

# National Cheng Kung University Guidelines for Collecting Multimedia Audio-visual Materials

Approved at Library Affairs Meeting on Jun. 21, 2005  
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- I. National Cheng Kung University Library (hereinafter referred to as the Library) has formulated its guidelines in accordance with the NCKU Library Collection Development Policy, as its foundation for acquiring multimedia audio-visual materials.
- II. Multimedia audio-visual materials refer to the following items:  
Items that require the use of multimedia facilities/equipment, such video recordings, audio media, visual media and interactive media.
- III. The regular budgets for purchases of multimedia audio-visual materials are as follows:
  1. The allocation of annual budget for multimedia items is divided among purchases of the Library, professors' course reserves, readers' recommendations.
  2. Departmental budgets, including regular and additional budgets, which can be utilized for purchases of audio-visual materials recommended by the related department.
- IV. Purchases made with the Library budget
  1. Purchases made by the Library
    - A. General audio-visual materials  
Depending on the budget, materials shall be purchased in the order of the following topics:
      - (I) Science and technology.
      - (II) Acclaimed films and documentaries.
      - (III) Art and classical music.
      - (IV) Language learning.
      - (V) Management and social science.
      - (VI) Geography and travel.
      - (VII) Sports and recreation.

(VIII) Humanities/history and biography.

(IX) Others.

B. Apart from materials on language tests, materials on other types of certified exams will not be collected.

## 2. Professors' course reserved audio-visual materials

The Library shall control the budget to purchase professors' course reserved audio-visual materials each year. After filling out the "NCKU Library Course Reserve Service Request Form", the Acquisitions and Cataloging Division will make purchases accordingly.

## 3. User recommendation

A. Applicable to: the faculty, staff and students of NCKU.

B. Principles:

(I) NCKU faculty, staff and students can log on to "Suggest a Purchase of Library Materials" system and select "General users" to make a recommendation.

(II) Multimedia materials recommended by each reader in one semester is limited to the amount of NT\$3,000. Purchase of reader's recommendations is subject to the NCKU Library Collection Development Policy and funds.

(III) If the recommendation is categorized as teaching and research materials, it will be referred to the related departmental unit for purchase.

(IV) The recommender has priority to use the materials first. When the materials arrive, the recommender will be notified by the Library.

(V) When the cost of a recommendation exceeds the maximum amount, the Library will evaluate its value to the collection, and if approved it will be put on the purchase list and then purchased depending on the budget. However, as the cost exceeds the maximum amount, the recommender is not entitled to the first use.

## V. Purchases with departmental budget

The multimedia audio-visual materials purchased with departmental budget, shall be processed in accordance with "National Cheng Kung University Library Operation Regulations for Acquiring Books and Other Materials".

## VI. Exchange and Donated Materials

### 1. Collection Principles for Donated Materials

The collection principles for donated audio-visual materials shall be processed in accordance with "National Cheng Kung University Library Operation Regulations for Acquiring Books and Other Materials " and follow the rules stated below:

- A. When the information is current (such as brochures), it will not be collected by the Library.
- B. When receiving the audio-visual materials of government publications, the library may save the letter from the sending unit as the basis for use.
- C. Should be able to be used on current facilities/equipment.
- D. Digital materials take priority over other format materials.

### 2. Processing Principles for Donated and Exchanged Materials

The processing principles for donated and exchanged audio-visual materials shall be processed in accordance with "National Cheng Kung University Library Operation Regulations for Acquiring Books and Other Materials ".

## VII. Departmental purchases

- 1. Multimedia audio-visual materials purchased by each department shall acquire public performance versions and obtain public performance license. However teachers' own purchases of audio-visual materials are not governed by this.
- 2. Materials delivered for registration should follow "National Cheng Kung University Library Operation Regulations for Acquiring Books and Other Materials ".

VIII. Details not stated clearly in the guidelines are subject to governance of the NCKU Library Collection Development Policy. Any disagreement or controversy shall be discussed at the Library Affairs Meeting.

IX. These guidelines and their revisions are in effect subject to the approval of the Library Affairs Meeting and submitting to the Library Committee.

\*These rules were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.