

## National Cheng Kung University Medical Branch Library Operational Directions for Library Collection

Discussed and Approved by the Meeting of Library Affairs, Jun. 21, 2005  
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- I. The Medical Branch Library of National Cheng Kung University (hereinafter referred to as the 'Library' ) has formulated the following operational directions as a basis for the collection of books and materials, journals and electronic resources in accordance with the "Development Policy of National Cheng Kung University Library Collection" .

### 【Books Purchasing】

- II. Purchasing made under the Library Budget

1. Department and graduate institute recommended purchasing

- (1) The books allocation fund conducted by the Library shall comply with the expenditure allocation principles for recommended books of the "Development Policy of National Cheng Kung University Library Collection" , in which the Library shall send a letter to each department and graduate institute regarding the budget amount available to them and to request them to submit a list of recommended books for the Library purchasing reference.
- (2) The list of books proposed by each department and graduate institute shall specify the purchasing priority and the Library will comply with them and conduct the purchase subject to the amount of available budget.

2. Standing Order

The increase and deletion of purchasing in the sector shall be approved by the Library Management Committee of the Medicine Branch.

3. Course Reserves

- (1) The books allocation fund for course reserves conducted by the Library shall comply with the expenditure allocation principles for recommended books of the "Development Policy of National Cheng Kung University Library Collection" : should the amount of such allocated expenditure be insufficient, the department and graduate institute shall make up the deficiency on its own.
- (2) The Library will, prior to the beginning of each semester, send a letter to teachers of each division in each Department of the Medical College to inform them to specify recommended reference books in line with teaching classes which are not available in the Library collection, and the Library will compile such recommended information and conduct the purchase after such information has been confirmed by the Department and Graduate Institute.

#### 4. Library purchasing

The Library may, depending on financing conditions, actively purchase book ~~journal~~ materials which meet the development priority of the Library collection or scope of discipline subjects, or are required for teaching and research or public service. The purchase range includes general books, reference materials, lost re-purchase, and replacement of old and official books.

#### 5. Readers recommendation

- (1) Medical Center faculty members may come to the Library to complete the recommendation form for books/materials associated with medicine which are not collected by the Library.
- (2) The recommended books and materials mentioned above shall comply with the “Development Policy of National Cheng Kung University Library Collection” and the Library will determine the purchase for such data according to the financial situation.
- (3) The recommender has precedence for borrowing the recommended books and materials. Upon completion of such book purchase, the Library will notify the recommender in writing.

### III. The commissioned purchase of Department and Graduate Institute expenditure

1. The Department and Graduate Institute shall complete an appropriate form of books and materials (including audio-visual materials) to be purchased to the Library, for it to be transferred to the accounting office for reimbursement.
2. All the purchased books and materials (including audio-visual materials) shall be regarded as Library property and shall be kept and distributed by the Library.

### IV. Outside donations

1. The Library has set up a special account to accept outside donation funds for the purchase of assigned journals and materials in accordance with the “National Cheng Kung University Medical Branch Library Fundraising Regulations” .
2. The award method for such donations shall be processed according to “National Cheng Kung University Medical Branch Library Fundraising Regulations” .

### V. Department and Graduate Institute purchase

1. The Library is responsible for the property management operation of Medical Center books and materials. All books and materials purchased as part of the research program expenses of teachers of each unit in the Medical Center Department and Graduate Institute, shall be submitted to the Library for inspection, acceptance and property registration.
2. Books and materials (including free presented materials) sent for inspection and acceptance shall comply with the “Development Policy of National Cheng Kung University Library” and the copyright law or relevant laws.

3. The purchase of audio-visual materials shall be limited to public broadcasting versions (including free presented materials) and shall be authorized for public showing, except for audio-visual materials purchased under individual projects. Computer software or programs, which will not be listed in the Library collection, should be sent to a custody group for property registration.
4. The Library does not accept any book marked with annotations, head notes and drawn lines, nor any book that is broken, missing pages, stained or damaged by moths.
5. The undertaker of each Department and Graduate Institute shall confirm the correctness of the price of each book volume (price after discount) as well as the consistency of the total sum with the amount of the invoice, and then submit the purchase plan together with books and materials to the Library for inspection and acceptance.
6. Storage sites
  - (1) The Library shall be responsible for the storage and distribution of books and materials under its custody.
  - (2) The Department and Graduate Institute shall be responsible for the storage of books and materials under its custody, and provide the borrowing service to the School teachers and students.

## VI. Exchange and Donation

### 1. Donation acceptance

- (1) The Library only accepts publications which comply with the requirements of the “Development Policy of National Cheng Kung University Library Collection”, copyright law and copyright-related laws and regulations. The Library has the right to decline, eliminate, transfer or otherwise dispose of disqualified donations.
- (2) The Library has the full discretion to process donated books, and is not necessary to set up another room and shelf for storage. The donator cannot designate the way the books are processed.
- (3) The Library will not conduct evaluation of donated items.
- (4) The donated books can be delivered by post or directly to the Library. For the donation of a large number of books, please provide a list for the Library’s reference in collection determination.

### 2. Donation exchange

- (1) The donation exchange shall be based on the principle of equal quantity or value, and shall comply with the requirements for the Library Collection Development Policy.
- (2) The exchanged books, journals and materials include:
  - a. Publications of this Library.
  - b. Publication of each Department and Graduate Institute of the Medical Center.
  - c. Donated materials which are in the Library collection list.

## VII. Submission for deposit

1. In addition to a copy of hardcover paper dissertation, the masters and PhD students of the College of Medicine shall upload their electronic academic dissertations according to “National Cheng Kung University Guidelines for Collecting Digitalized Theses” upon graduation.
2. Any publication of the Medical Center should be collected.

### 【Journals】

## VIII. Purchasing

### 1. General journals

- (1) The existing medical journals are divided into general journal, clinic journal and basic journal. The budget for the general journal and both of the clinic and basic journals are in a ratio of 4:1 according to the “National Cheng Kung University Medical Center Journal Budget Allocation Regulations” .
- (2) The purchase of general journals will be decided by the Library Management Committee of the Medicine Branch after taking into consideration the academic value (JCR impact factor value or journal ranking value, whichever is higher), the average unit price of using (= price /frequency of use), precedence of priority recommended by the Department and Graduate Institute, and the financial situation of the current year.

### 2. Clinical and basic journals

- (1) The clinical and basic journals will be recommended by the Department and Graduate Institute.
- (2) For the purpose of reducing costs through centralized purchasing and of maintaining the integrity of journals, periodicals recommended by the Department and Graduate Institute shall be limited to standing order.
- (3) The Library will send a request to each Department and Graduate Institute to conduct the operation for the increase, deletion, renewal of existing journals, and to submit a list, according to the annual allocated expenditures and actual need, to the Library for purchasing. In the circumstance of insufficient funds, the Department and Graduate Institute will be requested to make up such insufficient amount or delete some of its recommended journals.
- (4) The expenditure of any journal which is multiply recommended shall be equally shared by the jointly recommending units.

### 3. Journals purchased by the Department and Graduate Institute

After the complete receipt and binding of journals self-purchased from the Department and Graduate Institute budget or teacher’ s research project expenses, such journals together with the original purchase program and property card shall be submitted to the Library for journal number and journal system registration.

#### 4. Chinese academic journals

For the purpose of supporting relevant domestic biomedical research, all related domestic academic journals will be automatically included in the Library purchasing program.

#### 5. Back-issues of journals

(1) Library budget: depending on the Library budget condition and according to the following principles

a. The assessment principle for back-issues of journals purchasing

- Reporting the readers' recommendations to Library Management Committee of the Medical Library for discussion.
- Referring to the Cited-half year of SCI Journal Reports.
- Tracking back to five years data for those without Cited-half figures.

b. The decision of whether to buy up missing issues or lost volume of publications shall be made according to their importance. Where the cost of a journal was refunded by agents due to a missing issue the issue is available later, the Library shall be able to purchase such issue at its original price.

(2) Expenses of the Department and Graduate Institute:

a. Journals stored at the Library: the Department and Graduate Institute shall allocate expenses for purchasing such journals to the Library to conduct the purchase.

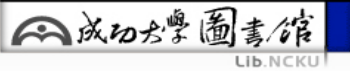
b. Journals stored at the Department and Graduate Institute: to be handled according to the method of self-purchasing of Department and Graduate Institute.

6. Comprehensive and leisure journals may be recommended by readers, regarding which the Library may decide the purchase, depending on the budget situation. The subscribed journals will be, depending on their publication conditions, partially preserved on the self. Those which are withdrawn from the shelf will be donated to remote areas and disadvantaged groups.

7. Newspaper: some newspapers will be subscribed to and preserved for only one week after considering the results of a survey and the budget condition.

#### IX. Outside donation

If the budget for the purchase of recommended Journals is insufficient, it may be purchased in a way of subscription. (see the "National Cheng Kung University Medical Branch Library Fundraising Regulations and Fundraising Operating Procedure" ).



## X. Exchange and donation

### 1. Donation

- (1) Request the donor to provide a list in order to facilitate the Library selecting items which meet the requirements of Library Collection Policy.
- (2) The Library reserves the right to reject, collect, exchange, donate, or discard donated materials.
- (3) The Library will only keep publications of government agencies and organizations which are related to biomedicine and will take the initiative to request the donation of missing issues in this field.

### 2. Exchange of donations

- (1) The periodically issued copy of journals with compilation version may be donated to other libraries.
- (2) Copies of journals being kept till the journal compilation and being found missing as well as outside the preservation period shall be posted on the Medical Library Webpage or medically related libraries notified to proceed with duplicate journal exchange. After exchange, the remaining journals can be freely accessed by faculty and students of the Medical Center.

## XI. Send for deposit

The collection range is the serials publications of Medical Centers and the send for deposit publications of Government which are suitable for the School and the Library to collect.

**【Electronic resources (including electronic journal, database, e-book, and other emerging electronic media)】**

## XII. Library purchasing

1. Newly-subscribed electronic resources: after requiring manufacturers to open for trial and obtaining usage data as well as reader comments, and should the budget allow it, such purchase shall be subject to the discussion and approval of Medical College Library Management Committee.
2. Renewal of electronic resources: the Library will, after evaluating the use frequency of those in the previous year which need to be renewed, list the renewal expense in the budget for the following year and submit it to the Medical College Library Management Committee for discussion and approval of the subscription.
3. The discontinuing of electronic resource subscriptions: the cancellation of electronic resource subscriptions due to lack of budget, too low utilization rate or other factors shall be announced.

#### 4. The evaluation of electronic journals purchasing

- (1) Due to financial constraints, electronic journal papers with lower prices as well as Archive rights for E-journals after discontinuity of subscription shall have precedence of subscription. The subscription for electronic journals which are limited to set order is subject to the Library evaluation with respect to relevant issues and the approval of the Medical College Library Management Committee.
- (2) To reduce the cost of electronic journals and provide better products and service to readers, it is necessary to join the electronic resource alliance (such as joining in the "Consortium Wiley International Serials" (ConWIS) in 2002) in order to use the power of such alliance to enjoy ordering concessions and to use electronic journals ordered by members of such alliance but not ordered by the Library.
- (3) Prior to joining the electronic resource alliance, the Library shall firstly compile relevant information, compare collected papers and electronic journals in order to understand the repetition of existing collections between both parties as well as compare JCR (Journal Citation Report) to understand the alliance academic authorities, and then submit the results to the Library Management Committee of the Medicine Branch for discussion and approval of the purchase.

#### XIII. Outside donation

If the budget for electronic resources purchase is insufficient, it may be purchased in way of subscription. (see the "National Cheng Kung University Medical Branch Library Fundraising Regulations and Fundraising Operating Procedure" ).

#### XIV. Department and Graduate Institute purchase

The Department and Graduate Institute may place its purchased electronic resources in the library server for public use, and the Library shall be responsible for such resources promotion and maintenance.

#### XV. Exchange and donation

The Library will regularly update and maintain the free electronic journals Internet resources to facilitate reader use.

#### XVI. Matters unspecified in these Directions shall be governed in accordance with the "Development Policy of National Cheng Kung University Library Collection" . Any dispute shall be submitted to the Library Management Committee of the Medicine Branch for discussion and resolution.

#### XVII. These directions will come into effect upon the approval of Library Affair Meeting and shall report to the Library Committee. The same procedure applies to amendments.