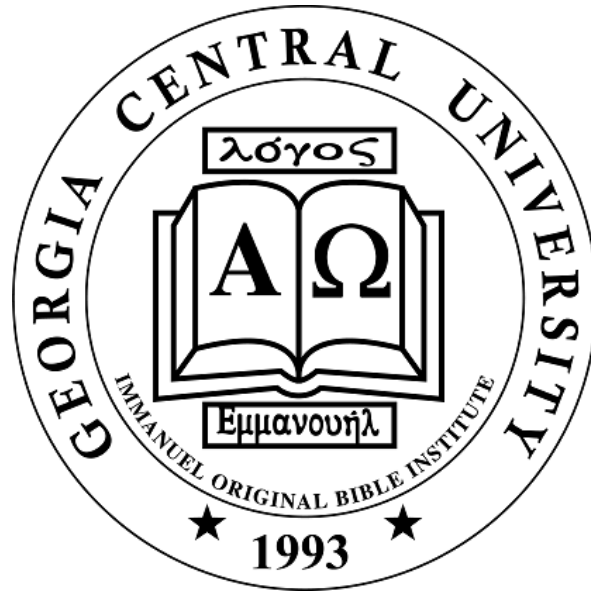


# GEORGIA CENTRAL UNIVERSITY



# LIBRARY HANDBOOK

ACADEMIC YEAR 2016 - 2018

Georgia Central University

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## PURPOSE

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.

## GENERAL INFORMATION

### VISION

Georgia Central University is an educational institution that strives to glorify God by equipping students who will proclaim God's Word and to build up the body of Christ through education. GCU seeks to maintain an appropriate balance between training for effective vocational ministries and academics.

### MISSION STATEMENT

The mission of GCU is to train its students to be ministerial leaders with theological authenticity, and to educate them to be competent Christian leaders with a Christian worldview to serve the church, their communities, and the world through excellent Christian higher education. GCU is committed to meeting the educational needs of a diverse student body.

### 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 Testaments 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; and
- 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 the fight for social 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 meet 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 the 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**

Georgia Central University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Accredited status as a Category IV institution by the TRACS Accreditation Commission on November 9, 2012. This status is effective for a period of five years. TRACS ([www.tracs.org](http://www.tracs.org)) [15935 Forest Road, Forest, VA 24551; Phone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] is recognized by the United States Department of Education the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

GCU School of Divinity became a Candidate for Accredited Member status with the Association of Theological Schools (ATS) in February, 2014. ATS ([www.ats.edu](http://www.ats.edu)) [10 Summit Park Drive, Pittsburgh, PA 15275-1110; Phone: 412-788-6505; email: [communications@ats.edu](mailto:communications@ats.edu)].

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

## **INTRODUCTION TO GEORGIA CENTRAL UNIVERSITY**

The University's educational program consists of five major schools: Business, Christianity, Divinity, Music, Acupuncture & Oriental Medicine, and four certificate programs: ESOL, Theology, Manual Muscle Therapy, and the Spiritual Officers Academy.

## **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. By 1995, the Institute had 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 Christian was authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to grant both 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 is granted candidacy for accredited membership by ATS. In October of that year, GCU installed Dr. Young Ihl Chang, a 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 is approved to open a teaching site in the State of New Jersey.

In May 2016, GCU's PhD in Intercultural Studies program is approved by TRACS. GCU's Manual Muscle Therapy program is recognized by GA Board of Massage Therapy. In August 2016, GCU is approved to open a teaching site in Sunnyvale, California.

In May 2017, GCU is endorsed by the Korean American Presbyterian Church (KAPC). In June 2017, School of Divinity is granted full accreditation from ATS. In August 2017, GCU is approved to open a teaching site in Brea, California.

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), NMD Entertainment School (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.

## **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.

### **INSTITUTIONAL REQUIREMENT (CHAPEL)**

GCU opts for worship experience as an Institutional Requirement for the purpose of enhancing spiritual growth. Worship is the spiritual center of University life. To satisfy the Institutional Requirement (IR), worship services are held three times a week, on Monday, Tuesday, and Saturday, throughout the academic year. All students are required to attend one of these three.

Failure to complete the Institutional Requirement will result in a grade of F being posted for the IR. Therefore, all students who do not meet the Institutional Requirement (i.e., those who miss more than 3 sessions) will be subject to academic dismissal. If a student fails the IR, he or she should enroll in and pay for a make-up session during the subsequent Summer or Winter semester.

### **LIBRARY**

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 is currently investigating joining 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 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.

### **LIBRARY MISSION STATEMENT**

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.

### LIBRARY 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, consisting of its library facilities, computer lab, 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. There are some 30,000 printed titles in the GCU Library, and the number is ever-growing. These are closely tied to the GCU curriculum and support the subject areas covered by GCU's academic programs. Many books are written in Korean for our students' convenience and to promote cultural integration.

GCU Library has joined the Christian Library Consortium (CLC) and the American Theological Library Association (ATLA) in an effort to develop library resources and to meet the information and research needs of its students and faculty.

#### Library Book Collection

There are more than 33,000 printed titles in the GCU Library, and the number is ever-growing. These titles are closely tied to the GCU curriculum, and aim to support the subject areas covered by GCU's academic programs. Many books are written in Korean for our students' convenience and to promote cultural integration. GCU's collection is particularly strong in biblical studies titles.

#### Electronic Resources

In addition to the physical collection, the GCU Library also has access to many online information resources. The research information system is accessible through the GCU Library, and multiple computers are ready to serve the needs of library visitors. Thirty-six computers with Internet access are available in the GCU Library Annex Computer Lab,

allowing students free web searching, and access to websites and the e-book collections. Among the online information resources available to Library users are

- Theological Research Exchange Network (TREN): Access to TREN is available through the GCU library. TREN is an online database of over 20,808 theological thesis/dissertation titles.
- ATLA Religion Database (ATLA RDB): GCU provides access through its library to the American Theological Library Association's Religion Database, which holds nearly 2 million records, including journal articles, essays, books, and reviews.
- EBSCOhost Religion eBooks database, with access to thousands of full-text books on theology and religion.
- Partnership with Homan Theological University, Kwangju, Korea: GCU has entered into an agreement for e-book and e-journal access with its sister institution, Honam Theological University. Through this partnership, the Library currently has access to 53,563 volumes of English-language and 10,399 volumes of Korean-language e-books.
- The GCU Library also provides online access to these web-based resources:
  - 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 the Republic of Korea
  - The National Library of Korea
- The Library contains several digital and software-based resources, including:
  - The New Interpreter's Bible (Complete with twelve-volume commentary)
  - Bible Works (Software for biblical exegesis and research)
  - EarMaster 5 Beginner to Advanced (ESOL practice audio)
  - Norton Recorded Anthology of Western Music (Volumes 1 and 2)
  - Music: An Appreciation (music study audiobooks)
  - The GCU Thesis Manual is also available in digital format in the Library
- Association of Religion Data Archives (ARDA)
- Access to Library of Congress databases and e-books
- Religion Online
- The Jewish Virtual Library
- The Virtual Religion Index (Rutgers University)
- Education Resources Information Center (ERIC)
- Digital Quaker Collection (Earlham School of Religion)
- The Religious Movements Homepage Project (University of Virginia)

The Library also maintains and collates e-books and software and bookmarks website databases on many topics, including

- Apologetics
- American History and Government

- Bible Software
- Bible Studies
- Christian Education
- Church Growth
- Christian News
- Church History
- Computer Science
- Contemporary Issues
- Critical Thinking
- Devotionals
- History
- Leadership
- Sociology
- Theology
- Women's Ministries

### **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, Drink, 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 operation hours are published on the official Library website and public bulletin board 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 and Records 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 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 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 Us****Georgia Central University Library**

6789 Peachtree Industrial Blvd.  
Atlanta, GA 30360

<library.gcuniv.edu>

Email: library@gcuniv.edu

Phone: 770-220-7926

**Library Staff**

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Director of the Literature & Information System

Jong Uk Kim  
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