

Caroline University

2024-2025 LIBRARY MANUAL

The mission of Caroline University is to educate students to be global leaders to serve communities through the online program in the area of religious business administration and religious philosophy.

3660 Wilshire Blvd Suite 320,
Los Angeles, CA 90010
Phone: 213-982-4351; Fax 213-246-4174

Table of Contents

INTRODUCTION.....	4
POLICIES.....	4
On-Campus Library	4
Off-Campus Library Facility.....	4
PROCEDURES.....	5
Selection and Weeding.....	5
Reference Books	5
Media (Tapes, Videos & CDs)	5
Circulation Book Collection	6
SERVICES.....	6
Faculty, Students, and Community	6
Reference and Searches.....	6
Reserves	6
CIRCULATION.....	7
Holds	7
Inter-Library Loan (ILL).....	7
Time Periods	7
Renewals.....	7
STUDENT IDENTIFICATION CARDS.....	8
LIBRARY ETIQUETTE.....	8
OPERATIONS & PROCEDURES.....	8
Acquisitions (Selection Policy).....	8
Required Reading.....	8
Recommended Reading.....	8
Course-Related and Current Issues	9
On-Line Resources	9
Receiving	9
Cataloging & Classification Rules	9
Book Processing.....	9
Cataloging	9
Labels.....	10
Spine Labels	10
Storage and Weeding.....	10
Withdrawing Books.....	11
Missing books replacements	11
Replacement book found.....	11
CIRCULATION PROCEDURES AND RECORDS.....	11
Checkouts	11
Renewals.....	11
Check-ins.....	12
Overdue	12
Patron Database.....	12
Vertical File Material.....	12
Circulation Period.....	13
Personal Hold Requests	13
Fines and Overdue Materials.....	13

Lost Items	13
Copier.....	13
Reference Collection	14
Using Reference Materials – What are reference materials?.....	14
Periodical Collection	14
Multimedia Services.....	14
Interlibrary Loan	15
Eligible Users.....	15
Borrowing Restrictions.....	15
Copyright Issues.....	15
Initiating Requests	15
Notification & Use of Items.....	15
Renewals	15
Charges.....	15
Library Catalog.....	16
Book Requests	16
Ask a Librarian	16
Library Card.....	16
Library Orientations / Information Literacy Instruction	16
Course Reserves.....	16
Purchase Recommendations.....	16
ONLINE RESOURCES & DATABASES.....	17
Library and Information Resources Network (LIRN)	17
Database List in the Caroline Library	18
Kyobo Ebook User Guide	20
DBPIA	21
HAKSOL INSTITUTE e-article online Korean WEB DB	22

INTRODUCTION

Caroline University does not have a residential campus in the typical sense of the word. Caroline University rents a floor in Los Angeles, California, which includes offices, classrooms, and space for the library office. There are currently over 10,000 volumes in the Caroline University Digital Library, which is comprised of dissertations and theses for graduating students, research materials, required reading texts, and recommended reading texts. Caroline University also has an online library housed within Library and Information Resources Network (LIRN), with over 10,000 online books as well as access to numerous journals and research. These resources are being increased on a regular basis as courses and programs are added.

Caroline University is subscribing to ProQuest Religion and Business databases for every student (renewed annually). This program provides thousands of journal articles and other resources to Caroline University students. Caroline University is currently researching further online resources for its students and faculty.

Caroline University has also realized that most of its students *purchase* the required reading materials for their courses rather than avail themselves of the Caroline University Library. Therefore Caroline University decided to invest its funding for library services into more online resources as well as to assist international students in purchasing materials for courses.

The mission of the Caroline University Library is to provide students, faculty, and staff with the bibliographic resources, technology and electrical resources, research guides and information literacy instruction, network and interlibrary loan, facilities, assessment and plan, research tools, and study environment necessary for the academic training of men and women to fulfill the mission of the school. We develop collections, catalogs, staff, services, policies, and facilities to support this task.

POLICIES

On-Campus Library

Caroline University maintains a small library for its students and faculty of material primarily for class work and instruction. The hours are 9:00 a.m. to 9:00 p.m. on Mondays through Saturdays. The Caroline Library contains a wide variety of resources materials for student use in addition to computer stations with Wi-Fi Internet access and study tables.

Off-Campus Library Facility

Caroline University's online library housed in the Populi including LIRN, Gale Cengage, ProQuest Ebook Central, DBPIA, Haksol E-articles, and RISS, which provides Caroline University students with ebooks, journals, dissertations, and links to other valuable resources.

PROCEDURES

Selection and Weeding

Materials selected for the Library will be based generally on past and present course work requirements and suggested/recommended reading made by the Faculty, Academic Dean, and President. In building the collection, Caroline University strives to add e-books, media, and other non- book materials to enhance the collection toward helping students with their particular project topics and dissertation research, as well as filling in the collection on current issues of society.

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the Caroline University Library website in the Personnel Handbook. All purchases made will be consistent with the college's collection development/management policies.

Reference Books

Reference books are not circulated in order to make books available to on-campus students and faculty. This includes the collection of Caroline University student dissertations and reference CD- ROM's. On occasion, the Academic Dean or a faculty member may require a reference at his/her desk or in his/her class.

Media (Tapes, Videos & CDs)

The Library maintains a collection of media including tapes, videos and CDs. These materials will circulate and follow the same procedures as for books, except for the amount of time allowed. At the present time, the Library does not maintain playback equipment for these items except for the three computers in the Library for playing CDs. A student or faculty member will need to provide his/her own machine for viewing. A laptop computer and two projectors are available for classroom presentations. Caroline University has also purchased a document imaging machine for projecting pages of books or other materials during classes. Professors are encouraged to make materials for presentation during classes in either DVD format (for presenting videos), PowerPoint, or imaging.

Circulation Book Collection

The circulation collection is available to students and faculty and materials are reserved for classes and may be held for, mailed to, or checked out on a first-come first-served basis to students enrolled in those classes.

SERVICES

Faculty, Students, and Community

All library services will be available to faculty, students and to the greater Christian community through pastors. Persons outside the school using the library services must be engaged in research, consulting or counseling and must register with the school for such services. A fee will be charged non-students for use of Caroline University's Library facility.

Reference and Searches

Reference questions directed to the Library will be handled by Caroline University's IT Administrator (who has had extensive experience with online issues), or Librarian is also available to assist in searching or in-depth research other than referral type questions. Depending on the nature of the research, attempts will be made to locate a suitable researcher for the student or faculty member.

Reserves

Books for classes will be placed on reserve for use by enrolled students only. Students may call the school office to hold such books (only four at a time) for them on a first-come, first-served basis for classes they are enrolled or to be enrolled in and the office or Library will hold them for the student when they arrive on campus, or check them out and ship them to their location (for out-of-state students). Students will be charged the cost of shipping and handling for the latter.

CIRCULATION

Hold

Hold placed by students will not obligate the Library to hold the book for the student if the student does not pick up the book or have it sent to them within a reasonable time and if others need the book.

Inter-Library Loan (ILL)

Students needing books from other libraries may make an ILL request from this Library to another library. However, most students will be able to make the same request of their local library to obtain the book or materials through normal channels. Any costs incurred by this Library for an ILL will be charged on the student's account. If the book is of a nature which the school feels it should have, every attempt will be made to obtain the book for the Caroline University Library through purchase or donation.

Time Periods

1. Circulating books are checked out for a four-week period and may be renewed if no hold has been placed on the book by another student.
2. Periodicals (magazines), vertical file materials, and other non-book items may be checked out for five (5) days.
3. Audio/visual materials may be checked out for two (2) weeks.
4. Reserved books may be checked out overnight (see reference books and holds).
5. Reference books and dissertations are normally never checked out. Circumstances requiring the use of these items outside the Library are rare but may be allowable.

Renewals

1. In the event that a student wishes to extend a due book, the student shall call the office before the book becomes overdue. The extension will be granted unless a hold has been placed or the book is a required text for an upcoming course.
2. A late fee of \$.25 per day is assessed on overdue books up to a limit of 60 days (\$9 per book). After the 60-day limit, the student's account will be charged the book replacement value in lieu of the late fee.
3. Late fees will continue to accrue after an overdue notice is sent and until the books are returned.

Lost Books

1. A student must report a lost book immediately.
2. The student will be assessed the cost of the lost book. If the book is later found, the replacement amount will be refunded to the patron and the extra book re- shelved.
- .

STUDENT IDENTIFICATION CARDS

Students are issued a Caroline University identification card. These cards have bar-coded numbers which are used for automating the checking out of books. Therefore, students and faculty are encouraged to carry these ID cards with them when they are on campus.

LIBRARY ETIQUETTE

The Library has a spacious area for study. Food and drink do not mix well with books, papers and computers, so we request that no food or drink be brought into the Library and mixed with study materials.

OPERATIONS & PROCEDURES

Acquisitions (Selection Policy)

Required Reading

Required reading materials are determined by the Academic Dean and professor of record for each course. Prior to the course, the books are placed in a digital reserve section for enrolled students only.

Recommended Reading

Recommended reading materials will be purchased or sought for by the Library but the Library may not have those books during the time the class is in session or the student is working on their project.

Course-Related and Current Issues

The Library will strive to have available those things which are course-related as well as materials which cover current issues. The student or faculty member should be aware that much of this sort of material will be held by Caroline University's on-line resources.

On-Line Resources

Caroline University has established an on-line library on its Populi and LIRN platform. Contact Caroline University's main office for a login and password to access these materials.

Receiving

As materials and books are received they are verified by the person in charge of accounting and sent to the Library. The Library receives the material and files or catalogs the material so as to document and retrieve these items easily. If the books cataloged are for a current course, the books will be placed on the digital reserve shelves for enrolled students.

Cataloging & Classification Rules

Caroline University uses the Library of Congress (LC) classification for all books. Sets are cataloged together using a single classification. In cases where volumes of a set have been published sequentially, the LC has often cataloged the volumes as separate titles, causing them to file throughout the collection. Reference works, periodicals, dissertations, and theses are pulled together on shelves using a local Bibliophile designator "REF," "PER," "DISS," or "THS." For binders with no spine information, make an additional third label for affixing at the top of the spine. The beginning of the label title is affixed at the top of the spine (so one is reading the label left to right from the top of the spine, not reading left to right from the center of the spine. [Note: the direction of titles on book spines...they always start at the top of the spine.]

Book Processing

Cataloging

Caroline University adds the e-books to the online databases. The Caroline University Library uses the Library of Congress classification system (LC). The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number, which consists of a series of letters and numbers.

Labels

Affix one of the printed labels to the inside cover of the book.

Spine Labels

The spine label is affixed to the spine of the book. The spine label is always centered on the spine (with label being bent over the front and back of the book when necessary for thin books) and is placed 4 cm from the bottom of the book. In rare instances the bottom of the spine label is adjusted so as not to cover a volume number (only if not printed on the label).

For reference works, designated with REF at the top of the label) and dissertations (designated with DISS at the top of the label) a label that reads, "Library Use Only" is centered and placed UNDER the spine label, and on occasion an additional label is placed on the bottom of the front cover in the left-hand corner.

Storage and Weeding

In order to accommodate limited space, book volumes for which there are more than three (3) copies will be stored for later use when they become again required reading for a current course. In addition, if space is required, copies 1 and 2 of materials not used for courses will also be stored.

As related to the public policy part of this manual, the Library will weed periodically those books which do not fit the curriculum, have been outdated with regard to updated research, law and other such criteria. Some outdated or updated items may be kept because their nature of presentation reflects the needs of the students or faculty and can be used as a help for a student's presentation or understanding. Older items will be researched so that the Library does not discard titles, binding, etc. that have become valuable as rare and collectible.

As backup to this policy, the Library will be guided by weeding criteria as set forth in the book: *Weeding Library Collection* by Stanely J. Slote, 3rd ed., Englewood, CO: Libraries Unlimited, 1989, or latest edition.

1. Check to see the work is still on any of the course reading lists.
2. If yes, check with the Dean for his recommendation.
3. Check recommended collection lists. If on any of those lists, keep. If not, discard.
4. Check the dates of publication. Reference works such as Information USA
- . contain much government information which is obsolete. Updates of the third edition of this book are now on the Internet. Such old works may be discarded.

Some older books, however, have value for their historical statistics which might not appear in the newer publications, tables, indexes and study guides not appearing in newer editions. Keep in mind student projects and dissertations with regard to church and religion statistics.

Withdrawing Books

Missing books replacements

1. Go to “checked out” book list in databases. Determine item being replaced.
2. Go to “checked in” books and make sure the book is “checked in” in . Check the book in so it won’t be on an overdue report.
3. Make new labels with correct copy number, if any; delete copy number before saving the record after printing labels.

Replacement book found

If a lost book is found, add the book back into the collection as a new copy of the book with a new bar code.

CIRCULATION PROCEDURES AND RECORDS

Checkouts

Checkouts are made by the library attendant who may be at the computer at the time the books are being checked out. Each book barcode is entered into the database and the student’s ID bar code is entered into the database.

Renewals

When a student calls to renew a book, ask for the barcode on the book. Go to circulations, and select “renew” tab. Type in the barcode of the book and click renew.

Check-ins

Office personnel collect the books returned to the Library and enter the book bar code to delete the record from the books circulating record in the computer in order to clear the student's record.

Overdue

After having checked in all the books and checking out all books, once a week the librarian will check the database to see who has overdue books and print out the notice. Using the Late Book Form, bring up the form for the student and print out two copies. One is folded and put in a window envelope for mailing to the student and the other is given to the Registrar for billing the student's account.

Patron Database

Office personnel enter student's name, address and id number to the Student Database. This allows enrolled students the ability to search books via the computer and the Library to maintain a circulation record. Student information in the database is private and must never be given to any third party. Circulation records of what a student has checked out are private information and under law cannot be divulged. This data is for internal use only.

Vertical File Material

The Library maintains a small collection of articles, pamphlets and guides that are filed by subject. These materials are sometimes educational materials that supplement some of the book and study guides. Before weeding any of these materials, one needs to check current course and usage of such books as might include this type of material as supplemental.

Publisher/vendor materials are placed in a separate file and are weeded as new material for a given vendor replaces the old.

In the case of clippings, in addition to a date of publication, the source of that clipping needs to be written on the clipping.

Circulation Period

Students Circulation Period-books can be checked out for four weeks.

Faculty is asked to return items as soon as possible once they have completed using them.

Reference books and periodicals do not circulate. They are in library use only.

Media-Audio Visual materials – can be checked out by faculty and staff members only. These items are loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.

Reserve books -books are “in-library use only”, overnight (due by 9:00 a.m. the following day), or as specified by instructor.

Personal Hold Requests

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and unavailable. These holds can be placed by asking the librarian. You will be notified when the item is returned to the Library and is available to you.

Fines and Overdue Materials

At the end of each semester, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year.

The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows: □ □

- Four-week check-out of Books-.25 cents per day per book
- Reserve check-out of materials – \$2.00 per hour, per item

Lost Items

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a \$10.00 processing fee.

Copier

Copiers with enlarging and reduction features are located in main school office. The cost is ten cents per page.

Reference Collection

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source of information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful of reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

Periodical Collection

The library currently subscribes to a variety of periodicals, including professional and technical journals, newspapers and popular magazines, which support the college's curricula and assignment. Current periodical issues are on display. Faculty is encouraged to work with the Library to develop assignments that will introduce students to the professional journals in their area of study. A list is also available in the library.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular") and journals ("scholarly"). Such sources will provide more up-to-date information than books.

Multimedia Services

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audio-cassettes, slides, records, and other items. These are for use in the Library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library.

Eligible Users

Interlibrary loan service is available to all current students, faculty, and staff. Guest borrowers and alumni should use interlibrary loan service available at their local public library or the academic library at their place of study.

Borrowing Restrictions

The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation. Most books, magazine, and journal articles can be requested through interlibrary loan.

Copyright Issues

Copyright law limits the number of photocopied articles that can be borrowed through Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

Initiating Requests

Borrowers are expected to check the Caroline Library catalog and periodical databases prior to initiating a request to make sure we do not already own or have access to the item. Submit an interlibrary loan form for each item requested. Give complete and accurate information. Turn in your form at the Circulation desk. Student requests are limited to 5 items per month. The length of time needed to obtain materials varies. Most items can be obtained in about 10 days. There are times when materials arrive earlier and times when it takes longer. Please plan accordingly.

Notification & Use of Items

When your interlibrary loan arrives, we will call you. You can pick up your item at the Circulation desk. The loan period and any restrictions are set by the lending library. The loan period is usually about 3 weeks. Photocopies of articles are yours to keep. Interlibrary loan items must be returned to the Circulation desk. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

Renewals

Renewals may or may not be granted, depending on the policy of the lending library. Renewal requests must be made at least four working days before the due date.

Charges

In general, there is no charge. We make every effort to borrow from the library that does not charge; however, there are cases when this is not possible. In this case, we will notify you of any charges before we process your request. You are responsible for all costs incurred.

Library Catalog

The Library catalog is available online, and will allow you to search for and find many books.

Book Requests

You can have books sent from the Library to one that is closer to your home by email or phone call to the library circulation desk. You will be charged for the postage or delivery fee.

Ask a Librarian

Have a question? This service is available to all Caroline students. You ask question in person, by phone, or by email.

Library Card

Your Student ID Card is your library card to borrow materials from the library. You will need to come by the library to get a barcode added ID Card.

Library Orientations / Information Literacy Instruction

The University Librarians offer Orientation Programs and Information Literacy Instruction for classes and individuals upon the request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during this instructional sessions. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

Course Reserves

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

Purchase Recommendations

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the Caroline University Library website in the Personnel Handbook. All purchases made will be consistent with the college's collection development/management policies.

ONLINE RESOURCES & DATABASES

Library and Information Resources Network (LIRN)



Library and Information Resources Network

ACCESSING LIRNProxy

To access your LIRN subscription go to:

URL: <https://proxy.lirn.net/CarolineUniv>

Please contact with a librarian for Username and Password.

Please note URL, Username, and Passwords are case sensitive.

To access your subscription, go to the LIRN homepage at <https://www.lirn.net> and select the "Databases" button or go directly to <https://www.lirn.net/databases>; Enter your LIRN ID when prompted. Once you have logged in, the resources you have subscribed to will appear on the LIRN Gateway Menu.

Note that on the LIRN Gateway Menu, there is a search box that allows your students to directly query across vendors using our federated search service, LIRNSearch.

The default view for your subscription is the Subject view. You can change this view during your current session by clicking on one of the other tabs (alphabetical, simple, vendor).

Our Librarian staff has composed a YouTube Video that you might find useful. This can be found on the LIRNotes channel (<https://www.youtube.com/watch?v=nl7tjhNMyFo>).

1. ProQuest E-book Central:

Academic Complete which provides libraries with an affordable, critical mass of over 237,500 multidisciplinary E-Books with unlimited, multi-user access, powerful research tools and downloads to support programs.

2. E-Journal Database List:

Gale Academic OneFile

Gale Academic OneFile Select

Gale Business: Insights

Gale General OneFile

Gale In Context: College

Gale In Context: Science

Gale OneFile: Agriculture

Gale OneFile: Business

Gale OneFile: Communications and Mass Media

Gale OneFile: Computer Science

Gale OneFile: Criminal Justice

Gale OneFile: Culinary Arts

Gale OneFile: Diversity Studies

Gale OneFile: Economics and Theory

Gale OneFile: Educator's Reference Complete

Gale OneFile: Entrepreneurship

Gale OneFile: Environmental Studies and Policy

Gale OneFile: Fine Arts

Gale OneFile: Gardening and Horticulture

Gale OneFile: Gender Studies

Gale OneFile: Home Improvement

Gale OneFile: Hospitality and Tourism

Gale OneFile: Informe Académico

Gale OneFile: Insurance and Liability

Gale OneFile: Military and Intelligence

Gale OneFile: News

Gale OneFile: Nursing and Allied Health

Gale OneFile: Physical Therapy and Sports Medicine

Gale OneFile: Pop Culture Studies

Gale OneFile: Psychology

Gale OneFile: Religion and Philosophy

Gale OneFile: Science

Gale OneFile: Vocations and Careers

Gale OneFile: War and Terrorism

A. Borrowing: You can borrow the desired content through the "Borrow" button. The "Borrow" button is displayed on the content list and detailed information pages. After borrowing the button is displayed as "Reserve" or "View".

B. Extension method and period: The period for borrowed content can be extended. You can find the extension button in 'My library > Checkout list, extension button'. However, extension is not possible for reserved items or if the number of extensions is exhausted.

C. Return: The borrowed content will be automatically returned when the borrowing period expires. It can also be returned manually even if there is still time left in the borrowing period. You can return it directly by using the "Return" button in the 'My library > Checkout' list, and the returned content can be checked in the list of borrowed items.

D. Wishlist: Items you are interested in can be marked with the "Wishlist" symbol. The 'Wishlist' button is a toggle button with an On/Off function, and it is displayed on the contents list and detailed information page. The contents you have added to your wishlist can be checked in 'My library > Wishlist' and clicking the button again will remove the item from the list.

E. Preview: The preview option is available. The 'Preview' button is displayed on the Content List and Details page. In case the preview option is not available the button will not be displayed.

DBpia, a Korean-based academic information portal focused on researchers

DBpia provides academic content and services that are right for Korean researchers



Research topic search: academic information portal, DBpia

Search Korean academic contents at once.

DBpia is an academic information portal where you can search Korean journals and thesis. Through DBpia, you can discover academic contents that are served on Korean academic platforms at once.

Full Text Reading: Korean Excellent Journal Service

Find out the value of the best journals in Korea.

We provide 2,300 kinds of journals and 230,000 academic article published by the Korea Institute of Excellence in full-text. DBpia's content value can also be found on Google Scholar's h5-index. (Based on the h5-index released in 2018, 9 of the top 10 Korean journals and 74 of the top 100 journals)

[Check out the Google Scholar h5-index >](#)

Article Contribution: Setting citation style

You can easily set reference bibliographic forms.

A variety of citation styles are available from APA, MLA style to representative style of Korean academic society. You can easily create a list of articles that you have created in your library by creating your own style.

Research Trend Analysis: DBpia utilization index

Please check DBpia's academic trends in Korea.

The number of article utilization Korean No.1 DBpia provides academic trend. Monthly usage trends of each article are provided in graphs and tables, and you can check article, journal, and author that are widely used by 80 subject categories.



Previous research: DBpia recommendation article

Experience personalized content with patented article recommendation technology.

We analyze big data such as reading article, search keyword and recommend scholarly contents which is essential for user's research. Techniques that recognize originality and credibility can be found on the article page and in the viewer.

Bibliography Management: My Library & DBpia Chrome Extension

Use bibliographic management services optimized for Korean article.

You can conveniently organize the bibliography of the academic article necessary for your research in My Library. Bibliographic material from other academic platforms can also be stored in My Library in DBpia through the Chrome extension.

[Go to download DBpia Chrome Extension Program >](#)

Research performance management: My article management

Check the citation and usage of my article.

The number of visitors DBpia in Korea provides the usage and citation information of the article. By registering as an author, you can collect the number of usage and citations and the author's profile, such as ORCID, research career, and research fields.

HAKSOL INSTITUTE e-article online Korean WEB DB



ACCESSING HAKSOL INSTITUTE e-article online WEB DB

To access your HAKSOL INSTITUTE e-article online WEB DB subscription go to:

URL: www.earticle.net

Mobile: m.earticle.net

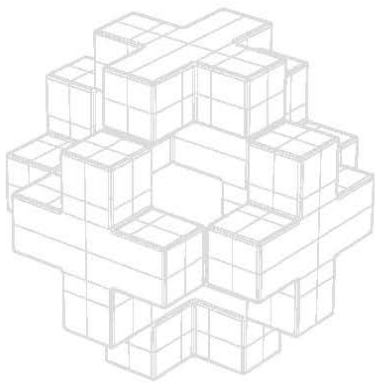
Please contact with a librarian for Institution Login Username and Password

Please note URL, Username, and Passwords are case sensitive.



e-article Database

www.earticle.net



I ① Overview

- The database of e-article is the information system of the original through which users can easily search and download academic materials of academic societies based on diverse search methods. Also it provides services for management of academic societies through provision of diverse information such as introduction to academic societies, publications, authors, and so forth.

I ② Status of services

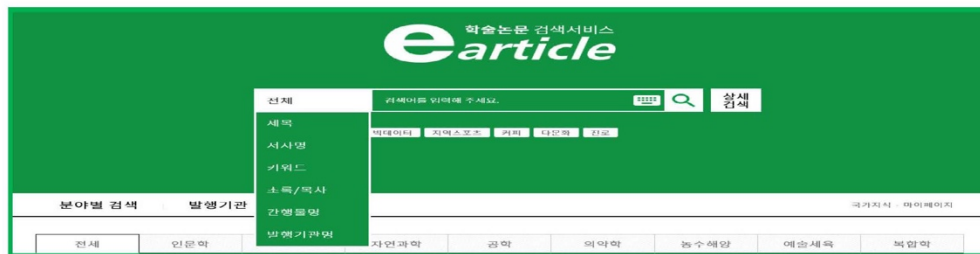
- e-article provides services of article searches and downloading the original over all publications from the first to the most recent issues, such as academic papers, proceedings and other symposium materials, separate volumes, and so forth in all areas of studies covering humanities, social studies, natural sciences, engineering, medical science, arts, physical science and so forth.

Areas	Number of organizations served	Areas	Number of organizations served
humanities	210	pharmaceutical and medical sciences	53
social studies	370	agricultural and marine studies/oceanography	44
natural sciences	28	arts /physical studies	86
engineering	70	interdisciplinary studies	20

• The original papers of about **880** kinds of publications from **600** academic societies and research institutes are available as of **2019**.

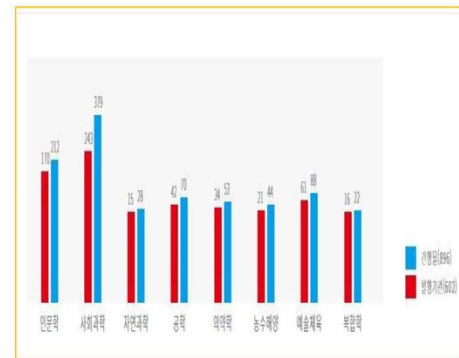
③ Search

- Detailed search: Results are provided after broad and correct searches of more detailed publication information.
- Search by organization: Materials from an organization meant to be searched are explored from the first to the most recent issues.
- Search by area: Organizations of issues are assorted and provided based on academic classification of the Korea Research Foundation.



④ Status of the database by areas of studies

- The database of EERIS includes academic papers and dissertations in all areas of studies such as humanities, social studies, natural sciences, engineering, medical science, arts, physical science, and so forth. Number of participating organizations and number of kinds of journals in the area of studies being served are provided through the real-time update.



Update of and introduction to new publications

- The database of e-article is doing the best for speedy update of all publications provided and you can use the database of EERIS within two weeks after issuing printed journals. You can peruse all journals by selecting the volumes and issues based on the table of contents that is identical to that of printed journals including the cover. Also we are trying to add new materials to correspond to users' needs. We are guiding through the menu of new publications of the early screen each time a new journal is added to search services.

Weekly popular papers

- Each week, the database of EERIS selects and introduces you to 10 Weekly popular papers with a high frequency of use.

최근 업데이트

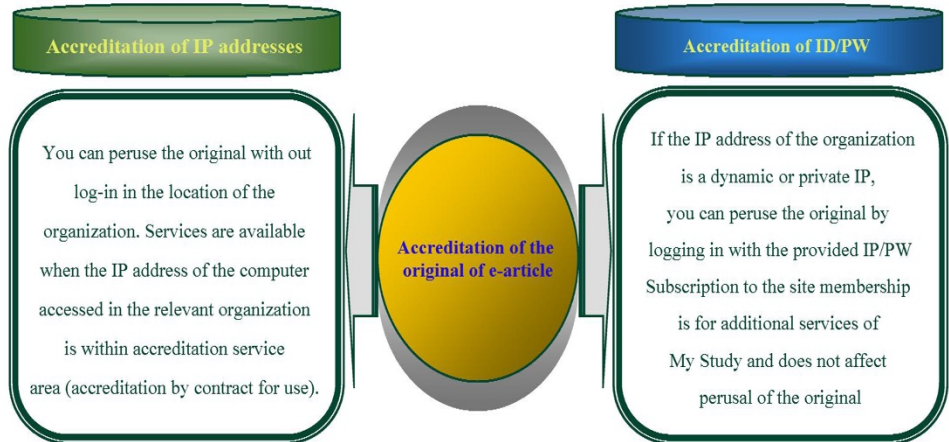
★ 많이 이용된 논문

- 태양광 발전소의 경제성 분석: 최적 태양광 발전소의 사례**
 김현수, 정재문
 한국경영정보학회 | 한국경영정보학회 학술대회 | 2014.11 | pp.737-737
- 세계적 문헌 고찰을 통한 한국어 교육과정 연구 동향 분석**
 김호정, 김가람
 국제한국언어문화학회 | 한국언어문화학 | 2017.04 | pp.75-110
- 대학생의 성지식,성태도 및 성행동(성폭력)의 관계에 대한 연구**
 김남희, 박유진, 정현숙
 한국심리학회 | 심리행동연구 | 2015.12 | pp.17-42

II Service process and expected effects

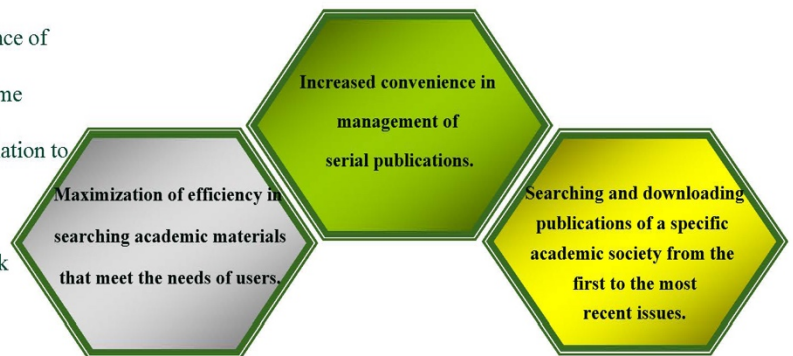
II 1 Service process

- Only the members of organizations or associations which have contracted with e-article can peruse the original from the database provided by EERIS through the accreditation process with IP addresses or ID/PW.



II 2 Expected effects

- Improvement of library operation through purchase and maintenance of materials in the form of files, arrangement and use.
- Functions that enable to use materials without limits of space or time based on internet.
- Learning functions through active use of professional papers in relation to majors.
- Functions of provision of the original through diverse interfaces.
- Solving space problems in bookstands.
- Solving the difficulty in collecting symposium proceedings as back issues.
- Solving the problems of loss of academic materials.



www.earticle.net