



한국문학번역원

Literature  
Translation  
Institution of  
Korea

# Library User Guide



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## Library Floor Plan

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# Library Hours and Users



## Opening Hours

Monday - Friday

9:00 AM - 6:00 PM

(Closed for lunch : 11:30 AM - 12:30 PM)

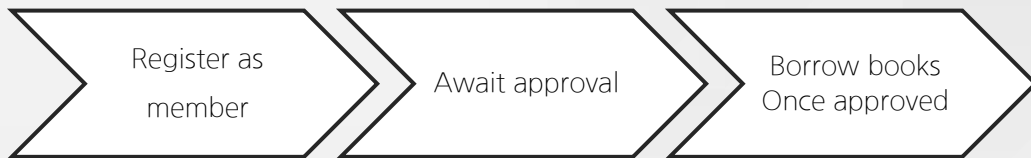


## Users

All are welcome to use the library,  
but membership is required to borrow books.

## Library User Guide

# Borrowing Procedures And Loan Periods



User Category	Loan Limit	Loan Period	Renewal
Korean Studies Scholar, Translator, Researcher, LTI Korea Translation Academy Student/Faculty	7 books	30 days	Twice, 30 days each
General User	5 books	15 days	Twice, 15 days each
LTI Korea staff	7 books	30 days	Twice, 30 days each

\* If items are not returned by the due date, borrowing privileges will be suspended for a period equal to the number of overdue days.

## Extended Loans

LTI Korea staff can borrow larger number of work-related books for an extended period (maximum 6 months). Quantity and duration to be arranged with respective departments.

## Special Loans

Available in the following cases:

- 1) When a user exceeds the standard loan limit for their category
- 2) When staff or faculty borrow periodicals

## Library User Guide

# Finding Books

→ Books are arranged by language, indicated by color-coded labels



English

German

Japanese

Spanish/Portuguese/  
Russian

Etc. language

Korean

French

Chinese

→ Call Numbers



[Language] [Classification Code]

[Author] [Title]-[Translator]

[Copy Number]

- Call numbers use the following format: Language - Classification Code - Author - Title - (Translator) - (Copy Number).
- Example: 한국어 813 우다영 북
- Look up the book's classification code and locate it in the corresponding section.
- Korean and English books are ordered alphabetically (가나다/ABCD).

## Library Facilities

# Library Facilities



### 01 Book Return Box

For returning books when the library is closed (e.g. lunchtime)



### 02 User PC

For searching the library catalog

## Library Facilities

# Library Facilities



### 03 Returned Books Shelf

For recently returned or read books



### 04 New Arrivals Corner

Displays new acquisitions



### 05 Academy Reference Books

For Translation Academy students  
(non-circulating)



### 06 LTI Staff Bookshelf

For LTI Korea staff use only

## Library Facilities

# Library Facilities



## 07 LTI Archives & Periodicals

- Archives are non-circulating
- Periodicals may be borrowed by staff and faculty only

## 08 Giveaway Corner

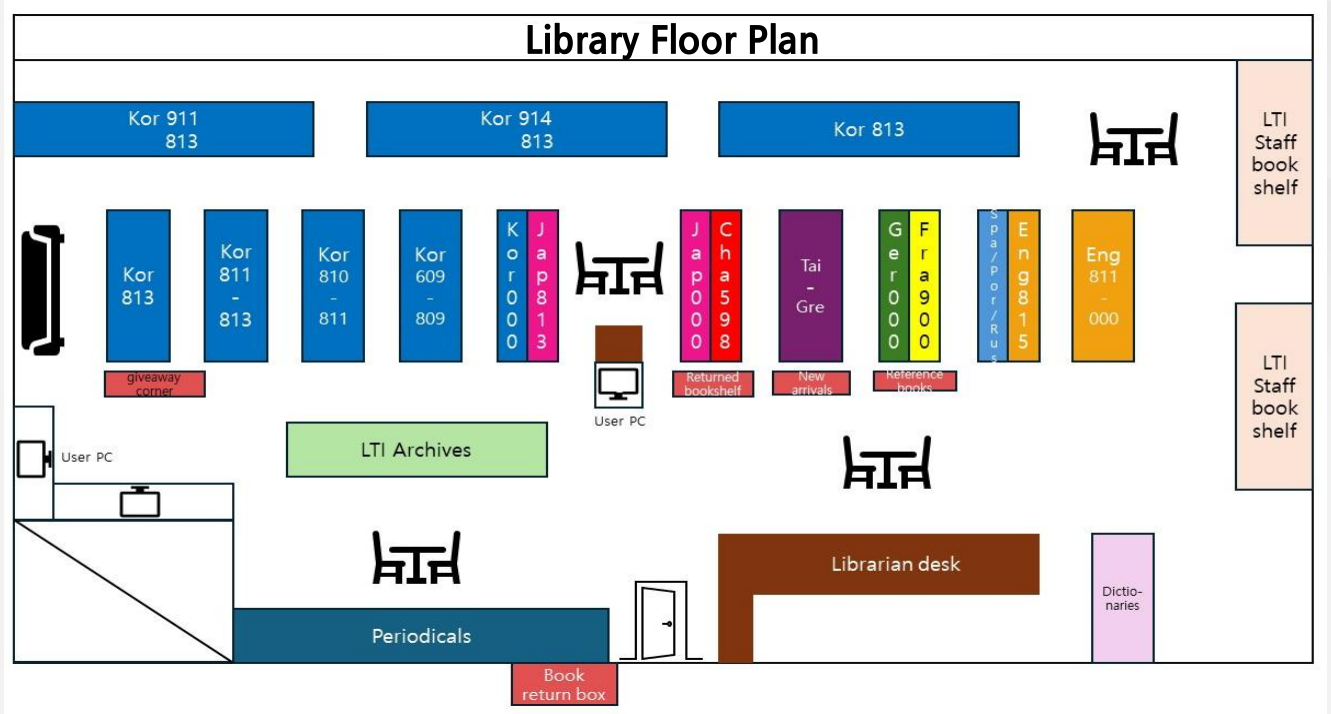
Free periodicals on library, culture, and literature topics

\* Items discarded monthly. Ask at the service desk to take any.



Library Floor Plan

# Library Floor Plan





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**THANK  
YOU**