

「2018 Window on Korea (WOK) Overseas Installation Funding Project」

Application Guideline

The National Library of Korea is conducting a demand survey regarding the 「**2018 Korea Reference Room Overseas Installation Funding Project: Window On Korea (WOK)**」 . We look forward to the participation of many institutions.

We invite institutions that would like to have the Window on Korea installed to fill out the “application form” and submit it via e-mail or fax.

Submission Deadline (in the Applicant’s Time Zone):

- 2018 WOK Installation: by *Monday, October 16, 2017*

Submit to:

- International Cooperation and PR Team, National Library of Korea
 - E-mail: windowok@korea.kr
 - Fax : +82-2-590-6329

WOK installation is executed by the support of the overseas Korean Embassies (Korean Cultural Center).

1. Demand Survey Outline

The National Library of Korea will be conducting a demand survey targeting foreign national libraries for the 「**2018 Window on Korea (WOK) Overseas Installation Funding Project**」.

This year marks the 11th anniversary of the 「**Window on Korea (WOK) Overseas Installation Funding Project**」 that was launched in 2007. Institutions selected for the project will be provided with Korea-related materials as well as funding for the WOK installation.

2. Project Objective

Recently, interest in Korea and Korean culture has been growing significantly all around the world as a result of the impact of the Korean Wave. Accordingly, the National Library of Korea would like to continuously provide related materials and information for researchers and others that are interested in the Korean history and culture.

Also, the National Library of Korea plans to contribute to the growth of library culture both in Korea and foreign countries through continuously building networks with foreign libraries and cultural institutions.

3. Project Outline

The outline of the 「**2018 Window on Korea (WOK) Overseas Installation Funding Project**」 is as follows.

A. Project Title

- **Installation and Operation of Window on Korea (WOK)**

B. Target Institutions

- Major foreign libraries

C. Main Contents

1) Installation of Window on Korea (WOK)

Classification	Contents
Installation funding & material support for the installation of Window on Korea (WOK)	
Installation Funding	<ul style="list-style-type: none"> ○ Funding for bookshelves, computers, reading desks, chairs, information signs, etc. - The final amount (approx. \$20,000) for equipment support will be determined in cooperation with the corresponding institution, excluding the opening ceremony expense. - All document evidence in detail must be submitted in time of the final payment. ※ Facility and equipment support must be processed by the Korean Embassy in the jurisdiction of the library .
Resource Supply	<ul style="list-style-type: none"> ○ 1,500~3,000 books provided per institution during the first year of installation - Corresponding institutions (WOK Host) will select desired WOK materials from the list provided by NLK. If necessary, the institutions can request for additional Korea-related materials not specified in the list. ○ Content of Resources <ul style="list-style-type: none"> - Korea-related native and foreign books; non-book materials (DVD, CD) (Corresponding institution's subject of interest reflected when completing list of selections) - Reference materials and Korean language learning materials for operating Window on Korea (WOK) provided
Window on Korea (WOK) Reference Room Organization	
Resources Arrangement	<ul style="list-style-type: none"> ○ Resources should be arranged within an exclusive area for only Korea-related materials. ○ Enough space must be secured, and the arrangement of only Korea-related materials is still essential even when the WOK is exceptionally installed in a shared space. ※ Also, unless there is a very specific and inevitable reason at the corresponding institution, the original facility must be maintained until the NLK provides resource materials.
Information Sign Attachment	<ul style="list-style-type: none"> ○ “Window on Korea” - Information signs must be attached where users can easily spot them, such as near the WOK entrance or the ceiling, depending on the institution. ※ No special limits on the size or shape of the signs

2) Window on Korea (WOK) Operation Support

Classification	Contents
WOK Operation & Resource Supply	<ul style="list-style-type: none"> ○ WOK is operated in accordance with an MOU signed between the NLK and the corresponding institution on “Window on Korea” cooperation. ○ About 200 books are provided every year for 5 years after the installation is completed. <ul style="list-style-type: none"> ※ A decision on whether to continue operating the WOK is made through consultation between the NLK and the corresponding institution after 5 years have passed since the initial installation.
Operating Condition Investigation	<ul style="list-style-type: none"> ○ Investigating the operating conditions and receiving suggestions on improvements and other problems - Survey (Once a year), Field inspection
Cultural Program Support Activity	<ul style="list-style-type: none"> ○ Support provided for cultural programs for interested institutions - Intended for existing Window On Korea (WOK) installations or newly-established WOKs <ul style="list-style-type: none"> ※ Support provided near the termination date of the WOK installation or after the installation through consultation

4. Promotion Schedule

The main promotion schedule of this project is as follows.

Plan	2018 WOK
A. Receive application	July. 17 (Mon) ~ Oct. 16 (Mon), 2017
B. Review applications and notify selected institutions	Dec. 2017
C. Request and receive detailed plan for installation	Feb. 2018
D. WOK installation • Request for resource selection & provide selected Resources; provide installation funding support • Submit project account adjustment and expense report for payment	Feb. 2018~ Dec. 2018

※ Opening ceremony and MOU signing schedules will be consulted separately depending on the circumstances of the NLK and the corresponding institution.

5. Application Form Submission Guide

Institutions that would like to participate in the 『**2018 Window on Korea (WOK) Overseas Installation Funding Project**』 must fill out the application form and submit it via e-mail or fax.

- A. Submission Deadline (in the Applicant's Time Zone)
 - 2018 WOK Installation: by **Monday, October 16, 2017**
- B. Required documents: 1 application form (Please refer to the attached sheet.)
- C. Submit to:
 - International Cooperation and PR Team
 - National Library of Korea
 - Fax: +82-2-590-6329
 - E-mail: windowok@korea.kr

6. Decision and Notification

A. Institution Selection Policy for Window on Korea (WOK) Installation

Institutions are selected for the Window on Korea (WOK) installation based on : the submitted application form; the institution's need for installing the WOK; the institution's resource utilization ; and other ripple effects.

* To avoid overlap with similar projects by different institutions, institutions also applying for the 'Korea Corner' by the Ministry of Foreign Affairs will not be consider for the WOK project.

B. Notification of selected institutions for Window on Korea (WOK) installation

- 2018 WOK Installation : *December, 2017*

7. Other

A. Submitted documents must not be used for any other purpose other than the 『**2018 Window on Korea (WOK) Overseas Installation Funding Project**』 .

B. Submitted documents will not be returned.

C. Questions and application form submission

Any questions regarding the 『**2018 Window on Korea (WOK) Overseas Installation Funding Project**』 as well as applications can both be submitted to the following.

- E-mail: windowok@korea.kr
- Fax: +82-2-590-6329