

Operational Regulations

Enacted on August 5, 2021

CHAPTER 1: General Provisions

ARTICLE 1 (Purpose)

The purpose of these regulations is to stipulate matters necessary for the establishment and operation of LTI Korea Library (hereinafter referred to as “the library”), pursuant to Article 13 of the Literary Promotion Act and Article 40 of the Library Act.

ARTICLE 2 (Establishment)

The Korean and English names of the library are written as follows, and the organization and personnel composition of the library shall be governed by the staff organization regulations.

1. Korean name: 한국문학번역원 번역전문도서관
2. English name: LTI Korea Library

ARTICLE 3 (Definitions)

The terms used in these regulations are as follows:

1. “Library” means a facility that collects, organizes, analyzes, preserves, and provides data to users in order to contribute to information use, research, learning, culture, and lifelong education.
2. “User” means any person who uses the library.
3. “Library member (hereinafter referred to as “member”)” refers to any person who has signed up as a member on the Global Platform of Korean Literature website.
4. “Collection” refers to materials collected, organized, and preserved by the library for the purpose of delivering knowledge and information, including printed materials, transcription materials, audio-visual materials, micro-format materials, electronic materials, and other special materials for the disabled.
5. “Global Platform of Korean Literature (hereinafter referred to as “Global Platform”)” is a virtual online space run by the library, which is used as a

space for providing library users with Korean literature web contents and information about the library collection.

6. “Reference materials” are the materials such as periodicals that users can borrow and read in the library.
7. “Loan materials” are the materials that users can borrow and read outside the library
8. “Inter-library loan” refers to the common use system that allows users to request and borrow materials from other libraries with an agreement, if the library does not have such materials in the collection.
9. “Select” means evaluating the value of materials and deciding whether to collect and preserve them.
10. “Acquisition” means the act of expanding the collection by means of receiving materials from outside, which includes purchase, donation, and exchange, or by means of self-production and bookbinding.
11. “Transfer” refers to the transfer of data classification and management space to the library’s storage room or an external storage.
12. “Disposal” means the removal of polluted or damaged books, inappropriate books, and unused books from the library collection through official procedures and methods.
13. “Removal” refers to the deletion of books that are deemed to have no value or use from the library catalog and register.
14. “Donated materials” are materials obtained through the act of donation by donors. “Donors” are organizations or individuals who have donated materials.

ARTICLE 4 (Functions)

The library performs the following functions:

1. Providing necessary information for translation and publication of Korean literature as well as overseas promotion and exchange projects.
2. Collecting, organizing, preserving and using materials produced or collected as a result of translation and publication of Korean literature, and overseas promotion and exchange projects.
3. Conducting activities to disseminate information through data sharing and

cooperation with other institutions related to Korean literature.

4. Performing other duties required of a specialized library affiliated with the Literature Translation Institute of Korea.

ARTICLE 5 (Library steering committee)

The library steering committee (hereinafter referred to as “the committee”) may convene to deliberate on matters related to collection management such as disposal and removal of materials.

ARTICLE 6 (Role of the committee)

The committee shall deliberate on the following matters:

1. Matters concerning the composition and selection of collection materials
 - a. Acquiring and registering donated and exchanged materials
 - b. Selecting periodicals and non-book materials for purchase and materials subject to binding
2. Matters concerning exchange, transfer, disposal and removal of materials.
 - a. Selecting materials subject to exchange or transfer
 - b. Materials that are not used due to excessive restoration
 - c. Making the decision to disuse materials in the library collection
3. Matters concerning loss and damage of materials
 - a. Processing unrecovered loans
 - b. Processing materials identified as missing as a result of general stocktaking
 - c. Matters related to the determination of the usefulness of damaged or contaminated materials such as preservation and disposal
 - d. Matters related to back-issue periodicals such as disposal
 - e. Other matters related to collection development unspecified in the material acquisition policy

ARTICLE 7 (Committee composition)

The committee is composed as per the following terms, and is chaired by the President.

1. The committee shall be composed of up to seven members including one chairperson and one vice-chairperson.
2. The director of the division to which the library belong shall be the vice-chairperson of the committee. The director of each division shall be an ex officio member of the committee.
3. Depending on the case, the chairperson may appoint an external member from among prominent figures in such sectors as library, education, cultural and society.
4. The vice-chairperson assists the chairperson, and acts on the behalf of the chairperson in the absence of the chairperson.
5. In order to facilitate the activities of the committee, the manager of the team to which the library belong (hereinafter referred to as “the chief manager”) shall be the secretary of the committee, and the librarian in charge shall be the clerk of the committee.

ARTICLE 8 (Committee meetings)

1. The committee may hold a meeting as the need arises.
2. The meeting shall be chaired by the chairperson, and resolutions shall be made with the attendance of a majority of the registered members, and the consent of a majority of the members present in the meeting.
3. The secretary shall notify the committee members of the date and time as well as the agenda of the meeting three days in advance so as to allow sufficient time for prior review.

CHAPTER 2: Operation of Facilities

ARTICLE 9 (Opening and closing)

The library shall be open everyday except for the following days:

1. Saturdays, statutory holidays, and temporary national holidays
2. With prior notification, the library may be closed on other days for stocktaking, repair work, or other purposes deemed necessary by the head of the institution.

ARTICLE 10 (Opening hours)

1. The opening hours of the library are as follows:
 - a. Weekdays (Monday to Friday) 09:00 – 18:00
(Closed for lunch 12:00 – 13:00)
 - b. Closed on weekends (Sat & Sun)
 - c. With prior notification, the opening hours of the library are subject to change as per guidelines from the Korean Ministry of Culture, Sports and Tourism and other governmental organizations, or if deemed necessary by the head of the institution.
2. For the purpose of improving convenience for users, the library may temporarily offer late opening hours on selected days of the week.

ARTICLE 11 (Access restrictions)

1. Access to the library may be restricted in the following cases:
 - a. A drunk person
 - b. Any person in possession of an item that is a fire hazard, foul-smelling, or causes disgust
 - c. Any person who steals and uses another person's ID or name
 - d. Any person who accesses pornography, gambling or game sites inside the library, uses the library's IT devices to install, download or distribute illegal software or videos, or engages in hacking activities.
 - e. Any person who engages in unnecessary physical contact, stalking, continuous staring at others, verbal abuse, or unconsented photography.
 - f. Any person who violates laws against theft, violence, intimidation, trespassing, and vandalism.
2. The chief manager reserves the right to restrict access to the library for those who threaten the safety of others or disturb the order of the library.

ARTICLE 12 (Restricted areas)

1. In order to preserve and manage some materials, access to the following places may be restricted.
 - a. Office space in the library and the special materials room (1st floor)

- b. Storage room (1st basement level)
 - c. Other areas off limits for the safety of users
2. Any person who violates Paragraph 1 may be ordered to leave the library immediately or given limited access to library services for a period of time stipulated as per Appendix 1.

ARTICLE 12 (Conduct restrictions)

1. Users shall not engage in any of the following acts:
 - a. Deliberately taking out materials without permission or returning loans without confirmation at the desk
 - b. Infringing on the rights under Copyright Act when using materials in the collection
 - c. Interfering with the purpose of use by damaging materials, supplies, and facilities, or moving them without authorization
 - d. Drinking alcoholic beverages or smoking in the library; ingesting beverages or food that may cause inconvenience to other users; bringing in odorous items; talking on mobile phones; using electronic devices that cause excessive noise; engaging in acts that may be threatening to other users and staff such as shouting and using abusive language
 - e. Repeatedly refusing to comply with requests by staff to refrain from problematic acts based on the library operation guidelines
 - f. Other acts that disrupt the operation of the library as determined by the manager
2. With regards to external users who violate the provisions of Paragraph 1, the chief manager shall take measures as per relevant procedures, which includes issuing a warning, restricting use and ordering to leave the library. If necessary, the chief manager shall take legal measures, and file police reports.

ARTICLE 14 (Procedures related to conduct restrictions)

1. The librarian in charge shall keep records of measures taken pursuant to Article 13 Paragraph 2 using Appendix 1 Paragraph 2, and shall report the

relevant measures to the chief manager.

2. The chief manager shall manage the Measures Taken against Misconduct Log using Appendix 1 Paragraph 2.
3. The librarian in charge must obtain approval from the chief manager and the head of the institution before deciding to restrict the use of the library for longer than thirty days.
4. In the case of measures such as restriction of use, the librarian in charge shall immediately notify the relevant user of the details of the measure including the reason for and the duration of the measure in writing or by email or text. The librarian in charge shall handle tasks related to restricted use of materials and facilities.

CHAPTER 3: Membership Management

ARTICLE 15 (Membership levels)

1. Any person may sign up as a member through the global platform.
2. Members of the library and the global platform are classified as follows:
 - a. Translator / Researcher / Scholar
 - b. LTI Korea Translation Academy faculty
 - c. LTI Korea Translation Academy student
 - d. Overseas institute from the Hub Library Program
 - e. Employee of LTI Korea
 - f. General user
3. The person in charge of the global platform shall verify each member of the global platform by referring to the following items, and then authenticate membership.
 - a. Translator / Researcher: No additional verification
 - b. LTI Korea Translation Academy faculty: whether the member belongs to LTI Korea Translation Academy
 - c. LTI Korea Translation Academy student: whether the member belongs to the LTI Korea Translation Academy
 - d. Overseas institute from the Hub Library Program: affiliated institute
 - e. Employee of LTI Korea: whether the member is currently employed by LTI

Korea

- f. General user: No additional verification
4. When a member who has signed up through the global platform wishes to borrow materials from the collection, the member shall be allowed to take loans after an ID check.
5. Pursuant to Paragraph 4, if a member of the global platform refuses to comply with an ID check, the member may not be able to use certain services such as borrowing materials, requesting materials from the storage room, suggesting an item for purchase, and reserving a loaned item.

ARTICLE 16 (Membership registration and withdrawal)

1. Members must sign up directly on the global platform and provide the minimum amount of personal information requested by the library.

The library collects the following personal information:

 - a. Required: name, nationality, email address
 - b. Optional: mobile phone number, country of residence
2. Members are responsible for management of their global platform accounts (e-mails) and passwords, which must not be leaked or stolen by third parties.
3. Member may apply to withdraw their membership on the global platform membership withdrawal page. All borrowed items must be returned before membership can be withdrawn.

ARTICLE 17 (Forfeiture of membership)

Membership shall be forfeited in the following cases:

1. Registering and loaning materials under someone else's name
2. Refusing to reimburse for lost or damaged materials
3. Overdue books (300 days or longer)

ARTICLE 18 (Collection and Disposal of Personal Information)

1. The library may collect and retain personal information for the purpose of providing various services such as the global platform, use of the reading room, and book loans.

2. The library shall retain the member's personal information for the duration of the use of library services, except when the membership is forfeited or a request for withdrawal is approved.
3. Personal information may be collected with consent in person or online. The library shall collect the minimum amount of personal information necessary for use of services, and destroy the personal information immediately upon fulfilling the purpose of collection.
4. Members have the right to refuse to give their consent to collection of personal information, and may withdraw their consent to collection of personal information at any time through withdrawal of membership.
5. In the event, the member directly withdraws on the website or requests termination of membership, and there is no reasonable cause to retain the member's information, that personal information shall be destroyed or deleted in a manner that prevents its reconstruction in an intelligible form.
6. Membership cannot be withdrawn during a suspension period with regards to borrowing books or using the reading room. Personal information shall be deleted after the suspension period. However, information on book loans may be retained for the purpose of compiling statistics of borrowed and returned books.
7. Further personal information collection and disposal shall follow the institution's personal information policy.

CHAPTER 4: Personal Information Protection

ARTICLE 19 (Personal Information Protection)

1. Employees and consignees in charge of managing and operating the global platform shall not divulge or share personal information obtained as a matter of duty except for justifiable reasons.
2. The platform manager must obtain the user's consent to the terms and conditions of service as well as collection, use, processing, and third-party sharing of personal information at the time of registering as a member on the global platform.
3. The platform manager must regularly check for any cases of leakage of the

personal information provided by the user, retain access records in order to respond to infringement of personal information, and take measures to prevent forgery or falsification of personal information.

4. In connection with Paragraph 3, if it is determined that disclosure of personal information is likely to cause damage, the library may notify the user immediately and advise to take necessary measures, or may modify or delete personal information upon the user's request.
5. When posting various notices and announcements on the bulletin board, the person in charge of the platform shall check work-related contents for any cases of disclosure of personal information and make corrections in advance, except where it is necessary according to the law.
6. Other matters concerning protection of personal information shall follow the institute's Personal Information Policy.

ARTICLE 20 (System operation monitoring)

1. The chief manager shall regularly monitor the operation status of the system in accordance with the relevant guidelines to check the overall situation, which encompasses system failures and security problems, and prepare necessary measures and countermeasures against failures.
2. In connection with Paragraph 1, if it is impossible to provide information due to a failure, the person in charge of the platform shall immediately report it to the chief manager and notify users.

ARTICLE 21 (Security Management and Safety Measures)

1. The person in charge of the platform shall compensate for vulnerabilities by conducting a security vulnerability check for the global platform at least once a year.
2. The person in charge of the platform shall regularly back up and store personal information collected from users in preparation for damage or loss of personal information, and respond quickly in the event of a failure.

CHAPTER 5: Acquisition of Materials

ARTICLE 22 (Principles of Acquisition of Materials)

1. Based on the purpose and mission of the library as stipulated in these guidelines, in principle, LTI Korea must first acquire materials necessary for conducting its own business.
2. Materials shall be selected in a way that contributes to balanced development of the collection and maintenance of a consistence level of the collection.
3. At the beginning of each year, an annual plan for materials acquisition shall be established and reported to the head of the institute. The acquisition and budget shall be executed as per the said plan.

ARTICLE 23 (User requests)

Books requested by users shall be selected first for the development and revitalization of Korean culture and literature. However, duplicates or materials that defeat the purpose of the composition of the collection shall be excluded from the selection.

ARTICLE 24 (Donated materials)

1. A decision to acquire a donated material shall be made in consideration of the preservation and management of the material, the usefulness of the material, and user demand. Materials in the following categories shall be excluded from registration.
 - a. Excessively restored books
 - b. Materials of no value to the collection
 - c. Materials that contain harmful contents or illustrations
 - d. Materials with short-term information and everyday content
 - e. Severely damaged materials
 - f. Materials that have lost value due to changes in edition, revision of systems and laws, technological development, discovery of new facts, and other environmental changes
2. Upon receipt of donated materials, the library shall ask the donor to sign Appendix 2. In unavoidable circumstance, the doner may give consent to the contents of the book donation agreement via verbally or by phone.

ARTICLE 25 (Courtesy towards book doners)

1. Book doners may be offered the following:
 - a. A letter or a plaque of appreciation
 - b. Doner's name recorded in the system along with registered book donations
2. Notwithstanding the above provisions, if it is necessary to vary the level of courtesy towards the book donor in consideration of the value of the donated book, further decisions shall be made by the library's steering committee.

ARTICLE 26 (Complimentary copies)

The library shall receive complimentary copies of books published through LTI Korea's translation and publication support program, and store them in the storage book and external warehouse. Some of the complimentary copies shall be made available in the library catalogue, and the rest shall be distributed and donated to other institutes through the Hub Library Membership program. Details of the book donation project shall be determined separately in another business plan.

ARTICLE 27 (Disposal or removal of materials)

1. The library may dispose of or remove materials in any of the following categories:
 - a. Materials that have lost their usefulness
 - b. Materials that are difficult to use due to contamination, or are beyond repair. Materials for which the cost of repair exceeds the cost of purchasing new materials.
 - c. Materials in poor conditions that cannot be read due to damage, pollution, missing pages, or marks.
 - d. Materials produced for religious purposes, propaganda or product promotion
 - e. Duplicate materials that are not worth collecting or preserving
 - f. Materials lost due to force majeure disasters, accidents, or other similar circumstances
 - g. Back-issue periodicals except literary journals and publishing-related

publications

2. In the case of disposal or removal of a material, the material shall be selected as per Appendix 3, and the selection shall be determined by the committee.

CHAPTER 5: Use of Materials

ARTICLE 28 (Reading materials)

1. Anyone may use the materials in the collection. However, the chief manager may impose restrictions on the use of rare materials in the following cases:
 - a. Reference books, periodicals, brochures
 - b. Precious books, old books, and materials that may be lost or damaged
 - c. Exhibition books
 - d. Multimedia materials including DVDs
 - e. Any other materials that may interfere with the library services when loaned
2. The use of materials is free of charge.

ARTICLE 29 (Borrowing materials)

1. The user must produce a valid ID in order to borrow materials.
2. Books may not be borrowed under someone else's name.

ARTICLE 30 (Reading and borrowing materials in the storage room)

1. If the user wishes to read a material in the storage room, the user must make a request directly at the librarian's desk.
2. The librarian in charge must notify the user immediately if the requested material is unavailable for reading or borrowing.

ARTICLE 31 (Number of book loans)

1. The number of book loans is stipulated as follows. However, the librarian in charge may adjust the number and length of book loans in the case of reference materials for the employees of LTI Korea.
 - a. Korean studies scholar/translator, researcher/member of the LTI Korea

Translation Academy: up to 7 books at a time

- b. General user: up to 5 books at a time
 - c. LTI Korea employee: up to 7 books at a time
2. Members living outside Seoul wishing to borrow books may apply for courier services by submitting Appendix 4. The delivery cost shall be borne by the member.

ARTICLE 32 (Duration and extension of loans)

1. Loan periods are stipulated as follows:
 - a. Korean studies scholar/translator, researcher/member of the LTI Korea Translation Academy: 30 days
 - b. General user: 15 days
 - c. LTI Korea employee: 30 days
2. Loan periods may be extended as follows:
 - a. Korean studies scholar/translator, researcher/member of the LTI Korea Translation Academy: 30 days (maximum twice)
 - b. General user: 15 days (maximum twice)
 - c. LTI Korea employee: 30 days (maximum twice)

ARTICLE 33 (Reserving books)

1. The user may reserve a checked-out book provided that the book is currently available for loan services and the user has no overdue loans. Non-book materials may not be reserved.
2. Loan reservations can be made through the website or in person. Each user may reserve up to 3 books.
3. When the reserved book is returned, the user shall be notified by text or other means on a first-come, first-served basis. If the user fails to borrow the reserved book within 7 days of the notification, the reservation shall be cancelled.

ARTICLE 34 (Prohibition of re-loans)

Borrowed books may not be arbitrarily re-loaned to another person. The member

who borrowed the books are responsible for any problems that may be caused by re-loans. However, staff members may borrow reference materials on behalf of daily workers of the institute.

ARTICLE 35 (Suggesting books for purchase)

1. The member may suggest a new book for purchase through the global platform of Korean literature. However, the librarian in charge may purchase up to additional copies of books already in the collection in consideration of convenient reading and borrowing. In this case, the number of additional copies of each book shall not exceed two.
2. The librarian in charge may purchase books in accordance with Article 22 (Principles of Acquisition of Materials) of these guidelines.

ARTICLE 36 (Returning loans before deadlines)

In the following cases, borrowed books must be returned without delay, before the expected return date:

1. When the member is scheduled to stay abroad beyond the deadline
2. When overseas residents are scheduled to leave Korea before loan deadlines
3. Upon request from the librarian for reasons related to the management of collection
4. In the case of loss of membership

ARTICLE 37 (Confirmation of loan return)

When returning borrowed books, the member must obtain confirmation from the librarian in charge or the information desk. However, in the case of dropping books in the book return box, confirmation may be waived.

ARTICLE 38 (Reminder notifications)

1. Reminder notifications shall be sent via email or text for overdue items.
2. The reminder notifications under Paragraph 1 shall be sent at least 4 times on a weekly basis until the overdue items are returned.
3. The measures under Paragraph 2 shall be followed by further reminder

notifications sent out at least 12 times on a monthly basis for items that are overdue for more than 30 days.

ARTICLE 39 (Overdue items)

A failure to return borrowed books before the deadline shall incur the following penalties:

1. Borrowing privileges shall be suspended for the number of days for which each borrowed book was overdue.
2. If a borrowed book is overdue for longer than three months without prior notice, borrowing privileges shall be suspended until the book is returned.

ARTICLE 40 (Compensation for lost of damages materials)

1. Damaged or lost books must be replaced with new copies, and additional fees may be collected from the user.
2. If it is impossible to reimburse with new copies, the user must purchase alternative copies in the following order of preference and submit them to the library:
 - a. New editions of the same book
 - b. The same title by the same author from another publisher.
3. If it is impossible to purchase new or alternative copies of books that are not for sale or have no market price, the library may request compensation based on the average price range announced by publication-related organizations.
4. If the member reimburses a lost or damaged book with a new or alternative copy, the overdue period ends on the day of the receipt of the new or alternative copy.

ARTICLE 41 (Missing materials)

Books that have not been unreturned or missing for an extended period of time shall be identified as "missing materials," and may be replaced with new copies purchased after deliberation by the committee.

1. Books borrowed by members who have moved abroad or whose place of residence cannot be identified.

2. Books that cannot be located for over a month despite good faith efforts
3. Books that are not retrieved even after the measures under Article 38 have been taken

ARTICLE 42 (Copying and printing materials)

1. Any person who wishes to copy or print materials may use the scanner and photocopier in the reading room for free.
2. Copying of data must not violate the Copyright Act, and the responsibility lies with the user.
3. The following materials may not be copied:
 - a. Confidential materials
 - b. Precious materials
 - c. Materials that are likely to be damaged
 - d. Personal materials
 - e. Other materials deemed unsuitable for copying by the chief librarian
4. Notwithstanding the provisions of Paragraph 3, when it is deemed necessary for conducting official duties or as evidence by law, materials may be copied with the approval of the chief manager.

ARTICLE 43 (Inter-library loan service)

Members may request to borrow materials from university libraries which have agreed to provide inter-library loan services through the Research Information Sharing Service (RISS). When using the inter-library loan service, members must abide by the terms and conditions of each service provider.

CHAPTER 7: Supplementary Provisions

ARTICLE 44 (Other matters)

Matters that are not stipulated in these guidelines shall be governed by relevant laws and LTI Korea's internal regulations.

Addenda (August, 2021)

ARTICLE 1 (Date of enforcement)

These guidelines shall come into effect upon approval of the president of LTI Korea.

ARTICLE 2 (Interim measures)

Measures related to matters performed prior to the enforcement of these guidelines are deemed to have been taken in accordance with these guidelines.

Book Donation Agreement

Donated Book(s)

(e.g.) 『title』 (author, publisher, year of publication)

1. 『2013 Catalogue of Korean Literature in Translation』 (LTI Korea, 2013)
2. 『Korean Literature Now vol.28』 (LTI Korea, 2020)

I hereby donate the material(s) listed above, and agree to delegate the right to process and use the donated material(s) to LTI Korea Library in accordance with the library's operational guidelines and criteria.

Date: yyyy.mm.dd

Name: _____ (signed)

Organization (address): _____

Contact information: _____

Submitted to LTI Korea Library

Criteria for Disposal and Removal of Materials

- ① General criteria
 1. Materials that have lost their usefulness
Materials whose usefulness has been lost due to revision of systems or laws, technological development, discovery of new facts, or other circumstantial changes
 2. Duplicates or materials duplicate contents
 3. Contaminated or damaged materials
 - 1) Materials that cannot be restored due to damage to major parts such as the cover
 - 2) Materials that have lost their content value due to theft or damage
 - 3) Materials that have content value but are difficult to repair and therefore must be purchased again
 - 4) Materials for which the cost of repair is not economically viable
 4. Substitutable materials
 - 1) In the case of cumulative editions of consecutively published materials
 - 2) Printed materials available through an external database
 5. Resources that are not scarce
 6. Materials with spelling and grammatical errors
 7. Unreturned loans
 8. Materials identified as missing as a result of stocktaking
- ② Non-book materials
 1. Non-book materials include audiovisual materials, visual materials, auditory materials, special materials, and special media used to deliver information.
 2. Materials that are worn out, polluted or damaged due to frequent use
 3. Materials that have lost their usefulness
- ③ Periodicals
 1. Materials that are worn out, polluted or damaged due to frequent use
 2. Back-issue periodicals except literary journals and publishing-related publications
 3. Materials that have lost their usefulness or are not worth preserving in the long term
- ③ Unrecoverable or missing materials
Follow Chapter 6 Article 41 of the Operational Guidelines of LTI Korea Library.
- ④ Criteria by subject
 1. General
 - If there is a revised or supplementary edition, and therefore the older edition is not worth collecting
 - Language books or dictionaries that have been replaced due to their inadequate content
 - Materials that contain out-of-date information such as directories, address books, brochures, and calendars
 2. Humanities and social science
 - 1) Materials published prior to revision of pronunciation or notation
 - 2) Materials that have lost their usefulness after being purchased as business references to temporary needs
 3. Natural science
 - 1) Out-of-date science and technology materials
 - 2) Materials that have lost their usefulness after being purchased as business references to temporary needs

Special Loan Application				
Name (Individual/Institute)				
Email address		Phone number		
Address				
Number of special loans				
Requested item(s)	Langauge	Title (Translated title if applicable)	Author	Publisher
Special Loan Guidelines				
<p>1. The Special Loan Service is available to members who live outside Seoul. The deliver cost must be borne by the user (LTI Korea Library Operational Guidelines Chapter 6 Article 31 Paragraph 2).</p> <p>2. Borrowed books may not be arbitrarily re-loaned to another person. The member who borrowed books is responsible for any problems that may be caused in the process (LTI Korea Operational Guidelines Chapter 6 Article 34).</p> <p>2. In case of damage to borrowed books, compensation shall be made in accordance with the guidelines of the library (LTI Korea Operational Guidelines Chapter 6 Article 40).</p> <p>4. Any other problems that arise with respect to borrowed materials shall be governed by the guidelines of the library.</p>				
Collection and Use of Personal Information				
<p>Pursuant to the Personal Information Protection Act, LTI Korea Translation Library collects and uses personal information for special loans with the user' s consent.</p> <p>1. Purpose: Special loans 2. Items: email, contact information, address 3. Retention and use period: Until special loans are returned</p> <p>* You have the right to refuse to consent to collection and use of personal information. However, in that case, you shall not be eligible for the special loan service.</p>				
<p>Do you agree to collection and use of personal information? (required)</p> <p>I agree <input type="checkbox"/> I do not agree <input type="checkbox"/></p>				
<p>I hereby apply to use the special loan service for reasons specified above, and promise to return the book(s) by the expected return date.</p> <p style="text-align: center;">Date: yyyy/mm/dd</p> <p style="text-align: center;">Applicant: (signed)</p> <p style="text-align: center;">LTI Korea Library</p>				