

National Cheng Kung University Library - The Essentials of Electronic Database Collecting

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- I. National Cheng Kung University Library (hereinafter referred to the Library) constitutes the following rules of electronic database collecting with the Collection Development Policy of the Library, as guidelines for the collection of electronic databases.
- II. The term of electronic database in the rule refers to databases whether stand-alone, campus intranet, internet, or online information service systems using a variety of resources, including bibliographies, abstract & indexes, catalogues, full-text articles, theses & dissertations, conference proceedings, standards & patent, newspapers, statistical data, reference books, images and films, archives, video, language learning, bibliographic management software, originality comparison system and so on.
- III. Subscriptions on the budget of Library
 - (I) The Library systematically subscribes to electronic databases for every discipline within fiscal budgetary limitations, with priority given to the core databases which meet the requirements for multi-disciplinary, most departments, higher usage, or higher cost efficiency.
 - (II) A questionnaire survey of demands for new subscriptions or renewals is conducted in May every year by the Library. After compiling comments and opinions collected from disciplines and departments, the Library makes a list of subscription databases for the next half year.
 - (III) Within the constraints of the fiscal budget, the Library actively subscribes to electronic databases which comply with the Collection Development Policy of the Library, support teaching and research, or aid disciplines that are not adequately served by existing databases.
 - (IV) Assessment principles for new subscriptions
 1. Price

2. Resources negotiated or introduced by the Library's consortium partners
3. Range of disciplines of the topic
4. Quality of electronic full-text articles and video products
5. Year of data collection
6. New, accurate, comprehensive and innovative contents quality
7. Scale, reputation, and supporting service capability of enterprise
8. Regulations for authorization agreements
9. Providing permanent use
10. Download speed, stability, and other connection capabilities of system
11. Superior databases among the same kind of products
12. The Library's physical and support facilities (including space, network, hardware, software and so on.)
13. Trial situation and feedback
14. The modes of use and management
15. The content is meets the listening comprehension levels of the University undergraduates, and the online learning courses for individual needs are not included

(V) Assessment principles for renewal and cancel subscription

1. Budget and price
2. Rate of use
3. Cost-effectiveness
4. Uniqueness
5. Superior database among the same kind of products
6. Feedback from disciplines and departments on a survey of new subscription or renewal

(VI) Purchasing pattern

1. Consortium subscription: To reduce the subscription costs for electronic databases, the Library joins a consortium with the right to enjoy subscription privileges or use resources which are subscribed to by other members of the consortium but not by the Library itself.
2. Self-purchase by the Library.

IV. Recommended subscriptions on departmental budgets

(I) The databases recommended by a department shall be reviewed by the Library according to the newly established evaluation principle of subscription specified in III. Upon approval, the department shall allocate a sum of money to commission the Library to make subscriptions, checks and acceptances, and verifications.

(II) A department is scheduled to have its continued subscription of recommended databases confirmed annually, with the submission of an official paper of confirmation and a notice of allocation to the Library.

(III) A database that has been subscribed to under the commission of each department is expected to be used by all faculty members and students on campus, and is kept and managed by the Library.

V. Subscriptions by an individual department or instructor

(I) An advance notice of subscriptions to a database by an individual or instructor shall be given to the Library to avoid duplicate purchases.

(II) A database that is expected to be managed by a department itself shall be self-verified and self-managed by the department, a database that has been subscribed to by the Library under the commission of department shall be used by all faculty members and students on campus, and shall be kept in the Library after being reviewed and approved according to the newly established evaluation principle of subscription specified in III, the case of a subscription to a database shall be verified by the Library as well.

VI. Subscriptions based on donations to the Library : The Library has established a special account for donations that are reserved for electronic database subscriptions.

VII. In principle, subscriptions to a database shall be administered by the Library, college or a department, rather than an individual.

VIII. Collection of donated databases

(I) Management of a donated database shall be governed by the Collection Development Policy of National Cheng Kung University Library and the newly established evaluation principle of subscription specified in III . A donated database that fails to comply with the Library's principles or the benefits of academic research shall be rejected, transferred elsewhere, or managed by other methods.

(II) In principle, the Library shall not accept any donated database which is designated to specific managements. The Library will report on special situations at Library Affairs Meetings. Where a database has been recorded in a physical form, and has been collected by the Library, such as CDs, the source shall be specified.

(III) Rewards for donations :

1. The names of donors will be publicized on the database inquiry homepage of the Library.
2. The donor of a database of higher value will be thanked at a Library Affairs meeting, and the donor's name will be publicized on the homepage of the Library; the donor of database that has been recorded in a physical form such as CDs, and has been given to the Library in compliance with physical donation procedures will be rewarded by the University with an appreciation letter.

IX. Other sources

The Library works regularly to update and maintain free online electronic databases to provide its users with diverse sources of information.

X. Any matters that are not governed by these rules shall be administered according to the Collection Development Policy of the Library. If there are any occasions of disagreement or controversy will invite relevant divisions to reach a collaborative decision, or otherwise submit the matter to the Library Affairs Meeting for deliberation and resolution.

XI. Upon approval by the Library Affairs Meeting, these rules shall be implemented and submitted to the University Library Committee.

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.