29	32
3	28	33
4	27	34

← 공간

좌석

공간

INU 플레이존

미디어룸

개인방송실

스튜디오

개인학습캐럴

학산 스터디룸

이름관 스터디룸

층

전체

예약일자

2월 8일

3 건

■ 이용중 ■ 예약중 ■ 이용불가 ■ 이용가능

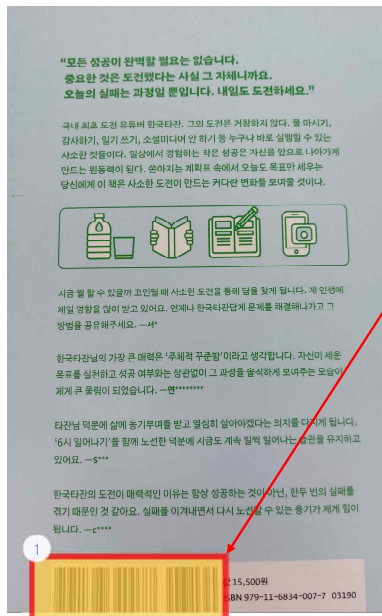
1 INU플레이존-1

지하1층 2~4명

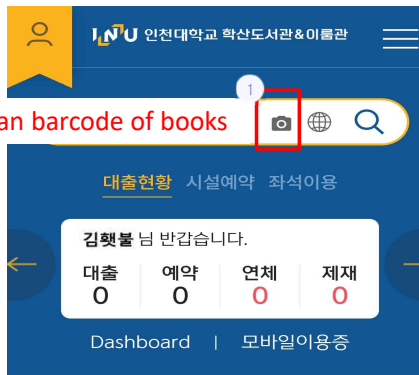
2 INU플레이존-2

# How to Use Library APP

## Search a book



★ Scan barcode of books

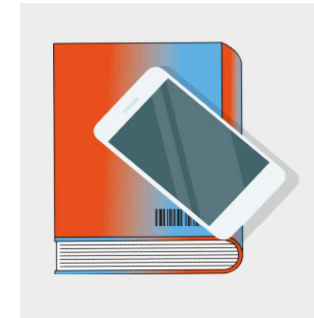


★ Mobile Self Check Out

## Mobile Self Checkout



- 1 대출하실 도서 뒷면에 휴대폰을 태그해 주세요.  
(휴대폰 케이스가 두꺼울 경우 인식이 어려울 수 있으니 케이스를 제거한 후 진행바랍니다.)



- 2 아래 셀프대출하기 버튼을 클릭하세요.



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# Thank You

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