

Guidelines on Library Collection Development of Office of Library and Information Services at I-Shou University

Adopted by the Committee of Library and Information Services on June 30, 2022, and promulgated with the consent from the President dated July 13, 2022

Amendments to Provisions I, II, and V-X adopted by the Committee of Library and Information Services on June 25, 2024, and promulgated by the President on August 5, 2024

I. Purpose

The Guidelines on Library Collection Development of Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Office of Library and Information Services (hereinafter referred to as “the Office”) at I-Shou University (hereinafter referred to as “the University”) to respond to the development vision of the University, systematically build the library resources and environment of the University, and promote the utilization and services of resources in order to support the teaching, research, learning, and growth of faculty members, staff, and students while fulfilling the essential role of a university library.

II. Goals

1. Reasonable allocation and efficient utilization of funds;
2. Establishment of criteria for library acquisition and weeding;
3. Maintenance of timeliness and integrity of library resources; and
4. Foundation for library collection and resource sharing.

III. Missions

1. To systematically construct library features and services that resonate with the United Nations Sustainable Development Goals and align with the University’s development vision;
2. To collect, organize, and curate various types of library resources, facilitate the access to, circulation, and use of library resources to support teaching and research, and promote cultural and academic development;
3. To satisfy the needs for teaching, research, learning, and growth of the University’s faculty members, staff, and students, and reasonably grant access to employees of affiliated corporations and the general public; and

4. To offer interlibrary services to achieve resource sharing.

IV. Scope of Library Collection

1. To align with the University's medium- and long-term institutional development and fulfill teaching and research needs, the primary scope of the library collection centers around the academic disciplines established by the departments and encompasses other related disciplines as a secondary scope.
2. In response to the evolving formats of information storage, information retrieval, and internet technology, the Office aims to build a digitized library collection and provide remote library information services.
3. The library collection consists of physical and digitized resources, including books, periodicals, audiovisual multimedia materials, and electronic resources.
4. In response to the United Nations Sustainable Development Goals and to enhance reading literacy and holistic development, the library collection also includes comprehensive resources that are informative, inspiring, cultural, and recreational.

V. Funding Sources and Allocation

1. Funding Sources

- a. Budgetary resources from the University's annual budget plan;
- b. Project grants from the Ministry of Education; and
- c. Internal and external donations.

2. Fund Allocation Principles

- a. The acquisition of library resources primarily focuses on books, periodicals, audiovisual materials, and electronic resources. The Office may budget for other equipment and facilities related to the library collection, depending on actual needs.
- b. The budget for physical library resources covers books, periodicals, and audiovisual multimedia materials. The budget allocation principle is based on the average expenditure on physical library resources per student over the past three years, which may be adjusted annually for any changes.
- c. The budget for electronic library resources covers e-books, e-periodicals, and databases. After the needs for electronic resources of colleges, the Center for General Education, and first-level administrative units are collected, they will be evaluated and included in the annual plan and the budget, and then reviewed by the Committee of Library and Information Services.

VI. Library Collection Principles

1. General Principles

- a. legal publications in accordance with the Copyright Act and other laws relating to intellectual property rights;
 - b. in alignment with the goals of library collection development and within the scope of academic disciplines, mainly acquiring brand-new and unused editions of library resources; however, the aforementioned rule does not apply to classic and out-of-print library resources (including second-hand books) related to teaching and research across various units of the University;
 - c. the library collection primarily consists of materials in Chinese and English, while materials in other languages will be collected based on actual needs; and
 - d. in principle, duplicates shall be avoided; however, in cases of special teaching and research needs, high reservation demand, or books related to specific official needs, exceptions may be permitted for collection depending on the situation.
2. Principles of Collecting Various Types of Library Resources
- a. Printed Books
 - (1) In the case of different binding formats, the order of priority for purchase is paperback, softcover, hardcover, and loose-leaf.
 - (2) For computer operation or software books, priority shall be given to those published within the two most recent years.
 - (3) Electronic materials that are meant to complement and be used in conjunction with printed books will be included in the library collection as attachments to the books, following the principle of prioritizing books as the main content.
 - b. Reference Materials
 - (1) The aim is to extensively collect various types of fundamental reference tools across different disciplines.
 - (2) The assessment criteria include the scope of content, the layout, the authority of the publisher, and the year of the edition.
 - (3) Priority should be given to those available in electronic format.
 - c. Periodicals
 - (1) To satisfy teaching and research needs, the collection will focus on academic journals, journals representing research reference value, or journals published by significant academic associations, societies, universities, and renowned publishers.
 - (2) Professional journals will be recommended by academic units, while the selection of general periodicals, including both comprehensive and recreational ones, will be assessed and purchased by the Library of the University (hereinafter referred to as “the Library”) based on how they are used.

- (3) Periodicals and academic bulletins received through exchanges or donations from government agencies and academic institutions will be included in the collection.
- (4) Periodicals with academic value will be bound and preserved for a long term, even if they are back issues. Others will be preserved in different ways and for different periods depending on how they are used and the availability of library spaces.
- (5) Journals already included in the electronic journals consortia subscribed by the University will not be collected.
- (6) In principle, electronic journals with full-text availability will not be subscribed to in print.
- (7) When different publication formats exist, priority shall be given to those that offer permanent usage rights, are ease of use and preservation, and require minimal space occupation.

d. Audiovisual Multimedia Materials

- (1) Generally, materials with public performance rights shall be given priority.
- (2) When the same content is available in different formats for audiovisual (multimedia) materials, priority will be given to those that are user-friendly, easily preserved, and occupy less space.
- (3) Materials primarily in audiovisual (multimedia) format shall be included in the audiovisual collection, with accompanying small booklets if applicable.
- (4) If the same content is simultaneously released in both print and audiovisual formats, it will be included in the book and audiovisual collections, respectively.

e. Electronic Resources

- (1) The types include bibliographic abstracts, full-text journals, e-books, electronic documents, website resources, and open-access resources.
- (2) The content primarily focuses on the academic disciplines established by academic units, with general reference materials serving as supplementary resources.
- (3) Priority shall be given to resources with full-text content, high usage rates, and permanent usage rights.
- (4) The Office shall subscribe or purchase resources in their long-term and institution-wide usage versions.
- (5) The Office shall procure resources through interlibrary collaboration alliances to reduce costs.

f. University-related Materials

- (1) Creations, achievements, degree treatises, and other works derived from teaching

and research are subject to the Regulations for the Institutional Repository Acquisition at I-Shou University.

- (2) Materials submitted for faculty promotion applications at the University are subject to the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education.

g. Other

Library resources are collected according to the focal needs of medium- and long-term institutional development, which may encompass physical, digital, or hybrid formats.

These resources shall possess reference value, applicability, and inspiration.

VII. Principles of Duplicating Library Items

1. Duplicates of books that are in high demand, have academic value, or are needed for special teaching, research, or official purposes may be considered for additional purchase.
2. The number of popular books or textbooks shall not exceed three.
3. In principle, no duplicates of academic journals shall be purchased. For non-academic and recreational periodicals, duplicates may be considered depending on actual needs, with a maximum limit of two copies.
4. Duplicates of audiovisual multimedia resources may be considered depending on actual demand, with a maximum limit of two sets.

VIII. Library Acquisitions

1. Recommendation and Selection
 - a. Recommendation by academic and research units: Professional books, academic journals, and electronic resources relating to each discipline shall be recommended by respective academic and research units.
 - b. Recommendation by the Library: Books and multimedia resources on general subjects shall be recommended by the staff of the Library based on evaluation tools or according to how the library collection is used.
 - c. Recommendation by library patrons: All faculty members, staff, and students of the University may make online recommendations through the Library's website. After the initial review by the Library and ensuring alignment with the rules concerning duplicates, purchases will be arranged depending on budget availability.
 - d. Recommendation by external units: Recommended catalogs from bookstores, publishers, authors, etc., serve as references for library acquisitions. These recommendations are also forwarded to academic and research units for their consideration.
 - e. Electronic resources are collected by the Library through database information, and they are introduced for trial upon the recommendation of academic and research units

as well as interlibrary collaboration alliances.

2. Purchase

- a. General Purchase: Except for exclusively sold publications, both Chinese and English books, current periodicals, and publications in other languages or regions shall be purchased according to the applicable regulations and rules of the University.
- b. Urgent Purchase: Priority for purchase is given to designated books for special project requirements.
- c. Regarding the purchase of electronic resources, priority shall be given to those with cross-platform functionality and interfaces. The selection is based on a trial period, considering such factors as system features (e.g., search capabilities, user-friendliness, connection speed, and access control flexibility), content quality and update efficiency, pricing, licensing contract assurance, and vendor reputation. In addition, types of purchases may vary depending on a comprehensive consideration of factors, such as data usability, frequency of use, costs, and data preservation value.

3. Exchanges and Donations

- a. Exchanges and donations are subject to the Principles for the Management of Library Materials Donations by Office of Library and Information Services at I-Shou University.
- b. To facilitate academic exchanges and resource sharing, the Office may collaborate with other academic institutions to carry out exchange activities.
- c. To standardize the arrangement of collections on shelves, it is advisable to avoid accommodating requests from book donors to display their donated books separately.
- d. For all exchanged or donated library resources, the Library reserves the right to manage them in different ways, including categorization, retention, donation, and disposal.

IX. Library Weeding Principles

To maintain the quality of the library collection, preserve the novelty of the holdings, and make efficient use of library spaces, the weeding of library resources shall be carried out in accordance with the Regulations on Cancellation of Library Collections of I-Shou University and the Rules of Reading Library Materials at the Libraries of Office of Library and Information Services at I-Shou University.

X. Interlibrary Collaboration

1. Interlibrary collaboration is subject to the Regulations for the Inter-library Services at I-Shou University.
2. To achieve the goal of resource sharing among partner institutions, the Library collaborates with other libraries through interlibrary collaboration, collaborative purchase and exchange,

and similar initiatives to expand the scope of the library collection, enhance information accessibility, and reduce redundant purchases.

3. The Library may join relevant domestic and international library consortia based on actual needs and actively participate in various collaborations to share resources.
4. Through consortium arrangements, the Library aims to engage in collective purchases to secure advantageous packages and usage rights, thereby expanding the scope of library resource utilization.

XI. Legislation and Amendments

The Guidelines become effective on the third day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.