

National Cheng Kung University Operational Directions for Collecting Library Periodicals

Approved by the Meeting of Library Affairs on June 21st, 2005

Notified by the Library Committee on March 20th, 2006

Revised by the Meeting of Library Affairs on May 27th, 2013

Notified by the Library Committee on March 19th, 2014

- I. National Cheng Kung University Library (hereinafter referred to as the Library) has formulated the following operational directions for collection complying with the Library Collection Development Policy of National Cheng Kung University, as the operational directions of collecting Chinese and foreign journals.

【Journal Purchasing】

- II. The establishment as well as the increase and deletion of School Core Journals are subject to be assessed by the Library and filed for approval of the Library Committee, in which the annual subscription fees will be reserved prior to budget allocation.
- III. Department and graduate institute recommended purchasing
 1. Recommendation for current issue of journals (including electronic journals)
 - (1) Allocation of Journal expenditure. The journal expenditure approved by the Library Committee every year, is distributed to each college according to allocation formula, to which the school core journal expenditure shall be deducted first and the rest budget will then be allocated to each department and graduate institute in accordance with allocation formula.
 - (2) Annual purchasing
 - (i) Accepts recommendation for current issue of journals only.
 - (ii) From May to June every year, Library will inform departments and graduate institutes by mail to precede the operations of renewal, suspension, new orders of currently issued journals for the next year.
 - (iii) Library provides related information such as the renewal list and journal price list to each department and graduate institute for reference.
 - (iv) Please fill in the information with respect to newly subscribed journals and look up journal prices at the website of the Library.
 - (v) The journal list purchased by departments and graduate institutes over the years will be publicized on the Library's website.
 - (3) No duplication for the same journal. If departments and graduate institutes recommend the same journal, the expenditure will be shared among each department and graduate institute.
 - (4) Electronic journals have the precedence of subscription.

- (5) Journals may be subscribed by the Library after conducting assessments on the use of budgets, the archive usage right of suspended electronic journals and the needs of the departments and graduate institutes.
- (6) As the Library has already subscribed the full-text database of IEL electronic journals, thus, the subscription of paper journals of IEEE&IEE Journals will not be permitted.
- (7) Final budget for journals recommended by departments and graduate institutes.
 - (i) The Library will calculate the total purchase amount for each department and graduate institute according to final bid price.
 - (ii) The payment for Journal expenditures of departments and graduate institutes will be allocated by the Library. If the purchase sum of recommended journals exceeds the allocated amount and that such recommended journals are still insisted to be subscribed, the department and graduate institute shall make up the balance by its own.

2. Recommendation of archive journals and technology reports

- (1) The Library is open for recommendations for archive journals and technology reports at any time.
- (2) The Library will first make the duplication control, and then inform departments and graduate institutes for the required amount after price inquiry. The Library will proceed the purchasing upon the agreement of the department and graduate institute for appropriation.

IV. Purchasing of reader's recommendation

1. Applicable clients: Instructors, staff and students of NCKU.

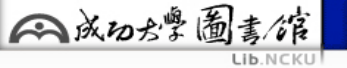
2. Processing guidelines:

- (1) Instructors, staff and students of NCKU can recommend journals online by logging on the system – Suggest a Purchase of Library Materials.
- (2) Recommendation is limited to synthetic and leisure journals. The same reader is limited to recommend no more than two Chinese journals and one foreign journal in one semester. The library will make evaluation and subscribe journals depending on the budget.
- (3) (3) In order to maintain the completeness of journals, the recommendation will be incorporated into annual purchase when accepted.

V. Library selected purchase

The Library may, depending on the budget, actively purchase journal materials which conform to the Library Collection Development Policy and scope of discipline subjects, or are required for teaching, research and public service.

VI. Purchasing of Electronic Resources Cooperation Alliance



To lower the cost of electronic journals, the Library joins the Electronic Resources Cooperation Alliance to make use of the alliance's power to enjoy subscription discounts and access to other electronic journals which are not subscribed by the Library but by other alliance members.

- VII. External donation: the Library sets up a special account for external donation to purchase journals and materials.

【Exchange and Donation】

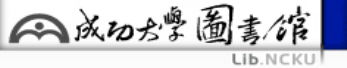
- VIII. Principles to process donated journals

1. The donated journal shall be a long-term donated material that complies with the Library Collection Development Policy, the copyrights laws and related regulation of copyrights. For disqualified donations, the Library has the right to decline, transfer to other libraries or otherwise.
2. The Library has the full discretion to process the donated journals, and does not necessary to set up another room and shelf for storage. Donators cannot designate the way of processing the journals.
3. When judgment of cherish journals is required, the Library will invite representatives from relevant organizations, consultants and experts to jointly conduct the evaluation.
4. Rewards for donations
 - (1) The Library will post the names of donators on accepted donations
 - (2) The Library Affairs Meeting will decide ways of appreciation for high priced and valued journals, and will report such decision to school to present appreciation letter (certificate) in accordance with the School's donations-in-kind operation procedures.

- IX. Guidelines for exchange journals:

1. The exchange journals should comply with the Library Collection Development Policy and the principle of equal quantity or equal value.
2. Journal materials exchanged and donated to other libraries
 - (1) Publications made by the Library.
 - (2) Publications provided to Library as presentation copies by each department and graduate institute.
 - (3) Donated journals which are not accepted into the library collection.
3. The delivery cost shall be negotiated by mutual parties.

【Reserve material】



- X. For publications collected from different departments and graduate institutes of NCKU, the Library will follow two issues in principle. One is reserved in the “NCKU Publication Area”, and the other one is exhibited in Journal Area.

【Self-purchasing by department and graduate institute】

- XI. After Journals purchased by individual department and graduate institute have been fully collected and completely bound, they shall be delivered along with the original purchase application and property card to the Library for asset registration.
- XII. Journals delivered for registration should not have notes, head notes and underlines or broken, missing pages, water stain, or insect-bite, etc.

【Other sources of collecting】

- XIII. Free internet resources: the Library will regularly update and maintain the resources of free electronic journals on the Internet for readers to use.
- XIV. Matters not included in these operational directions shall be subject to the governance of Development Policy of Library Collection. Any disagreement shall be submitted to Library Affairs Meeting for discussion and decision.
- XV. These operational directions shall become effective upon the approval of Supervisors Meeting and shall report to the Library Committee. The amendment must go through the same procedure.

Note:

1. This is a translated version: All the contents shall be based on the Chinese original.
2. In case of any discrepancy between the English translation and the Chinese version, The Chinese version published on NCKU's official website shall prevail.
3. If there are any changes made to the Acts or regulations, the application instruction shall be based on amended regulation.