

GRACE MISSION UNIVERSITY LIBRARY HANDBOOK

Operational Policies

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Grace Mission University

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INTRODUCTION

I. INSTITUTIONAL MISSION STATEMENT

GMU is a higher education institution that equips students to be academically enriched and spiritually empowered to

- lead others to Christ,
- live a deeper life of discipleship, and
- fulfill the Great Commission of Jesus Christ.

This mission is an expression of our passion that our students will spread the knowledge of God throughout the world as the waters cover the sea.

II. INSTITUTIONAL PHILOSOPHY OF EDUCATION

Grace Mission University recognizes the primacy of the spiritual truth revealed in the Bible and incarnated in Jesus Christ and acknowledges that all truth is God. All truth finds its unity in God. GMU recognizes the role of the Holy Spirit in interpreting God's truth in accordance with the words of the Lord Jesus Christ, who instructed His disciples that "when He, the Spirit of Truth, comes, He will guide you into all truth" (John 16:13).

GMU recognizes that Father God has shown humankind truth through Christ in nature, history, and Scripture. As the authoritative Word of God, the Bible is central to the quest for knowledge. Therefore, its principles and precepts are integrated throughout GMU's curriculum and foundational to the institution's basic philosophy of education.

III. INSTITUTIONAL LEARNING OUTCOMES

To fulfill its mission, Grace Mission University is committed to providing its students with the following:

1. Demonstrate a strong commitment to the Lordship of Jesus Christ
2. Demonstrate the fruits of a Christian lifestyle and mindset
3. Acknowledge and demonstrate the authority of Scripture in their life and ministry
4. Demonstrate advanced knowledge of Scripture and the ability to communicate it effectively
5. Demonstrate a mature knowledge of Reformed Theology
6. Evidence of a commitment to world evangelism and the ability to share their faith
7. Demonstrate the ability to minister in Korean and cross-cultural cultures effectively

IV. LIBRARY PHILOSOPHY

Grace Mission University seeks to present truth with a view to the rational integration of the major fields of learning in the context of Biblical revelation. At the same time, it seeks to promote the realization of Christian values in student character. The teaching of the Bible is regarded as an essential aspect of university education, not merely as an additive but as a unifying factor and a necessary foundation in the education process. The primary purpose of GMU is to prepare men and women for Christian ministry. It may also provide lay or vocational ministries training and preparatory courses for advanced studies in areas beyond the GMU experience. The university library assumes its responsibility in this educational process by providing the necessary materials to support the institution's curriculum. In addition, the library assumes the responsibility of providing access to materials that touch all avenues of human culture. These might include history, literature, art, science, etc. This is an important part of maintaining a balanced collection that will allow for a broader educational experience for the library user.

The university library is also responsible for providing the necessary setting, equipment, and atmosphere needed for the educational pursuit of its users.

V. LIBRARY MISSION AND GOALS

The mission of GMU Library is to support the institution's mission, objectives, and curriculum. The purpose of Grace Mission University Library is to be a major resource for theological learning and research, serving the information and research needs of the students and faculty. We provide the bibliographic resources, research services, and study environment necessary for training men and women for Christian ministry to fulfill this mission. Recognizing that the school's mission is primarily to prepare men and women for professional ministry, the library's holdings are designed to reflect strong depth in Biblical studies, theology, and ministry. At the same time, a significant general education collection is assembled to help provide a Christian worldview.

In support of the mission, the library is committed to the following goals:

- To develop a collection that documents the diverse literature and tradition of the church in both the Korean and English languages
- To develop a collection that directly supports each course in the school's curriculum
- To provide useful and easily usable methods of finding information (e.g., catalogs, indices, databases)
- To implement services that meet the information needs of users, programs to teach effective research skills, and strategies for recruiting and training competent staff to deliver these services
- To be both a library with or without walls by subscribing to digital libraries and databases that are accessible wherever students may find it necessary to access information as part of their studies.
- To provide links to local or consortium library systems or resources
- To develop a collection of adequate size and depth to support the curriculum and research needs of faculty and students

- To provide an environment that is conducive to learning, and the delivery of services, collections, and electronic/computerized resources

VI. LIBRARY OBJECTIVES

- Selecting and collecting current and retrospective materials in various formats will enhance the collection.
- To provide facilities and equipment that will meet the users' needs and allow access to all forms of materials.
- To provide materials and assistance to the faculty to supplement and augment their teaching methods.
- To contribute to the student's educational experience through introductory programs and specialized bibliographic instruction.
- To provide adequate access to materials to meet the university community's needs.

VII. LIBRARY COLLECTION

GMU's first goal is to provide a study level collection-which means one who "supports undergraduate or graduate course work, or sustained independent study..." Then, in Biblical and theological studies, the library will move towards the Research Level, which includes the major published source material and selection of specialized monographs and an extensive collection of journals. This latter level is a long-term goal.

There are about 25,504 books (as of April 2026), including general and theological reference books, audio-visual materials, videos, and periodicals. The library is designed for maximum efficiency to serve bibliographic and research needs for the literature of theology, missions, biblical languages, Christian education, church history, leadership, anthropology, psychology, and practical ministry. Volumes are constantly being added and updated to the valuable collection.

VIII. LIBRARY OPERATIONS

A. Facility

The GMU library is located at the Atrium Hall on the first floor of the Education Complex of Grace Korean Church near the Grace Mission University main building. The space of the library building is 5,500 sq. ft. The library has general collection shelves, references, reserved collections, and audio-visual material shelves. A computer space where students access the library catalog and the internet for research. A study area/reading room with many large tables and chairs and a couch is by the library entrance. The library also contains copy machine spaces. The library's space is well utilized with a circulation area, open stacks, and an office for the head librarian and staff.

B. Hours of Operation

Day	Time
Monday, Tuesday, Thursday	1:00 p.m.–8:30 p.m.
Wednesday	1:00 p.m.–6:00 p.m.
Friday	1:00 p.m.–4:00 p.m.
Saturday, Sunday, and holidays	Closed

C. Circulation

To check out books, students have to present a Student ID card. They can apply for a Student ID card at the library circulation desk. All circulated information will be recorded in the library computer system. The below table follows the specific policies.

Users	BA, MA MDiv	DMiss & PhD	Faculty	Staff	SCATLA	Alumni & Others
One time loan book	15 vols.	20 vols.	30 vols.	10 vols.	2 vols.	5 vols.
Loan period	2 weeks	4 weeks	4 weeks	2 weeks	2 weeks	2 weeks
Reference books, Periodicals, and Newspapers	Library use only.					
Reserved Items	It may be used for one day. It should be returned by next following day at 6:00 p.m. Before using this book, it should be checked out at the circulation desk.					

D. Returning Items

All items have to be returned within the due date; otherwise, a late fee of 25 cents will be charged per item per day.

E. Extensions

The checked-out books could be extended for two weeks and done by telephone or email.

F. Lost Books and Fines

Either of the charging options may recover the lost book. In addition, patrons may buy a new book to replace the lost book or the item's current price plus a processing fee of \$50.

G. Library Users Etiquette

- Do not re-shelve library materials after use.

- Do not disturb others.
- Turn off cell phones in the library.
- Food and drinks are not allowed. (except drink with cover)
- An adult must accompany children.

H. Library Staff

Recognizing that the library is an important focal point of the university's life in fulfilling its mission, the institution focuses resources on it. As a result, GMU has credentialed librarians (MLS).

Director of Library: Geon Kang, Ph.D. (University of Edinburgh); MSLIS in progress, PennWest University

Librarian: Alvin Lee, MLIS (University of Oklahoma)

Library Staff: Kyeongha Choi, Eunkyeong Seong

I. Security

The students, staff, and faculty of GMU are provided a secure and safe environment to work and study. As part of the mega church complex of Grace Korean Church, the GMU community enjoys the 24 hours, 7 days a week security presence provided by the church. The complex has a 24-hour security guard presence and security cameras.

The emergency evacuation plan is posted in clearly visible forms and places in each room. In addition, it is usually posted on the sidewall of the entrance door. In case of emergency, all library users should follow the direction and guide of the librarian.

CHAPTER ONE: ADMINISTRATION AND PERSONNEL

I. ADMINISTRATION

A. Place in the institution

The library functions within the educational environment of the university. It provides a service to the students, faculty, staff, and community friends. It also administers a percentage of the overall budget. The academic dean oversees the administration of the library. Policies are developed by the Library Committee to be submitted to and approved by the academic dean.

B. Service Policy

The following policies have been established to emphasize the service aspect of this facility:

- Cell phones should never be used while working at the front desk or assisting library users.
- Those assigned to the front desk are expected to stay in that area.
- The library must be staffed during the posted hours of operation. In the case of emergencies, the librarian or the librarian's immediate supervisor will determine the best course of action. The library should not be left with anyone but library staff without the librarian's approval. Also, the library should be left open and not staffed at any time.

C. Library Leadership and Duties

The GMU Library is led by two administrators: the Director of Library and the Librarian.

The Director of Library provides administrative leadership and strategic oversight of the library, including budget management, policy development, long-range planning, and database administration. The Director also provides theological guidance in collection development and research support, ensuring that the library's resources remain closely aligned with the institution's academic mission. The Director reports to the academic dean and chairs the Library Committee.

The Librarian holds a graduate degree in library science (MLIS or equivalent) and is responsible for the professional operations of the library, including acquisitions, cataloging, circulation services, information literacy instruction, and user services for students and faculty. His proficiency in English also enables him to serve as the primary point of contact for international students and to handle correspondence, communications, and services that require English language support. The Librarian reports to the Director of Library.

D. Qualifications

Director of Library:

- Advanced degree in theology or related academic field (Ph.D. preferred)
- Knowledge of library administration and information resources
- Ability to provide theological guidance in collection development
- Ability to work with faculty, administration, and the Library Committee

Librarian:

- An earned graduate degree in library science (MLS, MLIS, or equivalent)
- Ability to organize and develop the library collection
- Ability to supervise staff and manage circulation services
- Ability in both the Korean and English language
- Demonstrates a personal ministry and lifestyle reflective of the mission of Grace

Mission University

Appointment

The CEO shall appoint the office of librarians upon recommendation of the academic dean.

Performance Evaluation

The librarian is evaluated annually by the academic dean. The criteria used are:

- Assure that faculty provide input to the librarian (e.g., that instructors visit the library when planning a course, encourage instructors to make assignments that cause students to use the library)
- Takes a leading role in the library committee (e.g., assuring that meetings are scheduled and are productive, assuring that policy is developed and revised)
- Keeps administration informed of library problems and needs
- Interprets library mission, objectives, and policy
- Analyzes, evaluate, and generates recommendations from library data and institutional research
- Sees that library materials are safely maintained, organized, and made accessibly (e.g., cataloged)
- Builds a collection that supports the mission, goals, vision, and curriculum of the school
- Recruits faculty input in materials selection
- Maintains suitability of student study space
- Oversees the work of the library committee
- Maintains and improves the library handbook
- Sees that library meets all accreditation requirements (including working with faculty and administration to see that student use is appropriate to an accredited school)
- Prepares and oversees library budget
- Maintains program of professional development

Annual Project Calendar

August

- Library Committee (annual planning meeting) – Library director
- New Student Orientation – Library, student ministries, registration, CAO, Student Dean
- Check which faculty members have not yet met with the librarian – The librarian

December

- Check which faculty members have not yet met with the librarian – The librarian

January

- New Student Library Orientation – Librarian
- Library Committee (annual planning meeting) – Library director

May

- Library Committee (including evaluation and accreditation compliance audit) – All who operate budgets – Library director

June

- Produces notes from annual institutional research – Librarian

E. Policies

Written policies and procedures are essential for all the GMU community. This policy manual serves as a basis for the library's decision-making, clientele, and services.

Responsibility for reviewing and revising policy (i.e., this handbook) is delegated to the director (who will rely on the Library Committee for advice on changes that he or she recommends).

F. Library Assistant's Job descriptions

Library assistants should understand the library's role and procedure for effective service. In addition, any library assistant should know the following job descriptions.

- Read the library handbook first and get acquainted with library works.
- Circulation (Check-out and check-in books)
- Book shelving
- Answer simple questions
- Preparation of books to process – taping, stamping, barcode & data printing, labeling, and shelving in the right place
- Any works (job) at the library that a librarian requests

G. Evaluation

The library maintains systematic evaluation of its policies, collection, and procedures. The policies in this handbook are to be periodically reviewed by the Library Committee. The Library Committee is also to review library-assessment material in annual institutional research reports carefully. Material from the institutional research plan includes the Student / Faculty Library Satisfaction Survey, the Division Analysis of Library Collection Form, Concentration Analysis Worksheets, Library Collection and Course Support Information Forms, and personnel evaluations.

H. Budget

The library operates on a fiscal cycle from July 1 to June 30. For the past three years, the annual budget has remained stable, ranging between \$90,000 and \$100,000. Rather than a preliminary request process, funds are managed on an as-needed basis through individual expenditure requests. In the event of a significant budget adjustment, the Library Director will participate in operational meetings to oversee the process.

Additional funds may be added to the library budget from the following sources:

- designated donations
- book sales
- special offerings
- payments for damaged, lost, and overdue books.

II. IMPORTANCE OF OTHER PERSONNEL

A. Library Committee

The library personnel includes a Director of Library, a Librarian, Library Staff, and student workers. Staff needs are determined through two processes: evaluation and budget.

The Library Committee is involved in planning, evaluation, policy, and other decisions areas. Members of the committee include the librarian(s), faculty, and students. Generally, the committee meets one time per year. Minutes are taken and maintained by the Director of Library. GMU library committee is as follows:

Chair: Geon Kang (Director of Library)

Members: Alvin Lee (Librarian), Hyunwan Kim (Academic Dean), Chuljoo Han (Student Dean), Sangbum Park (Director of IT)

B. Faculty Participation

Faculty participation is crucial for a university library. The library can become an effective tool for the school to achieve its instructional goals by faculty input. Therefore, faculty are extensively used to select materials (e.g., via bibliographies on syllabi, via meetings with the librarian). The academic dean encourages each professor to meet with the librarian

while preparing a class. Faculty are also invited to partner with the librarian in conducting one class session in the library.

CHAPTER TWO: COLLECTION DEVELOPMENT

I. INTRODUCTION

A. Library and its Setting

GMU is committed to providing a strong Christian education in Biblical, professional, and general studies. In addition, it provides the highest possible quality education for the individual development of each student. It is within this environment that the library operates.

B. Library Clientele

The GMU Library serves as a central learning resource hub dedicated to advancing the research and curricular needs of our students and faculty. Beyond the university community, we extend a warm welcome to local pastors, ministry leaders, and laity, inviting them to utilize our facilities in accordance with established usage protocols. Please note that community access may be subject to administrative fees; detailed information is available in our circulation policies.

C. Library Organization

The university employs a Librarian with an A.L.A. accredited M.L.S. or similar graduate degree in library science. It may also have positions for an associate, an assistant, a library assistant, and an archivist and work-study student.

D. Classification System

GMU library materials are classified according to the U.S. Library of Congress Classification Schedule (LCC). Resources can be found by the author, title, and subject through the library catalog at <https://gm.populiweb.com/library/catalog/index.php>

R	Reference Material
BS 1320	Classification Number
.P52a	Author Number
2005	Publication Data
v.2	Volume Number
c.2	Copy Number

The Library of Congress Classification is as follows:

A	General Works
AE	Encyclopedias
AN	Newspapers
AP	Periodicals

B	Philosophy
BC	Logic
BD	Speculative Philosophy
BF	Psychology
BH	Aesthetics
BJ	Ethics
BL	Religions, Mythology
BM	Judaism
BP	Islam, Bahaim
BR	Christianity
BR140-1500	Church History
BR1320	Korean Church History
BS	The Bible
BS1-699	Bible
BS 700-1900	Old Testament
BS 901-3000	New Testament
BT	Systematic Theology
BT 1-97	Doctrinal Theology
BT 98-180	God
BT 198-696	Christology
BT 700-848	Anthropology
BT 819-1480	Eschatology
BV	Practical Theology
BV 1-525	Worship
BV 590-1650	Ecclesiastical Theology
BV 1460-1612	Religious Education
BV 2000-3705	Missions
BV 4000	Pastoral Theology
BX	Denominations and Sects
BX 9400	Reformed, Calvinism
C	Auxiliary Science of History
D	History, General
DS 90-940	History of Korea
E-F	History of America
G	Geography
H	Social Sciences
J	Political Sciences
K	Law
M	Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medical Science
S	Agriculture
T	Technology

U	Military Science
V	Naval Science
Z	Bibliography and Library Science

Since our library majors in theological materials, most of our materials are listed under BL through BX.

II. SELECTION

The library collection should reflect and extend the entire GMU mission. Thus, library materials are selected according to the GMU mission, goals, program objectives, and program curricula. One implication of this policy is that acquisitions (whether gifts or purchases) always have to be evaluated based on need, available funds for purchasing and processing, the balance of holdings among subject areas or curricular programs, and weaknesses or strengths of existing collections.

A. Recommendation

Faculty members, administration, and students are encouraged to make recommendations for materials. These recommendations are submitted to the Librarian. Upon submission, it will be determined if: (a) the material is already in the collection, (b) if the material is available, or (c) if the material falls within the selection criteria for the collection.

The ultimate responsibility for the quality and balance of the collection rests with the Librarian. Therefore, the Librarian must approve all decisions for selecting and acquiring materials.

B. Selection Criteria

In selecting and acquiring materials, the following criteria will be considered:

Scope: Primary attention will be given to the support of the curriculum of GMU. Areas outside the range of the curriculum will be supported minimally with reference tools such as handbooks, encyclopedias, and dictionaries. It is not the intention of the library to compete with local public libraries in collecting materials of a recreational nature.

Value: The selection process shall give major consideration to the author and publisher's authority, accuracy, timelessness, and reputation. Evaluation of the material may be made through reviews, bibliographies, and/or professional judgment of the faculty and professional librarian.

Format: The library may collect and preserve materials in any format adapted or used in the present library facilities. This includes print, cassettes, video, manuscripts, microforms, slides, computer software, and various audio-visual formats. In addition, the need to support distance education students (and the convenience for on-campus students) is increasing the importance of electronic resources.

Duplication: Only one copy of an item will be purchased. There are occasions when duplicates are acquired. The retention of these items will be determined (by the Librarian) based on usage and age.

Categories not acquired: (a) materials that are excessively priced, particularly rare, out of print, antique books, (b) textbooks of a general survey nature published for classroom use (c) Foreign language materials (i.e., neither Korean nor English) for which neither faculty nor students have reading skills.

C. Selection Levels

Materials that do not directly support the curriculum will be collected from the minimal to the basic range. This provides for specific reference tools or well-known classics to introductions. In addition, this allows the library to have a broad selection of cultural and religious materials, thereby offering a balanced collection.

Curricular support materials will be collected in the initial to advanced study range. This will support the coursework on both the undergraduate and graduate levels.

D. Selection Aids

Numerous materials are used as selection aids for acquisitions. These include specialized bibliographies, reviews, recommendations, reputable publisher announcements, faculty reading lists, and faculty suggestions.

E. Selection of Serials, Indexes, and Databases

Serials are purchased or gift subscriptions accepted for the following reasons:

- To provide electronic resources necessary for distance education students and enable on-campus students to find useful resources when not on campus.
- To provide current information in the various field of study.
- To provide information not available in any other format.
- To offer a current scholarship for the faculty in various fields of study.
- To provide current news items, current religious events, and cultural exposure.
- Suggestions for new serial subscriptions should be submitted in the fall of the year to be considered in the next annual budget. The following criteria determine additions or deletions to the serial holding:
 - Curriculum support
 - Number of serials currently in that field
 - Accuracy and objectivity of the serial
 - Accessibility of the serial through indexes
 - Availability of the serial through a database
 - Subscriptions identified for deletion will be discussed with the appropriate division head before making the final decision.

III. COLLECTION DEVELOPMENT POLICY & PURPOSE

The primary purpose of the Library's collections is to support the educational programs of Grace Mission University. To promote use, our librarian assists both students and faculty. Assisting students includes user assistance, training, guidance materials, new student orientation, information on the website, and listing new books. Assisting faculty includes meeting with the librarian to evaluate materials present and needed for an upcoming class, encouraging faculty to make assignments that use reference, offering scan and ransack sessions for students and other resources, and other help as requested.

A. Evaluation

A growing collection requires systematic and periodic evaluation. There are two evaluative approaches. The first involves the curriculum. The various courses are matched to the appropriate subject. Quantity, scope, and publication dates are evaluated to determine coverage and needs. The second area involves the usage and the user. Surveys for students and staff are distributed as part of the institutional research plan. These provide more information than just collecting strengths and weaknesses. They also evaluate the achievement of the library's mission and goals, hours of operation, and staff effectiveness.

B. Deselection

The library collection will be examined periodically and weeded as necessary regularly. The librarian will weed library materials in consultation with the faculty. In addition, the weeded materials may be on book sale to generate an additional budget for the library. The following criteria are used for this process:

1. Does the library possess a later edition or superior revision?
2. Is the material outdated?
3. Is it relevant to the current curriculum?
4. Is it a duplicate? Are there multiply copies available?
5. Is the material in need of repair or beyond repair?
6. What is the circulation history?

C. Inventory

A systematic, rotating inventory is done over 3 years. Missing items are identified and removed from the database. A lost list is checked against gift material. Items that meet replacement criteria are placed on an acquisition list. Monies for replacement may come from the restricted library fees paid by community users.

D. Replacement

Resources that are missing, lost, or withdrawn because of wear will not automatically be replaced. The librarian must evaluate the merit of the book, serial, audio-visual material, or other material before replacement copies are authorized. Demand for the resource, its value to

the collection, and whether or not it has been superseded by a new edition or newer material should be considered criteria in requesting replacements.

E. Conservation and Preservation

The following general policies will be followed to preserve the collection.

1. Materials available in paperback will be covered with laminate styles covering.
 2. Hardback materials are preferable to paper unless the cost is too prohibitive.
 3. Acid-free products will be used for repairs
 4. Dust jackets on new items will be covered
 5. Humidity & temperature settings will be kept constant as the system allows.
 6. The library will be kept clean to avoid insect infestations.
 7. Materials that have become moldy or contain mildew will not be added to the collection.
- Items in the collection that have become diseased will be removed.

IV. BOOK DONATIONS AND OTHER GIFTS TO THE LIBRARY

Gifts of books or other materials should be the same criteria as books purchased. Materials should be in usable condition, should support the mission and curriculum of GMU, and should not contribute to a serious imbalance in types of books in the library's holdings. Gifts of books or other materials are accepted only on the condition that the librarian may make other dispositions of the donated materials if they do not meet a current need and the school's mission.

A. Policies for Gifts of Material

The library is sometimes offered books and other materials. The following policies have been established for gift materials:

1. The Librarian shall reserve the right to refuse gifts of materials that do not fall within the selection criteria or will not contribute to the library's mission.
2. If materials are accepted for consideration, that donor should be aware that:
 - a. The Librarian shall determine the classification, housing, and circulation policies for all gift items.
 - b. The Librarian reserves the right to dispose of duplicates or unneeded items as they see fit.
 - c. Gifts will be acknowledged with a letter from the business office. This letter will describe the gift (e.g., number or type of items donated), but the university cannot tax evaluation.
 - d. Gifts, once accessioned, are subject to all the policies governing the library materials.

B. Policies for Gifts of Funds

The library welcomes donations to the Restricted Library Fund. However, it should be understood that: (a) the Librarian reserves the right to disposition these funds, (b) donations,

with strict or limiting restrictions, that do not fall within the collection development policy may be refused. In this event, suggestions will be made as to where the monies might prove more helpful and stay within the limits of the donor's wishes.

C. Special Collections

Any gifts of materials that would require special handling are considered a special collection. The library facility is not designed to handle large displays. If a special collection would be a substantial addition (over 3,000 usable items) and have materials that would be unique, the administrative leadership of the university would be asked to consider the possibilities for inclusion. Collections can be identified with bookplates and then integrated if a donor chooses.

D. On Loan items

Faculty members may place their materials on loan in the library. These are identified as such in the library catalog. On loan, materials are normally placed to reduce the possibility of loss. For example, a loaned collection for the support of a particular class will be identified as supporting that class, and use may be limited to students in that class.

V. ACADEMIC FREEDOM/ CENSORSHIP

The primary function of the library is to support the curriculum. With this in mind, the collection development policy limits the scope and nature of the collection to some extent. Within this framework, care is taken to allow free access to materials that differ from or oppose the university's doctrinal statement. This is especially important for graduate students whose critical thinking skills should be developed by grappling with alternative viewpoints. The Library makes available to its users' materials offering the widest variety of viewpoints, regardless of their popularity or the popularity of the author or authors. The Library will seek to provide materials representing the best spokesperson in issues or beliefs with honest disagreement. The Library will base selection on the criteria stated, regardless of the controversial manner or language that an author may use in dealing with religious, political, economic, scientific, philosophical, or moral issues. Criticisms or questions of reconsideration should be addressed to the Librarian.

CHAPTER THREE: PUBLIC SERVICES

I. REFERENCE

A. General

The library staff provides a general reference service. The para-professional staff can deal with a variety of reference questions. The professional staff (when on-site) is always available to answer the more difficult questions. In addition, the professional staff may be reached through email or phone during many hours when not on site.

B. Bibliographic Instruction

The university intends those students learn to access and evaluate information. Learning to access information includes learning to use the library and finding information from other sources (e.g., the Internet). Evaluation of source material is also an important component of this “information literacy.” Just because a viewpoint can be found in a book or a webpage does not necessarily indicate that the viewpoint is well-informed, correct, or even honest. Each semester, a library orientation is given to begin helping students learn to use the library and other sources. In addition, specific courses are used to continue developing research skills and information literacy. The Librarian is also eager and available to help students grow in research skills and information literacy.

II. CIRCULATION

A. Circulating Materials

To check out books, students must present a valid Student ID card. Those without a card may apply for one at the library circulation desk. All circulation transactions are recorded in the library's computer system. The table below outlines the specific loan policies for each user category:

Users	BA, MA, MDiv	DMiss & PhD	Faculty	Staff	SCATLA	Alumni & Others
One time loan book	15 vols.	20 vols.	30 vols.	10 vols.	2 vols.	5 vols.
Loan period	2 weeks	4 weeks	4 weeks	2 weeks	2 weeks	2 weeks
Reference books, Periodicals, and Newspapers	Library use only.					
Reserved Items	It may be used for one day. It should be returned by next following day at 6:00 p.m. Before using this book, it should be checked out at the circulation desk.					

B. Reference Materials

The “Ref” that precedes the classification number identifies reference materials. These materials do not circulate. Removal of reference materials without specific permission by the Librarian may result in the suspension of library privileges.

C. Reserve Materials

Reserve materials are circulating materials that have had their circulation period restricted. Faculty members may request certain items be placed on reserve. These requests should be made at the beginning of each semester.

Closed reserve materials must stay in the library.

D. Periodicals

Printed versions of many periodicals are available in the library. DBpia, Scholar, and KISS (Korean-language databases), EBSCOhost ATLA Religion Database, EBSCOhost Psychological and Behavioral Science Collection, EBSCOhost Education Full Text, Mission Studies, International Review of Mission, National Geographic, Christianity Today, and Daeumse-dae Nonsul are also available. Access requires a username and password obtainable from the librarian.

E. Resource Sharing

Students can use thirty schools of SCATLA(Southern California Theological Library Association).

F. Internet Resources

- a) DBpia
- b) Scholar
- c) KISS
- d) Ebscohost Psychological and Behavioral Science Collection
- e) Ebscohost ATLA Religion
- f) Ebscohost Education Full Text
- g) International Review of Mission
- h) Mission Studies

G. Statistics

GMU library has information resources needed to support students, faculty, and staff.

- a) Total collection of books by volumes: 25,504 (as of April 2026)
- b) Total collection of books by titles: 23,965 (as of April 2026)

CHAPTER FOUR: TECHNICAL SERVICES

I. CATALOGING

Records in the catalog are entered by established national or international bibliographic conventions, such as rules for entry, descriptive cataloging, and classification and subject analysis.

II. CATALOG MAINTENANCE

The library maintains an online public access catalog. The catalog may be edited, and materials may be deleted if identified as lost or no longer needed in the collection.

III. SHELF MAINTENANCE

The collection must be maintained to provide materials needed by the library users.

A. Shelving

Material is shelved in a timely fashion to provide access to the collection. Care is taken to place the material on the shelf in proper order.

B. Preservation

Preservation is an important part of shelf maintenance. Shelves are dusted regularly to reduce accumulations that may harm materials. Materials are also checked periodically for insect infestation, mildew, or moisture problems.

IV. PROCESSING

A. Book Processing

Attach the call number label.

Affix the barcode label on the inside of the book cover.

B. Periodicals

Place the latest issue on the periodical display shelves

C. Reserves

When the faculty give reserve materials, put them by title on the shelves behind the circulation desk.

When reserve materials are selected from the collection, interfile them by title with other reserve materials on the shelved behind the circulation desk.

D. Cataloging

Assign the call number using the Library of Congress Classification system

Input the cataloging data into the cataloging module of the automated library system.

II. Grace Mission eBook List

A. Kyobo eBook

1. **Access the eBook Site**
 - URL: <http://ebook.gm.edu/elibrary-front/main.ink>
2. **Login**
 - **ID:** Enter your school-assigned Student ID, Faculty/Staff ID, or Alumni ID (Student ID)
 - **Password:** GMU_1234
3. **Search and Select:** Search for the desired book on the site and select the title you wish to read
4. **Borrow:** Click the 'Borrow' (대출하기) button for the selected book
5. **Install Viewer:** Download the 'Electronic Library eBook Bookshelf' installation file to your computer (This step is required only for the first-time use)
6. **Installation Process:**
 - Select 'Save as Desktop' for the downloaded file.
 - Open and double-click the installation file to execute.
 - Click 'Next' → 'Agree' → 'Next' → 'Next'.
 - Triple-click the eBook Bookshelf icon to complete the setup and store the application.
7. **My Bookshelf:** Go to 'My Bookshelf' (내서재) located at the top right of the screen
8. **Read:** Open and read your borrowed book

Loan Policies by Group

User Group	Content Type	Max Volumes	Loan Period	Renewals	Reservations	Priority Period
Admin1	E-book	1 vol	1 day	1 time	1 vol	1 day
Faculty	E-book	3 vols	3 days	1 time	2 vols	1 day
Student	E-book	3 vols	3 days	2 times	2 vols	1 day
Staff	E-book	3 vols	3 days	1 time	2 vols	1 day
Member	E-book	10 vols	3 days	1 time	2 vols	1 day

B. Ebscohost:

1. Click this
link: <https://search.ebscohost.com/login.aspx?authtype=uid&custid=ns256840&profile=ehost&defaultdb=nlebk&groupid=main>
2. Sign in with ID & PW
User ID: Gmustudent2024
PW: !Gmu2026
3. Choose Databases([eBook Collection \(EBSCOhost\)](#), [Academic Search Elite](#), [Atla Religion Database with AtlaSerials](#))
4. Click 'Continue'
5. Search an information what you want to use.
6. Download 'PDF Full Text'

C. SCATLA(Southern California Theological Library Association)

The GMU Library became a full member of the Southern California Theological Library Association (SCATLA) as of November 10, 2016. Students wishing to utilize these libraries must complete an application for a "SCATLA Access Card" at the GMU Library to obtain one. The List of SCATLA:

- | | |
|--|---|
| <ul style="list-style-type: none">• Azusa Pacific University• Bethel University• Bethesda University• Biola University• California Baptist University• Claremont School of Theology• Concordia University, Irvine• Franciscan School of Theology• Fuller Theological Seminary• Gateway Seminary* (Formerly Golden Gate Baptist)• Grace Mission University, Fullerton• Hebrew Union College• Hope International University• International Reformed University & Seminary• International Theological Seminary• The King's University and Seminary | <ul style="list-style-type: none">• Life Pacific College• Logos Evangelical Seminary• Loyola Marymount University• The Master's Seminary• Pepperdine University• Point Loma Nazarene University• Presbyterian Theological Seminary of America• Saint John's Seminary• Shepherd University• Southern California Seminary• University of San Diego• Vanguard University• Veritas Evangelical Seminary• Westminster Seminary• World Mission University |
|--|---|

III. Library Database List

- a) DBpia
- b) Scholar
- c) KISS
- d) Ebscohost Psychological and Behavioral Science Collection
- e) Ebscohost ATLA Religion
- f) Ebscohost Education Full Text
- g) International Review of Mission
- h) Mission Studies

IV. Application for Book Donations and Other Gifts to Library



그레이스 미션 대학교
GRACE MISSION UNIVERSITY

Library Book Donation Sheet(도서기증서)

Donor information (기증자정보)			
Name		Tel	
Address		E-mail	
Remark		Date	
Book information (기증도서정보)			
No	Title	Value (US \$)	Remark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			

Office Only (학교 업무 용)		
Name	Signatures	Date
Financial Dept		
Librarian		

APPENDIX II: SCAN / RANSACK CLASS SESSIONS

I. Scan / Ransack Sessions

The librarian would like to invite professors to team teach one class session of a course. The purposes of the session would be to:

- Orient students to the literature and concepts of a new field by surveying the literature of that field
- Orient students to library materials that support the course being studied
- Help students grow in information literacy
- Help students understand how to make better use of their library

The session will be conducted in the library. First, the librarian would help the class identify the sections of the library that contain the needed materials. Then, the professor or the librarian would instruct students how to complete quick scan, full scan, and ransack worksheets (see instructions and worksheets below). In this one session, students will observe the available titles supporting your class. They will scan between eight and sixteen books and ransack a year's worth of articles in a magazine or journal supporting your class.

The librarian must identify materials and reserve study space to arrange the session. Please make an appointment with the librarian to schedule a Scan / Ransack Session.

II. Scan / Ransack Instructions

Adapted from *How to Read a Book* by Adler & Van Doren, *Reading on the Run* by Robert Clinton, and "Information Literacy Competency Standards for Higher Education," (cf. ala.org) by David J. Agron, Ph.D. (used by permission)

According to the landmark book, How to Read a Book: The Classic Guide to Intelligent Reading, by Mortimer J. Adler & Charles Van Doren (1972: Touchstone Book, New York), average students remained (in 1972) at a sixth-grade reading level most of the lives. Up to that stage, the learning and effectiveness of teaching are gradually on the rise, but reading levels were found to level off and stay steady even if well into university years. As students, you can expect to do a great deal of reading, but not all of this reading should be done the way they taught you to read in grammar school. While some materials should be read with careful attention to every word, other materials should only be read in a more sophisticated skimming manner (i.e., scanning and ransacking). If you carefully study a few books and skim many others, you can develop a great deal of expertise. One key skill to develop is to discern at what level you will read each book. If I can help you grasp the skills to do different types of reading, I can help save you time and help you be a more skilled learner. I am especially interested in seeing you develop the ability to scan and ransack books.

Continuum of Reading Levels

Assessment levels			Evaluation Levels		
Scan	Ransack	Browse	Pre-read	In-depth read	Study
Overview of contents	New ideas; specific ideas	Some in-depth conceptual analysis	Determine thematic and structural intent	Analyze and evaluate thematic intent	Repeat work in a book; comparative analysis
Many books should be read ←-----			-----→	Fewer books should be read	

A. Scan

Carefully read the table of contents, introductory information (i.e., preface, dust jacket), and author's credentials to say something useful about the subject. Then thumb through the book looking at headings, summary statements, conclusions charts, tables, possibly useful quotes... In well-organized books, each chapter's introductory and summary paragraphs should be scanned. Next, decide whether a book is worth reading at a higher level (and which levels: ransack, browse, pre-read, etc.). What can you tell about the author's perspective, background, goals, and organization of the book? (Note: the introduction, contents, and conclusion are often very helpful in learning what the author is trying to accomplish and how the book is organized. The bibliography may suggest other books worth scanning or reading at a higher level.)

Scanning normally takes between fifteen minutes and two hours. Even a "quick scan" of two through five minutes can be very helpful. Imagine how many books you could become familiar with using these methods. Read the samples of the quick-scan and full-scan worksheets (see below).

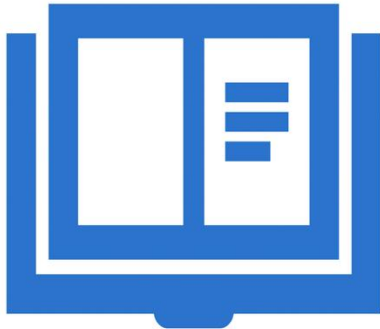
Complete six to twelve quick scans using the worksheets provided in the library. The books should be on topics related to this class. Of these, select two to four to do full scans (and complete two to four full-scan worksheets).

B. Ransack

If you are already familiar with the topic, you may not need to read every word of a book, magazine, journal, etc. Instead, you might look for new or differing ideas on a topic in sections, chapters, or articles. Edited volumes or a multi-issue set of professional magazines are ideal prospects for ransacking. Two types of ransacking are "open" (rapid reading to find new slants or ideas on a specific topic) and "closed" (rapid reading to compare or contrast what is said with some other specific ideas). Closed ransacking has a narrower focus than open ransacking.

Identify a problem, challenge or need in your current or future work context. It should be something with which knowledge and new ideas can help. Ransack a year's worth of articles in a journal or magazine related to the subject of your class. List helpful ideas for meeting the problem, challenge, or need you identified. (That does not mean to ransack every article in a year's worth of magazines. That means to look for articles that may help with your problem and ransack them.) Complete a Ransack Worksheet.

APPENDIX III: Orientation Material for Library



Library Orientation

Introduction to Library Resources

GMU Library houses approximately 26,000 books in its collection. The online database resources include:

- [Kyobo eBook](#) (Korean)
- [DBPia](#), Scholar, and KISS (Korean)
- [Ebscohost](#) ATLA Religion, [Ebscohost](#) Education Full Text, ATLA in English Database (English)
- International Review of Mission

Instructions on how to access these resources are posted on Populi.

At the top of the Populi page, you will see a navigation bar with options for Home, Files, Calendar, and Library. Click on "Files," then select the "Library Resources" folder.

There, you will find PDF guides explaining how to log in, download, and utilize the online databases mentioned above.

Please refer to these guides for detailed information on accessing and using the library's digital resources.

Library Hours and Borrowing Limits

- 1) Open Days: Monday - Friday
- 2) Library Hours:
 - Monday, Tuesday, and Thursday: 1 PM – 8:30 PM
 - Wednesday: 1 PM – 6 PM
 - Friday: 1 PM – 4:00 PM
- 3) Borrowing Limits:
 - Undergraduate and Master's students: 15 books for 2 weeks
 - Doctoral students: 20 books for 4 weeks

Applying for Student ID

There are two ways to apply for your Student ID and Library ID:

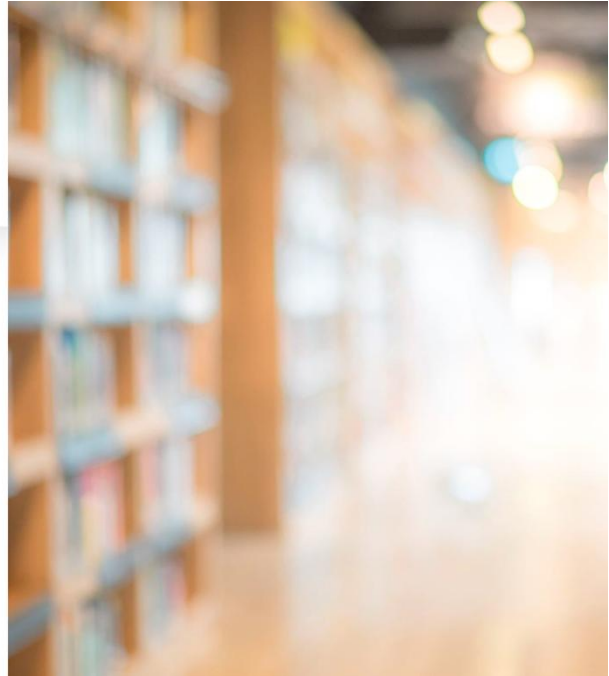
1. Visit the library in person and fill out the 'Student ID/Library ID Application' form with your personal information. (The application form will be shown to you at the library.)
2. Alternatively, you can access the Google Form link provided in the 7th announcement post on the GMU Library website. Complete and submit the online form, then visit the library to pick up your ID.

After applying through either method, you'll need to come to the library to receive your ID card.

Access to Other Libraries

Our library is a member of the Southern California Theological Library Association (SCATLA), which allows us to provide our students with access to other member libraries, such as Biola University Library and Fuller Theological Seminary Library. To request access to these libraries, you can either:

1. Visit our library in person to apply, or
2. Send a request via email to the library.



Inquiries



For any other questions regarding library use, please contact us via Email: library@gm.edu



Phone: 714-515-5431

APPENDIX IV: GMU Library Staff Manual

I. Daily Opening Procedures

1. Open the library entrance door.
2. Turn on the power switches (refer to the power diagram).
3. Log in to the staff computer and open the Populi library system.
4. Open the Check Out / Check In and catalog search functions.
5. Turn on the patron computers in the reading room and set the library catalog as the default screen.
6. Turn on the printer computer.
7. Turn on the copy machine.
8. Empty the trash can in the copy room.
9. Arrange all tables and chairs in the reading room.
10. Wipe down desks and clean up any trash on desks or floors.
11. Check and tidy the restrooms.
12. Wipe down the staff desk, catalog counter, and reserve book shelves.
13. Check the book drop for overnight returns and process check-ins.
14. When shelving, prioritize reference books and reserved books first.

II. Circulation Duties

1. When processing check-outs, verify that the patron's account has no outstanding overdue items or unpaid fines.
2. Contact patrons with overdue items by phone. If unreachable, send an email.
3. Write memos for handover tasks clearly and attach them to the desk or computer. Always include the name of the person responsible.
4. Clear desk memos promptly; do not leave them indefinitely.
5. If a damaged book is found, repair it immediately. Do not pass the task to another person.

III. Weekly Duties

1. Friday staff: Place barriers around the office area, reference section, and center aisles at closing.
2. Monday staff: Remove barriers and store them in the storage room.
3. Clean the glass on the library entrance and classroom and copy room doors.
4. Water the plants.

IV. Closing Procedures

1. Turn off patron computers, printer computer, and copy machine.

2. Friday staff: Lock the copy room door at closing.
3. Tidy and organize your own desk before leaving.
4. Before closing, turn off all power switches (complete power-off).

V. General Guidelines

1. Do not merely wait to be assigned tasks — take initiative and look for what needs to be done.
2. Approach all library duties with a sense of ownership.
3. Students wishing to use library facilities outside of regular hours must obtain permission from the GMU administrative director.
4. If another department requests library staff to perform non-library tasks, consult or report to the library director.
5. Do not leave sharp objects (e.g., knives, box cutters) in visible areas of the library. It is standard policy not to keep dangerous objects in public facilities.
6. At the end of each shift, record completed tasks in the library work log in detail (e.g., number of items cataloged, shelved, stamped, barcoded, taped, etc.).
7. Each shift worker must record any incidents or notable events in the log. (This is essential information for the library director.)
8. Advise students not to leave valuables (especially computers) unattended on desks for extended periods.
9. Do not store students' personal belongings unless there is a specific reason to do so.
10. If someone donates books, record the donor's information and number of books in the library log. (Do not accept Bibles or hymnals.)
11. Keep reference service statistics (phone inquiries, patron guidance, book searches, catalog assistance, etc.).
12. Learn how to operate and troubleshoot the copy machine. If the issue cannot be resolved, contact the copy machine company.
13. Refill paper in the printer as needed.
14. Turn off unnecessary lights.
15. Respond cheerfully to any question from patrons or library users.
16. When a patron asks how to search the catalog, go to the computer with them and demonstrate.
17. When a patron needs help finding a book in the stacks, accompany them and assist in locating it.
18. Answer all other questions to the best of your ability.
19. Respond to repeated questions as if hearing them for the first time.
20. Always approach library service with the mindset that serving patrons is the primary purpose of library work.
21. Record patron statistics in the monthly reference statistics form.
22. Conduct a full shelf cleaning once a week before the start of each semester.
23. If homeless individuals are sleeping near the library entrance, contact Grace Korean Church security for assistance.
24. Clean the area in front of the library entrance before starting work each morning.
25. If any situation arises that is not covered here, take initiative and handle it appropriately.

VI. Patron Registration

A. Patron Categories

Patrons are classified as follows:

- Students (B.A., M.A., M.Div.)
- Doctoral students
- Faculty
- Staff
- Alumni
- External members (local pastors, missionaries, other users)
- SCATLA members (classified as external users)

B. Registration Notes

1. All patrons must complete and submit a library card application form.
2. Enter the patron's ID number accurately. ID numbering rules are as follows:
 - Faculty: assigned faculty number
 - Staff: assigned staff number
 - External students and auditors: 9 + ...
 - GMU alumni: A + final student ID number
 - SCATLA members: S + home institution ID number
3. Keep application forms for external institution members in a separate file.
4. Accurately classify the patron type and record phone number and email address.

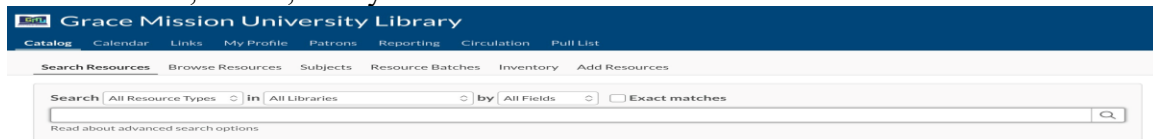
APPENDIX V: STAFF & STUDENT WORKER'S PROCEDURES

I. Acquisition

A. Book Search

When a new book arrives, first search the library catalog to check whether it is already in the collection.

1. Go to Catalog > Search Resources in the Populi library system.
2. Enter the title, author, or keyword in the search bar and click the search icon.



3. If the book already exists, proceed to register it as an additional copy (see Section I.C.3).
4. If not found, proceed to register it as a new resource (see Section I.C.1).

B. Barcode, Stamp, and Taping

(1) Barcode

Barcodes are printed using the Populi Label Templates system (see Section I.E). Attach the barcode label as follows:

- Open the front cover of the book.
- Place the barcode on the inside of the front cover, 1 cm from the bottom and 1 cm from the left corner.

(2) Stamp

Stamp the library property stamp in the following locations:

- On the top edge of the book
- On the side edge of the book
- On the title page (in the blank space between the title and the publisher's name)
- On page 27 at the bottom of the page

(3) Taping

Apply protective tape to all soft-cover (paperback) books. Hard-cover books do not normally require taping unless they have a paper dust jacket.

C. Book Registration and Entry

(1) Registering a New Resource via ISBN Search

1. Go to Catalog > Add Resources.
2. Enter the book's ISBN (or accepted code: EAN, ISSN, ASIN, OLID, UPC, LCCN, OCLC) and click Search.

Grace Mission University Library

Catalog Calendar Links My Profile Patrons Reporting Circulation Pull List

Search Resources Browse Resources Subjects Resource Batches Inventory Add Resources

New Resource
Enter or scan one of the accepted codes and we'll try to look up the resource for you. You can also [enter the resource by hand](#).

Accepted Codes: ISBN, EAN, ISSN, ASIN, OLID, UPC, LCCN, OCLC

3. If the system finds a match, review and confirm the bibliographic information.
4. Enter the Call Number based on the Library of Congress Classification (LCC) system.
5. Enter the barcode number in the barcode field.
6. Click Add Resource to save.

(2) Manual Entry

If the ISBN search returns no results (common with Korean-language books):

1. On the Add Resources page, click 'enter the resource by hand.'
2. Manually enter: Title, Type, Call Number, Barcode, and Acquisition Date.

Grace Mission University Library

Catalog Calendar Links My Profile Patrons Reporting Circulation Pull List

Search Resources Browse Resources Subjects Resource Batches Inventory Add Resources

New Resource
Too much work? Go back and [search for this resource](#).

Type
Book

Replacement Price

Digital Resources
Add digital resource files · Add digital resource links

Copies

Call #

Barcode
31250 ✓

Purchase Price

Replacement Price

Acquisition Date
YYYY-MM-DD

Status
Available for checkout

Home Library
Grace Mission - English Library

Location Within Library
CD

Acquisition Source

[Add a copy](#)

3. Click Add Resource to save.

(3) Registering Additional Copies

1. Search for the existing record in the catalog.
2. Open the record and add a new copy.
3. Enter the new barcode number.
4. Add the copy number to the end of the call number (e.g., c.2, c.3).
5. Save the record.

D. Spine Label

(1) Printing Spine Labels

1. Go to Circulation > Settings > Label Templates.
2. Select the GMU label template.

3. Select the resources and click Print Preview.

4. Load spine label paper and print.

(2) Attaching Spine Labels

1. Verify that the printed call number matches the catalog entry.
2. Attach the label 1 inch (2.54 cm) from the bottom of the spine.
3. Cover with clear tape to prevent peeling.

E. Barcode Printing

1. Go to Circulation > Settings > Label Templates.
2. Select the Barcode (LS-3007) label template.

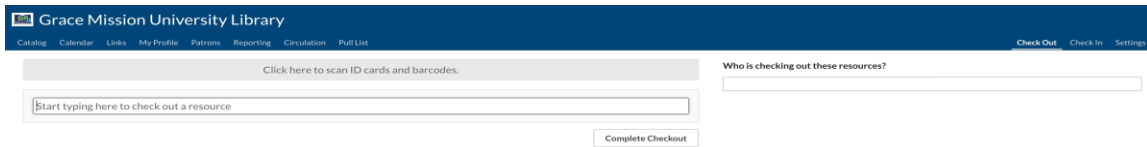
3. Select the resources and click Print Preview.

4. Load barcode label paper and print.

II. Book Circulation: Check Out & Return

A. Check Out

1. Go to Circulation > Check Out.
2. Click 'Click here to scan ID cards and barcodes.'

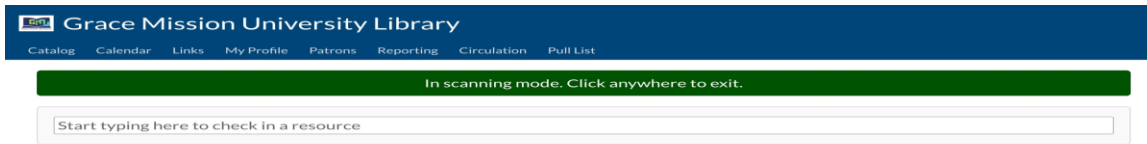


The screenshot shows the 'Check Out' page of the Grace Mission University Library system. At the top is a blue navigation bar with the library name and links for Catalog, Calendar, Links, My Profile, Patrons, Reporting, Circulation, and Pull List. On the right of this bar are links for Check Out, Check In, and Settings. Below the navigation bar is a light gray bar with the text 'Click here to scan ID cards and barcodes.' To the right of this is a text input field labeled 'Who is checking out these resources?'. Below the gray bar is a white text input field labeled 'Start typing here to check out a resource'. At the bottom center is a button labeled 'Complete Checkout'.

3. Scan or enter the patron's ID card number in the 'Who is checking out these resources?' field on the right.
4. Scan or enter the book's barcode in the 'Start typing here to check out a resource' field on the left.
5. The patron ID and book barcode may be entered in either order.
6. Click Complete Checkout.
7. Verify the transaction before assisting the next patron.

B. Check In (Return)

1. Go to Circulation > Check In.



The screenshot shows the 'Check In' page of the Grace Mission University Library system. At the top is a blue navigation bar with the library name and links for Catalog, Calendar, Links, My Profile, Patrons, Reporting, Circulation, and Pull List. Below the navigation bar is a green bar with the text 'In scanning mode. Click anywhere to exit.' Below the green bar is a white text input field labeled 'Start typing here to check in a resource'.

2. Scan or enter the barcode of the returned book.
3. The system will automatically record the return.
4. If returned via book drop, process promptly and notify via library@gm.edu if needed.

C. Reserved Books: Check Out & Return

Reserved books follow the same check-out and check-in procedure. Note:

- Reserved books may be borrowed for one day only.
- Must be returned by 6:00 p.m. the following day.
- If no one has reserved the book, the loan may be extended daily.

D. Reservations

Populi's reservation function is not currently in use. Requests are accepted via email (library@gm.edu) or phone and processed manually by staff.

III. Reference and Reserved Book Management

A. Reference Books (Ref)

- Reference books are identified by 'Ref' at the beginning of the call number on the spine label.
- Reference books do not circulate; available for in-library use only.
- Photocopying is permitted when necessary.

B. Reserved Books (Res.)

- Designated by faculty each semester as required or recommended texts.
- May be borrowed for one day; must be returned by 6:00 p.m. the following day.
- Reserve list changes each semester; books revert to normal circulation rules at semester end.

IV. Periodicals Management

A. Receiving New Periodicals

1. Search for the periodical title in the Populi catalog.
2. Update the holdings record to reflect the new issue.
3. Stamp the cover with the library property stamp if no label is present.
4. Place the latest issue on the periodical display shelves.
5. Move the previous issue to the back issues shelves, arranged by title.

B. Discarding Periodicals

1. Locate the periodical record in Populi Catalog.
2. Remove the relevant issue from the holdings record.
3. Physically remove the item from the shelves and dispose appropriately.

V. Shelving and LC Classification

A. Shelving Rules

The GMU Library uses the Library of Congress Classification (LCC) system. All books are arranged in call number order.

B. Classification Chart Rules

- First line (e.g., BS, BV, BX): subject class, arranged alphabetically.
- Second line: numbers assigned by subject content.
- Numbers only: arrange numerically.
- Decimal after numbers: part of the call number, not a mathematical decimal; must not be omitted.
- Letters and numbers after decimal: alphabetical order takes priority.
- Third line: author (Cutter) number, distinct from classification number.
- Volume numbers (v.1, v.2): used for multi-volume sets.
- Copy numbers (c.2, c.3): used for duplicates. Note: c.1 does not exist; second copy is labeled c.2.

C. Shelving Priority

1. LC class letters always take first priority (alphabetical).
2. Within the same class, numerical order applies; when letters and numbers both follow, letters take priority.
 - Example: BV 4501.K5 is shelved before BV 4501.2
 - Example: BR 101.A1 is shelved before BR 101.1

VI. Patron Registration

A. Library Card Application

Patrons must complete a library card application form at the circulation desk. Staff will register the patron in Populi.

B. Patron Registration in Populi

1. Go to the Patrons menu in Populi and click Add New Person.

Grace Mission University Library

Catalog Calendar Links My Profile **Patrons** Reporting Circulation Pull List

Add New Person

Name

Show more name inputs

Gender: Unknown ▾

Mobile: ▾ Phone:

Home: ▾ Email:

Home: ▾ Street:

City:

Choose a state... ▾ ZIP:

United States of America ▾

Add Person Cancel

2. Enter: Name, Gender, Phone, Email, and Address.
3. Click Add Person to save.
4. Assign the patron type (Student, Faculty, Staff, Alumni, SCATLA, etc.) in the patron's profile.
5. The patron may now check out library materials.

VII. LC Classification Codes for Major Bible Books

A. Old Testament

Genesis = BS 1235
Exodus = BS 1245
Leviticus = BS 1255
Numbers = BS 1265
Deuteronomy = BS 1275
Joshua = BS 1295
Judges = BS 1305
Ruth = BS 1315
1-2 Samuel = BS 1325
1-2 Kings = BS 1335
1-2 Chronicles = BS 1345
Ezra = BS 1355
Nehemiah = BS 1365
Esther = BS 1375
Job = BS 1415

Psalms = BS 1425
Proverbs = BS 1465
Ecclesiastes = BS 1475
Song of Solomon = BS 1485
Isaiah = BS 1515
Jeremiah = BS 1525
Lamentations = BS 1535
Ezekiel = BS 1545
Daniel = BS 1555
Hosea = BS 1565
Joel = BS 1575
Amos = BS 1585
Obadiah = BS 1595
Jonah = BS 1605
Micah = BS 1615
Nahum = BS 1625
Habakkuk = BS 1635
Zephaniah = BS 1645
Haggai = BS 1655
Zechariah = BS 1665
Malachi = BS 1675

B. New Testament

Matthew = BS 2575
Mark = BS 2585
Luke = BS 2595
John = BS 2615
Acts = BS 2625
Romans = BS 2665
1-2 Corinthians = BS 2675
Galatians = BS 2685
Ephesians = BS 2695
Philippians = BS 2705
Colossians = BS 2715
1-2 Thessalonians = BS 2725
Pastoral Epistles = BS 2735
1-2 Timothy = BS 2745
Titus = BS 2755
Philemon = BS 2765
Hebrews = BS 2775
James = BS 2785
1-2 Peter = BS 2795
1-2-3 John = BS 2805
Jude = BS 2815
Revelation = BS 2825

C. Suffix Numbers

.2 = Criticism

.3 = Commentary

.4 = Sermons, Devotional

.5 = Other

APPENDIX VI: Library Course Support — Book Acquisitions

I. Library Course Support — Book Acquisitions (Spring 2025)

Total: 83 titles (6 EBSCOhost, 2 Kyobo eBook, 49 Print (English), 5 Print (Indonesian), 21 Print (Korean))

The following table lists library acquisitions for Spring 2025 made in response to faculty course material requests. These purchases demonstrate the library's commitment to supporting the curriculum and providing students with access to required and recommended course texts.

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
1	기독교 교육학 개론	안송주	인간발달과 기독교 교육	이규민	동연	2024	Required	Print (Korean)
2	기독교 교육학 개론	안송주	교사베이직	이정현	생명의 말씀사	2018	Recommended	Print (Korean)
3	기독교 교육학의 철학적 역사적	안송주	철학	에드워드 크레이그저	교육서가	2024	Recommended	Print (Korean)
4	기독교 교육학의 철학적 역사적	안송주	교육철학 (Philosophy & Education)	George Knight	교육과학사	2006	Recommended	Print (Korean)
5	일반서신 계시록	정인채	베드로전후서, 유다서	T. R. 슈라이너	서울: 갯드는숲	2022	Reference	Print (Korean)
6	가정목회	조현주	디아스포라 2 세 교육목회	권상길	예영커뮤니케이션	2009	Recommended	Print (Korean)
7	기독교 상담의 법과 윤리	Anna Choi	상담 및 심리치료 윤리 (10 판)	Corey Gerald 외	박학사	2022	Recommended	Print (Korean)
8	LT423 / Discipleship & Cell Leading	한철주	하나님 나라 복음과 제자도	노종문	서울: IVP	2024	Required	Print (Korean)
9	LT423 / Discipleship & Cell Leading	한철주	건강한 교회 성장을 위한 소그룹 리더십	이상화	서울: 소그룹하우스	2022	Required	Print (Korean)
10	기독교 교육철학	장영미	기독교 세계관	김민호	리바이벌 북스	2022	Required	Print (Korean)
11	기독교 교육철학	장영미	상담과 심리치료	상-양 탠	이레서원	2014	Required	Print (Korean)
12	기독교 교육철학	장영미	기독교상담학 비평과 사례	최은영	햇볼트리니티 출판부	2015	Required	Print (Korean)
13	기독교 교육철학	장영미	기독교상담, 어떻게 다른가요	권수영	학지사	2007	Required	Print (Korean)
14	기독교 교육철학	장영미	시편의 기도	월터 브루그만	기독교문서선교회	2003	Required	Print (Korean)
15	사회과학적 연구 & 통계방법론	이수영	질적 연구의 30 가지 노하우 (30 Essential Skills)	John W. Creswell (저) 한유리 (역),	박영스토리	2017	Recommended	Print (Korean)
16	Practice Writing a Psychological Assessm	황선미	상담 및 교육장면에서	천성문 외	학지사	2024	Required	Print (Korean)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
			심리검사의 이해와 활용					
17	Practice Writing a Psychological Assessm	황선미	임상미술치료를 위한 그림심리평가	김선현	이담북스	2021	Required	Print (Korean)
18	Practice Writing a Psychological Assessm	황선미	문장완성검사의 새로운 해석: 자기개념을 중심으로	성현아	상당학연구	2017	Required	Print (Korean)
19	일반서신 계시록	정인채	야고보서: NICNT	스캇 맥나이트	서울: 부흥과 개혁사	2023	Required	Print (Korean)
20	가정목회	조현주	심리학과 기독교 어떤 관계인가	에릭 존슨	부흥과 개혁사	2012	Required	Print (Korean)
21	사회과학적 연구 & 통계방법론	이수영	AI 통계: 챗 GPT 를 활용한 통계의 기초	김하나, 홍아름	한빛아카데미	2024	Required	Print (Korean)
22	Cultural Leadership Development	이병구	Leadership in a Diverse and Multicultural Environment	Mary L. Connerley, Paul B. Ped	housand Oaks: Sage Public	2005	Recommended	Print (English)
23	Cultural Leadership Development	이병구	Leadership Theory and Practice	Peter G. Northouse	Sage Publications	2024	Recommended	Print (English)
24	Cultural Leadership Development	이병구	TransforMisional Coaching	Ogne & Roehl	Missional Challenge	2019	Required	Print (English)
25	LT303 Foundations of Leadership	Angela Woo	Lead Like Jesus Revisited: Lessons from the Greatest Leaders	Ken Blanchard and Phil Hodges	Thomas Nelson	2016	Required	Print (English)
26	LT303 Foundations of Leadership	Angela Woo	The Emotionally Healthy Leader: How Transforming Your Inner	Peter Scazzero	Grand Rapids,	2015	Required	Print (English)
27	CE 533 Family Ministry	Estée Song	Family Ministry Field Guide: How Your Church Can Equip Paren	Timothy Paul Jones	Wesleyan Publishing House	2011	Required	Print (English)
28	CE 533 Family Ministry	Estée Song	The Family: A Christian Perspective on the Contemporary Home	Balswick, Jack O., and Judith	Baker Academic	2014	Required	Print (English)
29	Marrige, Family & Christianity	유희주	Family Therapy: Concepts and Methods(11thEd.)	Michael P. Nichols & Sean	Person	2016	Required	Print (English)
30	Marrige, Family & Christianity	유희주	Imago Relationship Therapy: An Introduction to Theory and Pr	Rick Brown	John Wiley & Sons	1999	Required	Print (English)
31	Marrige, Family & Christianity	유희주	Getting the Love You Want: A Guide for Couples (3rd Ed.)	Harville Hendrix & Helen L	St. Martin's Griff	2019	Required	Print (English)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
32	Marrige, Family & Christianity	유희주	Integrative Behavioral Couple Therapy: A Therapist's	Andrew Christensen, Brian D. D	W. W. Norton & Compan	2020	Required	Print (English)
33	Marrige, Family & Christianity	유희주	The Family Crucible: The Intense Experience of Family Therap	Augustus Y. Napier & Carl	HarperCollins	2011	Required	Print (English)
34	Marrige, Family & Christianity	유희주	Narrative Means to Therapeutic Ends	Michael White & David Epst	W. W. Norton & Compan	2023	Required	Print (English)
35	Marrige, Family & Christianity	유희주	Imago Relationship Therapy: Perspectives on Theory	Harville Hendrix	W. W. Norton & Compan	2021	Required	Print (English)
36	Introduction to the New Testament	Jung Hyun Kang	The World of the New Testament	Joel B. Green; Lee Martin McDo	Baker Academic	2013	Required	Print (English)
37	예배학	장금석	Worship and the Reality of God : An evangelical theology of	John Jefferson Davis	CLC	2017	Required	Print (English)
38	예배학	장금석	Introduction To Christion Worship	James F. White	CLC	2024	Required	Print (English)
39	예배학	장금석	TRUE WORSHIP	John MacArthur, Jr.		1992	Required	Print (English)
40	예배학	장금석	Worship in the Early Church	Justo L. Gonzalez & Cather	Westminster John Knox Pre	2024	Required	Print (English)
41	GS165 The Bible and Science	조나스 물조	Finding God in Science	Michael O. Connell	Eigen Publishing	2018	Required	Print (English)
42	Introduction to the New Testament	Jung Hyun Kang	New Testament Christianity in the Roman World	Harry O. Maier	New York, NY Oxford Unive	2018	Required	Print (English)
43	Introduction to the New Testament	Jung Hyun Kang	The Cradle, the Cross, and the Crown : An Introduction to th	Andreas J. Kotenberger; L. Sco	: B&H Publishing Grou	2016	Required	Print (English)
44	Introduction to the New Testament	Jung Hyun Kang	the Routledge Guidebook to the New Testament	Patrick Gray	New York: Routledge	2017	Required	Print (English)
45	Cultural Leadership Development	이병구	Cultural Insights for Christian Leaders	Douglas McConnell.	Press	2018	Required	Print (English)
46	Cultural Leadership Development	이병구	Towards Global Missional Leadership	Kirk J Franklin.	Oxford : regnum	2017	Required	Print (English)
47	BL553 Hebrew II	Chunrong Ni	Introducing Biblical Hebrew	Allen P. Ross	Baker Academic	2001	Required	Print (English)
48	ST523 Bible Doctrine II	Chunrong Ni	One with Christ: An Evangelical Theology of Salvation	Marcus Peter Johnson	Crossway	2013	Required	Print (English)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
49	MT 303 Introduction to Mission	Esther L. Park	The Mission of God: Unlocking the Bible's Grand Narrative	Christopher J. H. Wright	IVP	2006	Required	Print (English)
50	MT 303 Introduction to Mission	Esther L. Park	Servant Leadership in Action: How You Can Achieve Great Rela	Ken Blanchard , Renee Broadwel	Berrett- Koehler Publishe	2018	Required	Print (English)
51	MT 303 Introduction to Mission	Esther L. Park	A Survey of World Mission	Robin Hadaway	BH Academic	2020	Required	Print (English)
52	MT 303 Introduction to Mission	Esther L. Park	Church Administration Handbook	Bruce P. Powers	B&H Academic; 3rd ed	2008	Required	Print (English)
53	CE 533 Family Ministry	Estée Song	Perspectives on Family Ministry: Three Views	Timothy Paul Jones	B&H Academic	2019	Required	Print (English)
54	Marrige, Family & Christianity	유희주	Family Therapies : A Comprehensive Christian Appraisal	Mark A. Yarhouse & James N	IVP	2008	Required	Print (English)
55	Marrige, Family & Christianity	유희주	The practice of emotionally focused couple therapy: Creating	Susan M. Johnson	Taylor & Francis Grou	2004	Required	Print (English)
56	Marrige, Family & Christianity	유희주	Stepping into Emotionally Focused Couple Therapy: Key Ingred	Lorrie L. Brubacher	Taylor & Francis Grou	2018	Required	Print (English)
57	Marrige, Family & Christianity	유희주	Attachment Theory in Practice: Emotionally Focused Theory (E	Susan M. Johnson	The Guilford Press	2018	Required	Print (English)
58	Marrige, Family & Christianity	유희주	Family Therapy in Clinical Practice	Murray Bowen	Jason Aronson	1978	Required	Print (English)
59	예배학	장금석	The Purpose, Pattern & Character of Worship	L. Edward Phillips	Abingdon Press	2024	Required	Print (English)
60	OT213, OT573 Study of the Old Testament	장금석	Historical Books – An Introduction to the Old Testament	Howard Jr. David	Moody Publishers	2007	Required	Print (English)
61	ST523 Bible Doctrine II	장금석	Christian Doctrine: The Theology of Christianity	James Quiggle	Independently published	2025	Required	Print (English)
62	ST523 Bible Doctrine II	장금석	School of Systematic Theology - Book 2: God's Gift to	Andrew R Rappaport and JB Chad	Striving for Eternity	2022	Required	Print (English)
63	Acts & Pauline Epistles	Paul Hertig	Mission in Acts: Ancient Narratives In Contemporary Context	Paul Hertig and Robert L. Gall	Maryknoll: Orbis	2004	Required	Print (English)
64	Intercultural Spirituality Formatio	이재석	Intercultural Discipleship: Learning from Global Approaches	Moon, W. Jay	Grand Rapids, MI: Baker	2017	Required	Print (English)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
65	Intercultural Spirituality Formatio	이재석	A Many Colored Kingdom: Multicultural Dynamics for Spiritual	Conde-Frazier, Elizabeth., S.	Grand Rapids, MI: Baker	2014	Required	Print (English)
66	Intercultural Spirituality Formatio	이재석	Hearing God's Words: Exploring Biblical Spirituality	Adam, Peter	InterVarsity	2004	Required	Print (English)
67	Intercultural Spirituality Formatio	이재석	Cultivating the Fruit of the Spirit: Growing in Christlikene	Wright, Christopher J. H	IVP	2017	Required	Print (English)
68	Introduction to the New Testament	Jung Hyun Kang	AN INTRODUCTION TO THE NEW TESTAMENT	David A. DeSilva	IVP	2004	Required	Print (English)
69	Systematic 3	David Laban	Nine Marks of a Healthy Church (4th Edition)	Mark Dever and H. B. Charles	Crossway	2021	Required	Print (English)
70	Systematic 3	황선미	Personalized Psychotherapy: A Treatment Approach based on Th	Strack S., Millon. T	Journal of Personality	2013	Required	Print (English)
71	가정목회	조현주	부모라면 유대인처럼 하브루타로 교육하라	전성수	위지덤하우스	2019	Required	Kyobo eBook
72	Practice Writing a Psychological Assessm	황선미	처음 시작하는 MMPI	황선미	초록박스	2020	Required	Kyobo eBook
73	Introduction to the New Testament	Jung Hyun Kang	Introducing the New Testament: A historical, literary, and t	Mark Allan Powell	Baker Academic	2009	Required	EBSCOhost
74	Introduction to the New Testament	Jung Hyun Kang	Ancient Texts for new Testament Studies	Craig A. Evans	Baker Academic	2012	Required	EBSCOhost
75	Introduction to the New Testament	Jung Hyun Kang	An Introduction to Empire in the New Testament	Adam Winn	Atlanta: SBL Press	2016	Required	EBSCOhost
76	MT 303 Introduction to Mission	Esther L. Park	Advancing Models of Mission: Evaluating the Past and Looking	Kenneth Nehrbass (Author) Amin	William Carry	2021	Required	EBSCOhost
77	예배학	장금석	Ancient-Future Worship Proclaiming and Enacting God's	Robert E. Webber	Baker Books	2017	Required	EBSCOhost
78	Practice Writing a Psychological Assessm	황선미	Assessment for Counseling in Christian Perspective	Greggo, S. P.	IVP Academic	2019	Required	EBSCOhost
79	OT213, OT573 Study of the Old Testament	황선미	Pengantar Perjanjian Lama 2 : Sastra dan Nubuat	LaSor, W.S., D.A. Hubbard, dan	BPK Gunung Mulia		Required	Print (Indonesian)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
80	OT213, OT573 Study of the Old Testament	황선미	Hikmat & Hidup Sukses, Panduan untuk memperoleh manfaat d	Logman, Tremper III	Persekutuan Pembaca Alkitab	2002	Required	Print (Indonesian)
81	OT213, OT573 Study of the Old Testament	황선미	Hikmat Alkitab untuk Pendidikan Bermasyarakat	Melchert, Charles C, Ajaran Bi	BPK Gunung Mulia	2020	Required	Print (Indonesian)
82	OT213, OT573 Study of the Old Testament	황선미	Handbook on the Wisdom Books and Psalms	Estes, Daniel J.	Grand Rapids: Baker	2005	Required	Print (Indonesian)
83	OT213, OT573 Study of the Old Testament	황선미	Poetic Books	Bullock, C. Hassell	Moody Publishers		Required	Print (Indonesian)

II. Library Course Support — Book Acquisitions (Fall 2025)

Total: 73 titles (20 EBSCOhost, 14 Kyobo eBook, 1 Print (English), 38 Print (Korean))

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
1	사도행전과 바울서신	정인채	로마서 어떻게 읽을 것인가	홍인규	성서유니온	2018	Required	Print (Korean)
2	사도행전과 바울서신	정인채	데살로니가전후서: BECNT	제프리 와이마	부흥과 개혁사	2018	Reference	Print (Korean)
3	사도행전과 바울서신	정인채	로마서	존 머리	아바서원	2017	Reference	Print (Korean)
4	사도행전과 바울서신	정인채	구약을 품은 신약 본문해석	김경식	새물결플러스	2020	Reference	Print (Korean)
5	사도행전과 바울서신	정인채	바울서신에 나타난 구약의 반향	리처드 B. 헤이스	여수론	2017	Reference	Print (Korean)
6	사도행전과 바울서신	권한준	성경이 꿈꾸는 세상	안건상	생명의말씀사	2025	Reference	Print (Korean)
7	이상심리학	성 희 연	이상심리학의 기초(2 판)	권석만	학지사	2023	Required	Print (Korean)
8	이상심리학	성 희 연	DSM-5-TR 정신질환의 진단 및 통계 편람	권준수, 김봉년외 공역	학지사	2023	Reference	Print (Korean)
9	이상심리학	성 희 연	최신 이상심리학 3 판 (DSM-5-TR 에 의한)	이우경	학지사	2025	Reference	Print (Korean)
10	이상심리학	성 희 연	심리장애의 임상적응을 위한 핸드북	David H. Barlow	학지사	2021	Reference	Print (Korean)
11	이상심리학	성 희 연	DSM-5 진단사례집	First,M.B. 외 공저	학지사	2018	Reference	Print (Korean)
12	이상심리학	성 희 연	사례로 보는 이상심리학	Robert G. Meyer, Christopher M	학지사	2020	Reference	Print (Korean)
13	이상심리학	성 희 연	DSM-5 성격장애의 진단 및 치료 핸드북 3 판	Sperry, L. (김석웅 외 공역)	학지사	2023	Reference	Print (Korean)
14	이상심리학	성 희 연	현대 정신병리학 통합적인 기독교적 평가 2 판	Barrett W. McRay, Mark A. Yarh	학지사	2022	Reference	Print (Korean)
15	이상심리학	성 희 연	개혁주의 인간론	후크마, 안토니	부흥과 개혁사	2012	Reference	Print (Korean)
16	이상심리학	성 희 연	트라우마 진실과 회복	주디스 루이스 허먼	북하우스	2024	Required	Print (Korean)
17	ES904 질적연구방법론	이수영	Nvivo R1 (NVivo release1): Matters of way CAQDAS 컴퓨터를 활용한 질적	박종원	글로벌 콘텐츠	2020	Required	Print (Korean)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
18	MH881 선교역사와 지구촌기독교	박형진	지구촌기독교 선교 역사 이해의 지평들	박형진	IVP	2023	Required	Print (Korean)
19	CP924 Marriage & family counseling	유희주	보웬이론의 비밀	Kerr, M.E. (최선희, 이인수, 조은숙 노치영	학지사	2025	Required	Print (Korean)
20	CP924 Marriage & family counseling	유희주	변화 요인을 통해 본 정서중심 부부치료	Brubacher, L. (박성덕, 안강호, 이지수	학지사	2022	Required	Print (Korean)
21	CP924 Marriage & family counseling	유희주	이마고 부부관계치료	Brown, R. (오제은 역)	학지사	2009	Required	Print (Korean)
22	CP924 Marriage & family counseling	유희주	정서중심상담의 실제	Elliot, R., Greenberg, L.	학지사	2024	Required	Print (Korean)
23	CP924 Marriage & family counseling	유희주	보웬 이론의 8 가지 개념	Gilbert, R. M. (김경 역)	학지사	2018	Required	Print (Korean)
24	CP924 Marriage & family counseling	유희주	가족치료 관점에서 본 성경의 가족이야기	심수명	다세움	2025	Required	Print (Korean)
25	ES 932 Educational Administration 교육행정	변명혜	기독교 교육행정학의 이론과 실제	김성중	민영사	2021	Required	Print (Korean)
26	ES 932 Educational Administration 교육행정	변명혜	교회교육행정론	홍정근	한국장로교출판사	2015	Required	Print (Korean)
27	Social Science Research Methodology	문상철	사회조사방법론 (15 판)	Babbie, E	Cengage Learning	2021	Required	Print (Korean)
28	문화인류학	최재훈	듀얼브레인 AI 시대의 실용적 생존 가이드	이선 몰릭	상상스퀘어	2025	Required	Print (Korean)
29	사역및 선교를 위한 기독교코칭	홍혜경	코칭 슈퍼비전의 이론과 모색	티티아나 바흐키로바, 피터 잭슨, 데이비드 클러터벅	코칭박스	2024	Required	Print (Korean)
30	사역및 선교를 위한 기독교코칭	홍혜경	이너게임	티모시 갤웨이 저자 : 최명돈 번역	가을여행	2019	Required	Print (Korean)
31	사역및 선교를 위한 기독교코칭	홍혜경	정성연구방법론과 사례연구	Merriam, Sharen B	교우	2005	Required	Print (Korean)
32	이상심리 및 정신병리학	최은아	이상심리 증상별 사례개념화	조은문 외	나눔 Book	2024	Required	Print (Korean)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
33	논문을 위한 문헌연구 방법론	이재석	선교사를 위한 사회학	이광순	미션아카데미	2009	Required	Print (Korean)
34	논문을 위한 문헌연구 방법론	이재석	해결중심 가족치료 사례집	정문자 송성자 이영분 김유순	학지사	2015	Required	Print (Korean)
35	논문을 위한 문헌연구 방법론	이재석	해결중심 가족상담: 이론과 실제 2 판	정문자 이영분 김유순 김은영	학지사	2024	Required	Print (Korean)
36	논문을 위한 문헌연구 방법론	이재석	1001 가지 해결중심 질문들	Fredrike Bannink 저, 조성희, 신수경,	학지사	2015	Required	Print (Korean)
37	논문을 위한 문헌연구 방법론	이재석	해결중심 단기치료(100 개의 핵심포인트)	Harvey Ratner, Evan Gerge, Ch	학지사	2021	Required	Print (Korean)
38	논문을 위한 문헌연구 방법론	이재석	긍정의 심리학	마틴 셀리그만	물푸레	2020	Required	Print (Korean)
39	ES904 질적연구방법론	이수영	도착	InterViews: Learning the Craft	Steinar Kvale & Svend	SAGE	Required	Print (English)
40	CO550, Abnormal Psychology & Counsel	황선미	Good & Angry	David Powlision	New Growth Press	2016	Required	EBSCOhost
41	CO550, Abnormal Psychology & Counsel	황선미	Modern Psychotherapies: A	Jones, S.L.&	IVP	2012	Required	EBSCOhost
42	533 Spiritual Formation 영성훈련	정금섭	The Good and Beautiful God	Smith, James Bryan	IVP	1998	Required	EBSCOhost
43	533 Spiritual Formation 영성훈련	정금섭	Dissident Discipleship	Augsburger, David	Brazos Press	2006	Required	EBSCOhost
44	533 Spiritual Formation 영성훈련	정금섭	Off-Road Disciplines	Creps, Earl	Jossey-Bass	2006	Required	EBSCOhost
45	533 Spiritual Formation 영성훈련	정금섭	A History of Christianity in Asia	Samuel H. Moffett	Orbis	2014	Required	EBSCOhost
46	ES904 질적연구방법론	이수영	Polycentric Missiology	Allen Yeh (ed.)	IVP	2016	Required	EBSCOhost
47	MT 573 History of Mission	박기호	Mission History of Asian Churches	Timothy K. Park	William Carey	2011	Required	EBSCOhost
48	MT 573 History of Mission	박기호	Modern psychopathologies: A comprehensive Christian appraisal	Barrett W. McRay, Mark A. Yarh	IVP	2016	Required	EBSCOhost

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
49	Hebrew Grammar	정희경	Biblical Hebrew: An Introductory Grammar	Kelly, Page H. and Tomothy G.	Grand Rapids Eerdmans	2018	Required	EBSCOhost
50	Hebrew Grammar	정희경	Handbook to Biblical Hebrew: An Introductory Grammar	Kelly, Page H. and Terry L. Bu	Grand Rapids Eerdmans	2018	Required	EBSCOhost
51	Introduction to the OT	백성열	Ancient Near Eastern Thought and the Old Testament: introduc	John H. Walton	Baker Academic	2018	Required	EBSCOhost
52	The Gospels	Paul Hertig	Luke Brazos Theological Commentary on the Bible	Jeffrey, David Lyle	Grand Rapids		Required	EBSCOhost
53	The Gospels	Paul Hertig	The Gospel of John	Michaels, J. Ramsey	Eerdmans	2010	Required	EBSCOhost
54	OT 203 PENTATEUCH	Biworo G. Adinata	An Introduction to the Old Testament Pentateuch	Wolf, Herbert	Moody Press	2007	Required	EBSCOhost
55	TM9(8)41 Contemporary Mission Theology I	이재석	A Time for Mission	Escobar, Samuel	IVP	1983	Required	EBSCOhost
56	TM9(8)41 Contemporary Mission Theology I	이재석 교수 4 권 오더	Missional Theology	Franke, John R	Baker,	2020	Required	EBSCOhost
57	TM9(8)41 Contemporary Mission Theology I	이재석 교수 4 권 오더	Theology of Mission: A Concise Biblical Theology	Payne, J.D	Lexham	2022	Required	EBSCOhost
58	TM9(8)41 Contemporary Mission Theology I	이재석 교수 4 권 오더	The Outrageous Idea of Christian Scholarship	Marsden, George M	Oxford University Press	1998	Required	EBSCOhost
59	TM9(8)41 Contemporary Mission Theology I	이재석 교수 4 권 오더	Case Studies in Abnormal Psychology, 11th Edition	Thomas F. Oltmanns	Wiley	2019	Required	EBSCOhost
60	사도행전과 바울서신	정인채	바울과 믿음 언어	니제이 굽타	이레서원	2021	Reference	Kyobo eBook
61	이상심리 및 정신병리학	최은아	나는 왜 나를 피곤하게 하는가	권준수	올림	2020	Reference	Kyobo eBook
62	CP924 Marriage & family counseling	유희주 (박사)	성경속 가족이야기	김용태	학지사	2018	Required	Kyobo eBook
63	ES 932 Educational Administration 교육행정	변명혜	교회행정학	이성희	한국장로교출판사	2021	Required	Kyobo eBook
64	문화인류학	최재훈	발굴한 신의 흔적들	이삭	PCKBOOKS	2025	Required	Kyobo eBook
65	사역 및 선교를 위한 기독교교칭	홍혜경	인간다움	김기현	21세기북스	2023	Required	Kyobo eBook

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
66	사역및 선교를 위한 기독교코칭	홍혜경	삶이 내게 말을 걸어올 때	파커 J. 파머 저자 : 홍윤주 역	한문화	2019	Required	Kyobo eBook
67	사역및 선교를 위한 기독교코칭	홍혜경	생각하지 않는 사람들	니콜라스 카	청림출판	2020	Required	Kyobo eBook
68	사역및 선교를 위한 기독교코칭	홍혜경	자기결정성, 나로서 살아가는 힘	김은주	쌤앤파커스	2025	Required	Kyobo eBook
69	사역및 선교를 위한 기독교코칭	안송주	한국교회트렌드 2025	지용근, 김영수 외 9인	규장	2024	Required	Kyobo eBook
70	사역및 선교를 위한 기독교코칭	안송주	에릭 에릭슨의 심리학 심리사회발달이론 툟아보기	정태웅	루미너리북스	2024	Required	Kyobo eBook
71	사역및 선교를 위한 기독교코칭	안송주	존 베리의 심리학 문화적응이론 툟아보기	정태웅	루미너리북스	2024	Required	Kyobo eBook
72	사역및 선교를 위한 기독교코칭	안송주	의미없는 인생은 없다	정인석	학지사	2021	Required	Kyobo eBook
73	사역및 선교를 위한 기독교코칭	안송주	의미를 향한 소리 없는 절규	빅터 프랭클	청아출판사	2005	Required	Kyobo eBook

III. Library Course Support — Book Acquisitions (Spring 2026)

Total: 48 titles (8 EBSCOhost, 12 Kyobo eBook, 24 Print (English), 4 Print (Korean))

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
1		강창섭	근거이론 4 판	Corbin, Juliet, Anselm Straus	현문사	2019	Required	Print (Korean)
2		강창섭	심리학과 기독교 어떤 관계인가	Johnson. E. L. 공저	부흥과개혁사	2023	Required	Print (Korean)
3	Diaspora Missiology in Chinese Context	Lindsay	이주의 시대	스티븐 카슬, 마크 J 밀러	일조각	2013	Required	Print (Korean)
4	상담심리학	유희주	다미주 이론의 임상적 적용	Stephen W. Porges, Deb Dana	박영스토리	2025	Required	Print (Korean)
5	교육심리학	안송주	학습의 재발견	스콧 영 저. 정지현 역.	비즈니스 북스	2024	Required	Kyobo eBook
6	교육심리학	안송주	교육심리학	조창영 외	박영스토리	2025	Required	Kyobo eBook
7	상담 심리학의 성경적	김상일	복음 중심 성경 읽기	벤 코널리	생명의 말씀사,	2022	Required	Kyobo eBook
8	상담 심리학의 성경적	김상일	성령과 트라우마	셀리 램보	한국 기독교 연구소,	2019	Required	Kyobo eBook
9	논문을 위한 문헌연구 방법론	이재석	교육 심리 사회연구를 위한 논문작성법	임인재, 김신영 공저	서울대학교출판부	2008	Required	Kyobo eBook
10	Advanced clinical theories & Practic	유희주	폴 킬리히의 인간이해와 기독교상담신학	임경수	학지사	2018	Required	Kyobo eBook
11	Advanced clinical theories & Practic	유희주	자기심리학	최영민	학지사	2011	Required	Kyobo eBook
12	연구방법론 II: 양적 연구 방법론	이수영	SPSS 30 매뉴얼	이학식, 임지훈	집현재	2026	Required	Kyobo eBook
13	상담이론	성 희 연	상담 및 심리치료의 이론	Linda Seligman, Lourie W. Reic	시그마프 레스	2014	Required	Kyobo eBook
14	상담의 기초	최은아	이런 제가 상담자여도 괜찮을까요?	노승현	박영스토리	2022	Required	Kyobo eBook
15	상담심리학	유희주	다미주신경 이론	덱 다나	불광출판사	2023	Required	Kyobo eBook
16	상담심리학	유희주	다미주 이론	스티븐 W. 포지스	위즈덤하우스	2020	Required	Kyobo eBook
17	Theology I (M. Div & MACE) Bible Doc	John Chung	Christian Theology: An Introduction. 5th ed.	McGrath, Alister E	West Sussex Wiley-Blackwe	2011	Required	Print (English)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
18	Missions and World Religions	Paul Hertig	God is Not One: The Eight Rival Religions that Run the World	Prothero, Stephen	HarperOne	2010	Required	Print (English)
19	Missiology and Religions	Paul Hertig	Maus: A Survivor's Tale. My Father Bleeds History	Hanh, Thich Nhat	Random House	1986	Required	Print (English)
20	Theology of Mission	Jonas Muljo	Living Buddha, Living Christ	Hanh, Thich Nhat	Riverhead Books	2007	Required	Print (English)
21	Foundations of Leadership	Jonas Muljo	Leadership Gold	John C. Maxwell	Harper Collins	2008	Required	Print (English)
22	Foundations of Leadership	Jonas Muljo	Teologi Misi Dari Missio Dei Menuju Missio Ecclesia	Hariato GP	ANDI	2017	Required	Print (English)
23	World Christianity and Self-Theologizing	J. Nelson Jennings	Theology and Identity: The Impact of Culture upon Christian	Bediako, Kwame	Fortress Press	2011	Required	Print (English)
24	World Christianity and Self-Theologizing	J. Nelson Jennings	Three Mile an Hour God	Koyama,	SCM Press	2021	Required	Print (English)
25	World Christianity and Self-Theologizing	안송주	Teaching at Its Best: A Research-Based Resource for College	Todd Zakrajsek, Linda Nilson	Jossey-Bass	2023	Required	Print (English)
26	Integrative Exit Seminar	이병구	The Internship, Practicum, and Field Placement Handbook	Baird, Brian N	New York: Routledge	2019	Required	Print (English)
27	Disability Ministry	Estée Song	Including people with disabilities in faith communities: A g	Carter, E. W.	Paul H. Brookes Publishin	2007	Required	Print (English)
28	Disability Ministry	Estée Song	Uniquely human: A different way of seeing autism	Prizant, B. M., & Fields-	Simon & Schuster	2015	Required	Print (English)
29	Disability Ministry	Estée Song	The Autistic Brain	Grandin, T., & Panek, R.	Houghton Mifflin Harcourt	2013	Required	Print (English)
30	Disability Ministry	Estée Song	Deep brain learning: Pathways to potential with challenging	Brendtro, L. K., & Mitchel		2011	Required	Print (English)
31	Disability Ministry	Estée Song	What happened to you? Conversations on trauma, resilience, a	Perry, B. D., & Winfrey	Flatiron Books	2021	Required	Print (English)
32	Disability Ministry	Estée Song	Strengthening family resilience	Walsh, F	Guilford Press	2016	Required	Print (English)
33	Homiletics	김수영	The Art and Craft of Biblical Preaching	Haddon Robinson & Craig Br	Zondervan	2023	Required	Print (English)
34	Diaspora Missiology in Chinese Context	Lindsay	The explosive child: A new approach for understanding and pa	Greene, R. W.	HarperCollins	2021	Required	Print (English)
35	Diaspora Missiology in Chinese Context	Lindsay	Chinese Diaspora Kingdom Workers: In Action and With Guidanc	Enoch Wan & Jacky Lau		2019	Required	Print (English)

#	Course	Instructor	Title	Author	Publisher	Year	Type	Format
36	Foundations of Missiological Research De	문상철	The literature review: Six steps to success (4th Edition)	Machi, L. A. & B. T. McEvo	Corwin	2022	Required	Print (English)
37	Foundations of Missiological Research De	문상철	The SAGE handbook of social research methods	Alasuutari, Pertti, Leonard Bi	SAGE	2009	Required	Print (English)
38	기독교상담 프랙티컬	황선미	Basic Skills in Psychotherapy and Counseling	Christiane Brems	Brooks/Cole Pub Co	2000	Required	Print (English)
39	기독교상담 프랙티컬	황선미	The Minirth Guide for Christian Counselors	Frank Minirth	B & H Books	2003	Required	Print (English)
40	상담심리학	유희주	상담 및 심리치료 윤리	Gerald Corey , Marianne Schnei	박학사	소장중	Required	Print (English)
41	Theology I, Bible Doctrine I	John Chung	Across the Spectrum : Understanding Issues in Evangelical Th	Boyd, Gregory A., and Paul R.	Grand Rapids: Baker Acade	2009	Required	EBSCOhost
42	World Christianity and Self-Theologizing	J. Nelson Jennings	World Christianity: History, Methodologies, Horizons	Hanciles, Jehu J., Ed.	Orbis Books		Required	EBSCOhost
43	World Christianity and Self-Theologizing	J. Nelson Jennings	Crossing Cultural Frontiers	Walls, Andrew F.	Orbis Books		Required	EBSCOhost
44	Disability Ministry	Estée Song	The Bible, Disability, and the Church	Yong, A	Wm. B. Eerdmans	2007	Required	EBSCOhost
45	Diaspora Missiology in Chinese Context	Lindsay	Translating the Message: The Missionary Impact on Culture	Lamin Sanneh	Orbis	2009	Required	EBSCOhost
46	Diaspora Missiology in Chinese Context	Lindsay	Missiology : an Introduction to the Foundation History and Str	John Mark Terry et al	B&H	2010	Required	EBSCOhost
47	Foundations of Missiological Research De	문상철	To know and love God	Clark, David K.	Crossway	2010	Required	EBSCOhost
48	Foundations of Missiological Research De	문상철	The Korean missionary movement: Dynamics and trends 1988-201	문상철	William Carey Library	2016	Required	EBSCOhost



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