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| **NLK Digitized Materials****Service Guide** |

  **1. Overview**❍ To permanently preserve, open and share its collections, the National Library of Korea (NLK) digitizes its collections and provides them online to domestic and foreign partner libraries.❍ For increased use of the NLK’s digitized materials, copyright fee incurred when viewing/printing full-text materials in partner libraries is covered by the NLK(until next revision of regulation). **2. Current status of digitized materials**  (AS of Jan, 2020.) |
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| **3. Accessibility** **❍ Free use** - Applicable to copyright expired materials and those permitted for use **❍ Partnership agreement process for using copyright materials** - Applicable to digital materials copyrighted - Accessible using PCs designated by partner libraries of the NLK \* Copyright fee incurred when viewing/printing full-text materials in partner libraries is covered by the NLK(until next revision of regulation).- Partnership Agreement process**4. How to use** **❍ Install viewer program**- NLK English website(www.nl.go.kr/NE) > Search > Downloadable Viewer Program**❍ Use the NLK’s Digitized Materials Service through the NLK’s homepage**\* If you are using Internet Explorer, version 11 is required for viewing the NLK’s digitized materials.- To browse digitized materials- To retrieve specific contents |

[Appendix 1]

**Library Code Application**

❍ Library name :

❍ Contact :

❍ Affiliation :

❍ Website :

❍ Zip code :

❍ Address :

❍ Phone :

❍ Fax :

❍ Webmaster (E-mail) :

❍ Date of application :

❍ Applying institution :

Applying institution : (seal)

**National Library of Korea**

**Bibliographic Control Division** fax: +82-2-590-6335 e-mail: kolisnet@mail.nl.go.kr

[Appendix 2]

**IP INFORMATION**

**For Using the NLK’s Digitized Materials Service**

1. Library Information

ㅇ Library Name :

ㅇ Library Code : \*\*No need to fill out this area\*\*

ㅇ Webmaster (E-mail) :

2. IP Information

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| No. | Public IP Address | Private IP Address |
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※ Public IPs can overlap. Private IPs must begin with either 10, 172 or 192.

※ We suggest limiting the scope of designated PCs to the ones within your library for management purposes.

For example: 193.190.253.129-159 (Good) / 134.58.\*.\* (not good-too broad)

ㅇ Submission Date :

**National Library of Korea**

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