

LIBRARY

Reformed University has made every effort to create a viable library system, conducive for study and research. As of today, approximately 24,000 books and reference titles have been maintained at the main campus library. These are closely tied to Reformed University curriculum and aim to support the subject areas, covered by the University's academic programs. In order to provide more convenient use and to promote cultural integration in the campus community, a large portion of the references in the Reformed University library are in Korean. Reformed University's collection is particularly strong in the area of biblical studies.

The Library Mission Statement

The mission of Reformed University Library is:

- To provide information services and biblical resources for supporting the scholarly and information needs of the Reformed University community,
- To share resources with those outside the University by requesting, organizing, and maintaining an excellent collection of print and non-print resources,
- To provide instruction and assistance with the acquisition of information to library users,
- To create an academic atmosphere that fosters life-long learning and intellectual inquiry.

Library Objectives

The Reformed University's Library's objectives are as follows:

- To collect all materials for classes and research needs
- To organize resources for successful and efficient access
- To assist users in finding the knowledge and information resources as needed
- To teach research skills for the breadth of knowledge and information
- To maintain a variety of materials to provide scholastic and cultural environment
- To promote cultural, scholastic, and spiritual enhancement in the community through sharing
- all materials with the local residents
- To establish Inter-Library Loan agreements to assist in students' learning experience
- To build community relationships through use of library facilities and community activities.

Electronic Resources

A research information system is accessible through the official website of the Reformed University Library, and multiple computers are available, on site at the library. In addition, twenty additional computers with Internet access are available for use in the Computer Lab.

Reformed University Library acknowledges the current trend of shifting library collections from traditional print toward on-line accessible library collections for the ease of access and convenience, and to provide the students and researchers greater access to library resources, Reformed University has enhanced its electronic resources which may allow students free web searching, access to electronic sites, and e-book collections. Detailed information can be found at the Reformed University Library portal through Populi at <https://runiv.populiweb.com/> under "Files"/router/library/links/index.

Religious Electronic Resources are supplied by EBSCO Host's Religion and Philosophy Collection

and their Business Source Elite database to Reformed University's electronic resources, providing access to a huge variety of full-text publications, journals, articles, papers, and more. Reformed University entered into an agreement with the National Library and Kiss Library of Korea in 2020 to provide access to Korean-English language books and research material.

Collection Development

The librarian's primary responsibility is to oversee the acquisition process for multi-lingual books or reference material, particularly and primarily Korean-language titles. The librarian receives recommendations from faculty, staff, students, alumni, and community members. Selection of acquisitions for both print and non-print materials, including audio-visual collections, is shared between the Library and the Faculty Publication Committee. Faculty and staff are encouraged to submit requests for library acquisition for textbooks, reading material, journals, and other materials. Faculty recommendations receive priority status in collection development selection.

Circulation Services

The circulation desk is located at the entrance of the library. A staff member is available during all hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. A librarian will help locate required materials and can advise as to the check-out status of a title.

Hours of Operations

Check the website or contact the Library by telephone for current times of operation.

Hours may vary during the summer, between semesters, and on holidays, and are subject to change without notice. Generally, however, any changes in operation hours are published both at the official library website and public bulletin board around the library premises.

Circulation Policies

Faculty	Maximum of 10 items per check-out, Circulation period for 1 month, 2 Renewals of 1 month
Students	5 items, 2 weeks, 2 renewals of 2 weeks
Staff	10 items, 1 month, 2 renewals of 1 month
Community Visitors	5 items, 2 weeks, 2 renewals of 2 weeks

Classification System

The books are shelved alphabetically according to the Dewey Decimal Classification system. The following outline shows the broad subject classes. Classification Outline

000	General Works
100	Philosophy
200	Religion
300	Social Science
400	Pure Science
500	Technology
600	Arts
700	Language
800	Literature

900 History

These broad classification groups are then subdivided into more specific categories. For example, Classification Number 200 (Religion) is subdivided into these categories:

231	Christian Theology, Doctrinal Theology
232	Christology
233	Bible
234	Devotional Literature, Religious Life
235	Sermon, Missiology, Christian Education, Ministry
236	Ecclesiology
237	Worship, Ritual and Sacrament
238	Denomination and Sect of the Christian Church
239	Judaism

A book has only one classification number, which determines that book's place on the shelf, even if it has material on several subjects. This number, known as the "call number," is located on the spine of the book and can be thought of as the book's "address." The call number of each book is composed of the classification number, author letter and title letter. Many books will have the same classification number and will be arranged by author and title within the number. For example, the call number for *The New Context for Ministry* by Lyle E. Schaller, therefore, would be 235.3 S298T:

235.3 (Classification number for Ministry)

S298T ("S" is first letter of the author, "T" is the first letter of the title*)

*Note that in the Korean classification system, unlike the Dewey Decimal or Library of Congress classification systems, considers articles at the beginning of titles ("a," "an," and "the") are to be part of the title.

ACADEMIC LEARNING SUPPORT CENTER

In addition to the library and the computer lab, beginning spring 2018, Reformed University's students will have access to a computerized Academic Support Center for those students who may need tutorial assistance in the areas of reading comprehension, writing improvement, and math problem-solving. During its hours of operation (M -F 9:00 a.m. - 5:00 p.m.), there will be tutors available to help students in need of instruction, editing, proofreading, as well as tutoring in English and Math.