

GEORGIA CENTRAL UNIVERSITY



LIBRARY HANDBOOK

2017 – 2019

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PURPOSE OF THIS HANDBOOK

This handbook has been prepared to acquaint you with GCU's Library resources and services. The GCU Library provides these services and resources for you in conjunction with the teaching of classes and in for personal and professional growth and development.

HISTORY OF THE UNIVERSITY

Georgia Central University began as the Immanuel Original Bible Institute in Alabama in 1993, focusing on studying Biblical languages and on Biblical interpretation. In 1995, the Institute moved to a new location in Alpharetta, a northern metropolitan area of Atlanta, Georgia, and a new name: Georgia School of Theology. In 2002 the Georgia School of Theology was certified to begin issuing I-20 student visas by the United States Citizenship and Immigration Services (USCIS). In the same year, the Georgia School of Theology and what is now Georgia Central University divided into two separate institutions, the former a religiously exempt school and the latter an authorized university.

In 2003, Georgia Central was authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to grant non-degree certificates and Bachelor's, Master's, and Doctorate degrees.

In 2004, Georgia Central University moved to a campus in Lilburn, and expanded the campus in 2005. Also in 2005, GNPEC authorized GCU's Master of Science degree program in Oriental Medicine.

In 2009, GCU was approved for Candidate Status by TRACS and put forth its best efforts to achieve ever-higher educational goals.

In 2011, Georgia Central University was granted a provisional certification to participate in the Title IV Federal Student Financial Aid Program by the Atlanta School Participation Team of the US Department of Education. Also, in 2011, GCU acquired and moved to a new campus site at 6789 Peachtree Industrial Blvd., Atlanta, GA 30360, to facilitate growing demand and the need for a new educational environment.

In 2012, GCU School of Divinity became an associate member school of the Association of Theological Schools (ATS). In November 2012, GCU became a fully-accredited member of TRACS.

In 2013, the State Council of Higher Education for Virginia (SCHEV) authorized a GCU teaching site in Virginia.

In 2014, the School of Divinity was granted candidacy for accredited membership by ATS. In October, GCU installed Dr. Young Ihl Chang, former President of the Presbyterian University and Theological Seminary in Korea, as its second President. The Founder and first President, Dr. Paul C. Kim, was installed as the University Chancellor.

In 2015, Dr. Chang resigned his position to concentrate on academic and spiritual matters. Dr. Paul C. Kim was installed as the third President. A new PhD in Intercultural Studies program was approved by GNPEC.

In January 2016, GCU exchanged a MOU with Africa Theological Seminary in Kitale, Kenya to extend its educational mission in partnering with theological schools in mission fields. In March 2016, GCU was approved to open a teaching site in the State of New Jersey.

In May 2016, GCU's PhD in Intercultural Studies program was approved by TRACS. In August 2016, GCU obtained approval to open a teaching site in Sunnyvale, California.

In May 2017, GCU was endorsed by the Korean American Presbyterian Church (KAPC). In June 2017, School of Divinity was granted full accreditation from ATS.

In July 2017, the State of Georgia and GNPEC approved GCU's institutional name change request, so the University changed its name to Georgia Central University. The purpose of the institutional name change is to expand God's kingdom and be more inclusive by going beyond the Christian world.

In October 2017, ATS approve GCU's institutional named change request, so the School of Divinity changed its name to Georgia Central University School of Divinity.

In November 2017, GCU's extension site in Hackensack, New Jersey, was approved by ATS.

In December 2017, GCU voluntarily withdrew its membership from TRACS.

In January 2018, GCU's extension site in Brea, California, was approved by ATS.

In February 2018, GCU's Comprehensive Distance Education was approved by ATS.

In extending its vision of advancement of God's kingdom through Christian higher education, GCU's strategic planning has led to reaching out to the world with educational and missionary endeavors in Korea, China, Hong Kong, the Philippines, Nicaragua, Ukraine, and Kenya.

GCU has exchanged Memoranda of Understanding (MOUs) with sister institutions for mutual growth and academic advancement in Korea and other countries, including Honam Theological University & Seminary

(2010), Handong Global University (2012), Youngnam Theological University & Seminary (2012), Daejeon Theological University (2012), Seoul Jangshin University (2013), Galilee College in the Bahamas (2013), ATEA Institute for International Studies (2014), Korea Baptist Church Development Board (2014), the Cyber Remote Theological Seminary (2014), and Ukrainian Evangelical Seminary in Kiev, Ukraine (June 2014), and Africa Theological Seminary in Kitale, Kenya (2016).

GCU offers our heartfelt appreciation, glory and praise to our Lord Jesus Christ for establishing and raising Georgia Central University. The history of GCU has seen the rise of Christian leaders armed with a biblical worldview and teaching the Word of God.

UNIVERSITY PROFILE

VISION

The vision of GCU is to glorify God by equipping students who will proclaim God's Word, to build up the body of Christ through education, and to advance God's kingdom by reaching out to the globe. GCU seeks to maintain an appropriate balance between training for academics and professionalism.

MISSION

GCU's mission is to educate qualified students to become global leaders with biblical principles, and to equip them with competent knowledge, skills and Christian Worldview to serve the church, communities, societies, the nation, and the world through excellent Christian higher education. GCU serves its commitment to meet the educational needs of the multiethnic student body coming from diverse socioeconomic backgrounds.

BIBLICAL FOUNDATIONS STATEMENT

Georgia Central University (GCU) is a Christ-centered institution of higher learning that is unwavering in its belief that the following doctrinal statements are foundational to the educational and spiritual growth of each GCU trustee, faculty, student, and staff member:

- The Bible is the divinely inspired Word of God. It is accurate, without error, reliable, and authoritative. The sixty-six Old and New Testament canonical books are infallible.
- There is one eternal, transcendent, omnipotent, personal God that exists as the Trinity. Three persons, the Father, The Son, and the Holy Spirit.
- God, the Father, is the first person of the Trinity. He is the infinite Spirit sovereign. He is eternal, immutable, and unchangeable in all His attributes. He exists without any time or space limitation.
- Jesus Christ is a person in the Godhead. He is the Son of God. He is the perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.
- The third person of the Godhead who convicts, illuminates, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him is the Holy Spirit. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

- The biblical record is the full historicity and perspicuity of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- Jesus Christ became the substitutionary and redemptive sacrifice for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- The gift that comes from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work is Salvation.
- There will be a future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His Eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.
- There was a special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan exists as a personal, malevolent being who acts as tempter and accuser.
- Heaven and Hell. Two distinct, different, and real places. Hell is the place of eternal punishment, where all who die outside of Christ are confined in conscious torment for eternity.

OBJECTIVES

- To nurture everyone's gift for Christian ministry, leadership in society, and service to the world
- To promote and encourage academic excellence, critical reflection, and involvement in community service
- To integrate cultural differences into effective academic development.

CORE VALUES

- God First, as the owner, creator and sustainer
- Excellence in Teaching, Research, Scholarship and Management
- Respect for Diverse Societies and to Fight for Justice
- Commitment to Life-Long Learning and Teaching
- Effective Career Development Opportunities

INSTITUTIONAL PHILOSOPHY

Georgia Central University emphasizes and believes in the Triune God: eternal, transcendent, omnipotent, and personal. God the Father, the first person of the Divine Trinity, is infinite, sovereign, and unchangeable in all his attributes. GCU believes in a sinless humanity and the absolute, full deity of Christ Jesus, indissolubly united in one divine-human person since his unique incarnation by miraculous conception and virgin birth. The Holy Spirit, the Third Person of the Trinity, resides among us always.

GCU believes that the Bible is the Word of God, and as such, it is our only infallible rule of faith and practice. We believe in the plenary, verbal inspiration of the Scriptures by the Holy Spirit; thus, we affirm the inerrancy of the original manuscripts whose objective truth is our responsibility to interpret in accordance with the principles of Scriptures and to proclaim in accordance with the imperatives of the Gospel. GCU emphasizes and believes that the universe is God's creation and his handiwork. We believe that God created human beings in His own image.

PHILOSOPHY OF EDUCATION

Georgia Central University believes that God calls each individual to prepare intellectually and spiritually to share Jesus Christ throughout the world. The University affirms that curriculum is designed to reflect the Spirit of Christ. All academic programs are:

- Christ-centered;
- Based on the Bible;
- Academically relevant to degree programs that are meeting the needs of the world;
- Pursuing academic excellence;
- Taught by faculty who are Christians and comply with the institution's doctrinal beliefs;
- Taught by faculty who are dedicated to quality higher education;
- Taught by faculty who are academically credentialed;
- Taught in an environment conducive to academic and spiritual growth;
- Designed to integrate academic training with Christian commitment; and
- Based on Christian belief in God's mission for the world.

STATEMENT OF NON-DISCRIMINATION

Georgia Central University does not discriminate against race and national origin in accordance with Title VI of the Civil Rights Act of 1964. Georgia Central University does not discriminate against age according to the Age Discrimination Act of 1975. Neither does GCU discriminate against sex, in accordance with Title IX of the Education Amendments of 1972.

GCU does not discriminate against any individual or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While GCU is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Please note that while GCU does not discriminate against disability or religion, as a Christian educational institution, GCU requires all students to study Christianity and attend worship services regardless of their religion.

ACCREDITATION

GCU School of Divinity is accredited by the Commission on Accrediting of the Association of Theological Schools [ATS (www.ats.edu) 10 Summit Park Drive, Pittsburgh, PA 15275-1110; Phone: 412-788-6505; email: communications@ats.edu].

ATS is recognized by the United States Secretary of Education and CHEA.

LOCATION

Georgia Central University is located in the city of Atlanta, Georgia. Atlanta's population is approximately 3.5 million, some fifty thousand of whom are Korean-American. Atlanta has been ranked as one of the best places to do business and one of the most livable cities in the world. Metro Atlanta boasts beautiful residential areas, parks and playgrounds, fine schools and universities, and growing churches. The city also supports a wide variety of cultural activities as well as various sports. In 1996, the twenty-sixth Summer Olympic Games were held in Atlanta.

Atlanta is also the business capital of the Southeast US. Its banks, offices, hospitals, and industries provide numerous employment opportunities for citizens. The city is full of trees and beautiful flowers and has a mild climate throughout the year. Located approximately forty miles from the school is the Atlanta/Hartsfield International Airport, one of the world's busiest airports.

GCU also maintains external teaching sites in Herndon, VA and in Sunnyvale, CA. Contact details for these sites may be found at the end of this Catalog or on the GCU website (gcuniv.edu). Please note that these sites are **not** branch campuses, and students can only complete certain courses there (up to a maximum of 49% of a degree program) and cannot complete a full degree program at the sites. For more details, please contact GCU Office of Admissions.

THE LIBRARY

OVERVIEW

GCU has made every effort to create a viable library for study and research. So far, approximately thirty thousand books and reference works have been purchased, collected, or donated. Regular book purchases, suggested by faculty members, are made, as well as institutional purchases from annual conferences such as those of the Society of Biblical Literature and the Association of American Religion.

GCU has joined GALILEO (GeorgiA LIbrary LEarning Online), a University of Georgia initiative to provide access to databases of periodicals and scholarly journals. Special arrangements with institutions such as Emory Divinity School, Columbia Seminary, and the International Theological Center are also being pursued to provide more sources of information for doctoral students. The Library Director and staff, along with the Library Committee, strive to continually improve library facilities and the library collection.

MISSION

The mission of the GCU Library is to provide information services and biblical resources to support the scholarly and information needs of the GCU community, and to share resources with those outside the University by organizing and maintaining an excellent collection of print and non-print resources, providing instruction on and assistance with the acquisition of information, and by creating an academic atmosphere that fosters lifelong learning and intellectual inquiry.

OBJECTIVES

- To collect materials for class and research needs
- To organize resources efficiently and enable easy access
- To assist users in finding information
- To teach information research skills
- To maintain a variety of materials and maintain an academic and cultural environment
- To promote cultural, academic, and spiritual enhancement in the community through sharing materials with local residents

- To establish Inter-Library Loan agreements to assist students
- To build community relationships through the use of library facilities and community activities

LEARNING RESEARCH RESOURCES SYSTEM

GCU's Learning Resource System, comprised of its library facilities, computer labs, and academic tutoring services, is available to support and help students.

Library

The GCU Library provides information services and biblical resources to support the scholarly and information needs of the GCU community. It shares resources with those outside the University by maintaining an excellent collection of print and non-print resources, by providing instruction on and assistance with library use, and by creating an academic atmosphere fostering learning and intellectual inquiry. The Library currently features approximately 36,000 volumes available to students and faculty, of which 2,731 are available electronically.

Table 1: Library Collection

Physical Resources	Electronic Resources	Total
33,160	2,731	35,891

Physical Resources

All physical resources are closely tied to the GCU curriculum, support the subject areas covered by GCU’s academic programs, and are particularly strong in biblical studies titles. Many of these resources are in the Korean language for our students’ convenience and to promote cultural integration.

Table 2: Physical Resources

School	Number (as of June 2017)	New (added Jan-Jun 2017)
Christianity/Divinity	21,535	323
Music	1,407	20
Business	2,718	217
Acupuncture and Oriental Medicine	790	123
Miscellaneous	6,710	357
Totals	33,160	1,040

Electronic Resources

In addition to the physical resources, the Library also has access to many online resources. All online resources are also closely tied to the GCU curriculum, support the subject areas covered by GCU’s academic programs, and are particularly strong in biblical studies titles. Many of these resources are in the Korean language for our students’ convenience and to promote cultural integration.

Table 3: Electronic Resources

School	Number
Christianity/Divinity	1,425
Music	277
Business	229
Acupuncture and Oriental Medicine	252
Miscellaneous	558
Totals	2,731

Through partnerships, agreements, subscriptions, and free access, the Library also provides access to the following resources:

1. Primarily in the Korean Language:

- RISS International (Research Information Sharing Service): A searchable database with the full texts of more than a million Korean-language theses and dissertations.
- The National Assembly Library of Korea: Located in Seoul, South Korea. It is the largest Humanities and Social Sciences Library in Korea functioning as both parliamentary and public libraries.
- The National Library of Korea: Located in Seoul, South Korea. It houses over 10 million volumes.
- Homan Theological University: GCU has entered into an agreement for e-book and e-journal access with its sister institution, Honam Theological University, located in Kwangju, South Korea. Through this partnership, the Library currently has access to 53,563 volumes of English-language and 10,399 volumes of Korean-language e-books.
- Korean Theological University and Seminary Library Association
- Korean Information Service System: A information resource portal for Asian studies offering full-text of Korean academic journals.

- DBpia: Online service of Korean academic journals, conference proceedings, professional journals, e-books, etc.

2. Primarily in the English Language:

- Georgia Library Learning Online (Galileo): A virtual library operated by the University System of Georgia. Provides access to over 100 core databases, offering full text access to journals, magazines, e-books, government information, primary documents, and more.
- Georgia's Private Academic Libraries (GPALS): a consortium of libraries of privately supported institutions of higher education in Georgia. It is a mixed group, composed of the libraries of both non-profit and for-profit institutions. It offers sharing agreements for interlibrary loan and for reciprocal borrowing privileges.
- EBSCOhost: Online research platform. It provides access to online research service with 375 full-text databases, a collection of 600,000-plus ebooks, subject indexes, point-of-care medical references, and an array of historical digital archives. Resources include Religion eBook Collection.
- ATLA Religion Database (ATLA RDB) with ATLA Serials (ATLAS): a database, provided through EBSCOhost, holding nearly 2 million records, including journal articles, essays, books, and reviews in multiple languages.

3. Digital and Software-Based Resources:

- The New Interpreter's Bible: Complete with twelve-volume commentary.
- Bible Works: Software for biblical exegesis and research.
- EarMaster 5 Beginner to Advanced: ESOL listening practice.
- Norton Recorded Anthology of Western Music, Volumes 1 and 2
- Music-An Appreciation: Music study audiobooks.
- The GCU Thesis Manual

COLLECTION DEVELOPMENT

The librarian's primary responsibility is to oversee the acquisition process. Of particular interest are multi-lingual books and references, especially in Korean, Chinese, and Spanish. The librarian may receive recommendations from faculty, staff, students, alumni, and community members. Selection of acquisitions for both print and non-print

materials is shared with the GCU Library Committee.

Faculty and staff are strongly encouraged to submit requests for library acquisition of textbooks, journals, and other reading materials. Faculty recommendations receive priority status in collection development selections.

LIBRARY CONDUCT POLICIES

In order to maintain a quiet learning environment, any behavior in the library that is abusive or disruptive will not be tolerated. Patrons of the Library are expected to abide by the University Student Code of Conduct. Please see the *Student Handbook* for more information.

While in the GCU Library, please observe the following guidelines:

- Library materials, equipment, or property must not be taken from the library without going through the proper check-out process or receiving other official authorization.
- Users should not replace books on the shelves. Please leave them on the circulation desk or on the reading tables.
- Users must not mark or underline in; remove, dog-ear, or otherwise fold the pages of; remove the bindings of, or use post-it notes and paper clips in books or other Library materials
- Help deter theft by not leaving personal belongings unattended. Library users are responsible for their personal property.
- Do not enter areas of the Library restricted to authorized personnel.
- Keep noise level to a minimum.
- Mute all electronic devices (including cellular phones or computer devices).
- Help keep the Library building clean by disposing of all trash properly.
- Do not change any computer settings or download files to the hard disks of computers.
- Children under the age of 13 must be accompanied by and supervised by an adult.
- Bicycles, rollerblades, skateboards, and other such devices must remain outdoors.
- Solicitation is not allowed at any time.
- No overt or explicit physical sexual behavior will be allowed. Offenders will be reported to proper authorities immediately.
- No animals are allowed in the Library except trained service animals.

Please remember that many of the library materials you use are irreplaceable and treat them carefully, so they will be available for future students.

FOOD, DRNK, SMOKING

Food and drinks are allowed in the library only by permission of the librarian in order to minimize damage to materials and equipment. Drinks in covered containers and small items of packaged food may be taken to study areas. No food or drink is permitted near library computers. There is a “No Smoking” policy inside the Library.

HOURS OF OPERATIONS

Mon, Tue, Sat:	9am - 6pm
Wed, Thu, Fri:	9am - 5pm
Sunday:	Closed

Hours may vary during the summer, between semesters, and on holidays. Please check the GCU website or contact the Library for opening hours at these times. Any changes in hours of operation are published on the official Library website and public bulletin boards around the Library premises. Hours are subject to change without notice.

OBTAINING A LIBRARY CARD

Students, faculty and staff members **MUST** present their GCU identification cards to check out library materials. A valid GCU ID card serves as library card for students, faculty, and staff. If you lose your ID card, notify the officers at the Office of Admissions immediately. You may purchase a replacement card at the Office of Business Affairs for \$10.00. Community members may apply for a community member library card. For a community member, a copy of the driver’s license and \$20 processing fee are required to obtain a library card. There are no annual fees.

CIRCULATION SERVICES

The Circulation Desk is located at the entrance of the Library. A staff member is available during hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. A librarian will help you to locate the materials you are searching for or with inquiries as to check-out status of materials.

CIRCULATION POLICIES

Faculty Members:

Maximum 30 items per check-out

Circulation period: 60 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Staff Members and Doctoral students:

Maximum 10 items per check-out

Circulation period: 30 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Students:

Maximum 5 items per check-out

Circulation period: 14 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Community Users:

Maximum 5 items per check-out

Circulation period: 14 days

2 renewals allowed per item (assuming no reserves have been placed on the item. Note that GCU Faculty and students have priority when reserving items)

CHECK OUT

To check out materials, Library users must present a valid GCU ID or community user card to the staff at the Circulation Desk.

RETURNS

Items are to be returned on or before the due date to the Circulation Desk.

RESERVES

The Library has a reserve system on its website to request materials that are currently checked out. Please note that GCU Faculty and students have priority when reserving items.

RENEWALS

Items may be renewed as noted above unless a reserve has been placed on the item. Renewals may be made either online, by phone, or in person at the circulation desk.

OVERDUE MATERIALS

Overdue notices are sent to individuals as courtesy reminders. All overdue materials are subject to a charge of \$0.10 (10 cents) per book per day, and immediate suspension of GCU Library membership. Any failure to return library materials will result in a “block” being placed on the user’s record. If a user is blocked, he or she cannot check out additional books, order transcripts, register for additional courses, or apply for financial services, including the installment-payment plan.

LOST OR DAMAGED MATERIALS

Patrons are responsible for the safety, proper use and return of all library materials checked out on their card. In the event that materials are damaged, destroyed or lost, the patron will be required to pay the replacement cost of the book, along with a \$10.00 processing fee. Clearance of fines and return of materials is required before registration or graduation. Rare books are not available for check-out and are for use only within the library facilities.

HOLDS

Patrons may request that a book which is already checked out be placed on reserve. The book will not be recalled but will be held when it is returned to the library and cannot be renewed. The librarian will attempt to contact the patron requesting the hold when the item is returned.

CLASSIFICATION SYSTEM

The books are shelved alphabetically according to the Korean Decimal Classification (KDC) system, which is similar to the common Dewey Decimal System, although the classifications are ordered differently. The broad subject classes are:

- 000 General
- 100 Philosophy
- 200 Religion
- 300 Social sciences
- 400 Natural sciences
- 500 Technology
- 600 Arts
- 700 Language
- 800 Literature
- 900 History

These classifications are further subdivided by subject. For example, the 200 (Religion) classification is broken down into these subdivisions:

- 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 Denominations and Sects of the Christian Church
- 239 Judaism

A book has only one classification number, which determines that book's place on the shelf, even if the title covers more than one subject. The book's "call number," located on the spine of the book, is the book's "address" on the Library shelves. The call number of each book is composed of the classification number, author initial and title initial.

As an example, the call number for *The New Context for Ministry*, by Lyle E. Schaller, would be 235.3 S298T, where 235.3 is the classification number for titles related to Ministry, "S" is first letter of the author's name, and "T" is the first letter of the title. Many books will have the same classification number and will be arranged by author and title within the number.

REFERENCE BOOKS

A reference book is one used for reference to specific information, and not generally intended to be read through, like a dictionary or encyclopedia. Reference books must be used in the Library; they may not be checked out.

COURSE RESERVE BOOKS

Course Reserve Materials are located in front of the circulation desk and include both those items placed on course reserve by faculty members and items selected by library staff.

Loan periods are determined by faculty members. These items are not usually available for general use until the Course Reserve is removed.

GROUP STUDY ROOM

A study room is available for groups of two or more who need to confer on group projects. Use of the Group Study Room is on a first-come, first-served basis. However, reservation is available from the Librarian at the Circulation Desk.

RESEARCH ROOM

The Research Room has 2 computers with word-processing capability and Internet access. Computers are available for student to use on a first-come, first-served basis during regular Library hours. A printer and a scanner are available for use in the Research Room. Students are asked to bring their own paper for printing.

PHOTOCOPIERS

Photocopiers are available for the convenience of students. Students can purchase Copy cards at the Circulation Desk. The cost is five cents per page.

GCU LIBRARY ONLINE CATALOG

The GCU library website address is <library.gcuniv.edu>. To access your library account, enter your GCU ID number on the website. The online catalog will help you find any materials in the GCU collection. You can look

for items by author, title, subject, or keyword. Keyword searches will search all fields describing a book including title, subject headings, and any description that may be in the record. Once you have located a book, you can click on the title to view more information about the book, including its call number, location, and current check-out status.

DONATIONS

GCU Library welcomes all donations from anyone who would like to share their love of reading. We accept donations of a variety of books including fiction, non-fiction, religious, arts, history, biographical, biblical and reference titles. If you would like to donate materials, please contact the Librarian.

CONTACT INFORMATION

<p>GCU ATLANTA MAIN CAMPUS Georgia Central University 6789 Peachtree Industrial Blvd. Atlanta, GA 30360 Tel: 770-279-0507 770-220-7905 070-4656-0507 (Internet Phone) Fax: 770-279-0308 Web: www.gcuniv.edu Email: admissions@gcuniv.edu</p>	<p>GCU CALIFORNIA EXTENSION SITE Georgia Central University CES 1200 W. Lambert Road, Brea, CA 92821 Director: Dr. Clay Byonghark Kim Tel: 213-392-0409 Email: admissions@gcuniv.edu gcula0409@gmail.com</p>
<p>GCU NEW JERSEY EXTENSION SITE Georgia Central University NJES 309 State St. Hackensack, NJ 07601 Director: Dr. Samuel S. Heo Tel: 201-981-0009 Email: admissions@gcuniv.edu njgcuoffice@gmail.com</p>	<p>GCU RECRUITING OFFICE, KOREA 서울시 서초구 서초동 1599-2 LG 애클라트 #2019, Seoul, Korea Tel: 02-598-5181 Fax: 02-598-5182 Web: www.gcuniv.edu Email: admissions@gcuniv.edu</p>
<p>GCU LIBRARY Georgia Central University 6789 Peachtree Industrial Blvd. Atlanta, GA 30360 Tel: 70-220-7926 Fax: 770-279-0308 Web: library.gcuniv.edu Email: library@gcuniv.edu</p>	

LIBRARY STAFF

<p>Hyun Sung Cho, DMin Director of the Literature & Information System</p>	<p>Jong Kim, MBA Library Assistant</p>
<p>Jarian Jones, Ms. Library Science Head Librarian</p>	