

National Cheng Kung University Medical Library Operational Directions for Library Collection Acquisition

Approved by the Meeting of Library Affairs on Jun. 21, 2005

Reported to the Library Committee of College of Medicine on Mar. 24, 2006

Amended by the Meeting of Library Affairs on Nov. 10, 2023

Reported to the Library Committee of College of Medicine on Nov. 17, 2023

1. The Medical 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 *National Cheng Kung University Library Collection Development Policy*.

2. Books

The Library's collection focuses on biomedical themes, aligning with its collection development priorities and subject scope, while supporting the teaching and research needs of the faculty and students of the NCKU College of Medicine and NCKU Hospital.

- (1) Acquisitions Funded by the Library Budget

- A. Academic and clinical departments recommendations: Each department must submit a prioritized list of recommended books. The Library will procure items based on the budget allocated to each unit.
 - B. Library-initiated acquisitions: The Library may acquire books, reference materials, audiovisual resources, replacements for lost or damaged items, updated editions to replace outdated materials, and publications for official use.
 - C. Reader recommendations: Book and material recommendations from the faculty and students of the NCKU College of Medicine and NCKU Hospital must adhere to the *National Cheng Kung University Library Collection Development Policy*. The Library may purchase recommended items based on available funding. Once acquired and processed, the recommender will receive priority borrowing privileges.

- (2) Department-Funded Commissioned Purchases

- A. Academic and clinical departments shall allocate funds and commission the Library to purchase books and materials, including audiovisual resources. These funds will be transferred to the Library's book and equipment account to cover the costs of the commissioned purchases.

B. All purchased books and materials shall be regarded as the Library's property, and shall be managed, stored, and circulated by the Library.

(3) Academic and Clinical Departments Purchases: Books and materials purchased directly by the departments using research project funds must comply with the relevant regulations.

(4) Donations of Funds: Refer to the *National Cheng Kung University Guidelines for the Medical Library Fund Raising*.

(5) Gift

A. The Library accepts donated materials that comply with the *National Cheng Kung University Library Collection Development Policy*, as well as the *Copyright Act* and other applicable regulations. Duplicate items are generally not accepted.

B. The Library reserves full discretion over the handling of donated materials, and donors may not dictate their processing.

3. Journals

(1) Library Purchases

A. General journals: The purchase of general journals will be determined based on the academic value, the average cost per use, precedence of priority recommended by the academic and clinical departments, and the financial situation of the current year.

B. Clinical and basic journals: These journals will be recommended by the academic and clinical departments. Purchases will be made based on the annual budget allocated by the departments and actual needs. If the budget is insufficient, the departments will cover the shortfall.

C. Chinese academic journals: Non-general journals and Chinese professional academic journals in clinical and basic fields will be purchased by the Library based on available funding.

D. Back-issues of journals: The purchase will be made depending on available funding.

E. Comprehensive and leisure journals: The purchase will be made depending on available funding.

(2) Donations of funds: Refer to the *National Cheng Kung University Guidelines for the Medical Library Fund Raising*.

(3) Gift

- A. The Library accepts donated materials that comply with the *National Cheng Kung University Library Collection Development Policy*, as well as the *Copyright Act* and other applicable regulations. Duplicate or incomplete items shall not be accepted.
- B. The Library reserves full discretion over the handling of donated materials, and donors may not dictate their processing.

4. Databases

(1) Library Purchases

- A. Purchases shall be made based on the recommendations from the academic and clinical departments, or as selected by the Library.
- B. New Subscription: When considering new databases, the Library shall request vendors to provide trial access. Usage statistics and user feedback will be collected. If the budget permits, the acquisition shall be submitted to the Library Committee of College of Medicine for discussion and approval.
- C. Subscription Renewal: Based on usage evaluations from the previous year, the Library will include renewal costs in the following year's budget and submit them to the Library Committee of College of Medicine for discussion and approval.
- D. Subscription Discontinuation: Cancellations due to insufficient budget, low usage, or other reasons shall be publicly announced.

(2) Academic and Clinical Departments Purchases: Databases purchased directly by the departments may be included in the Library's catalog for public access.

(3) Donations of Funds: Refer to the *National Cheng Kung University Guidelines for the Medical Library Fund Raising*.

(4) Other Sources: The Library will regularly update and maintain a list of freely accessible or donated databases.

5. Matters not specified in these directions shall be governed by the *National Cheng Kung University Library Collection Development Policy*. Any disputes shall be referred to the Library Committee of College of Medicine for deliberation and resolution.

6. These directions shall take effect upon approval by the Meeting of Library Affairs and shall be reported to the Library Committee of College of Medicine. The same procedure shall apply to any amendments.