

義守大學圖書與資訊處書刊資料捐贈處理原則

Principles for the Management of Library Materials Donations by Office of Library and Information Services at I-Shou University

民國 99 年 1 月 7 日圖書館諮詢委員會議通過
Adopted on January 7, 2010 by the Library Advisory Council

103 年 5 月 20 日校長核定通告修正全文
Amendments to the Principles ratified and promulgated by the President on May 20, 2014

- 一、義守大學圖書與資訊處(以下簡稱本處)為有效處理捐贈書刊資料，以豐富本處館藏資源，特訂定本原則。
- I. The Principles for the Management of Library Materials Donations by Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Principles”)are made by the Office of Library and Information Services (hereinafter referred to as the “Office”) to effectively manage donated materials as well as to amass a library collection at I-Shou University.
- 二、本處接受捐贈書刊資料，以有益教學研究及身心陶冶之書刊為主，如有下列情形之一，則不收藏：
- (一)內容已失時效性，不具學術及參考價值者。
 - (二)違法、查禁、盜版或有違反智慧財產權相關法規者。
 - (三)破損不堪使用或殘缺不全者。
 - (四)內容有害身心健康，言論違反公共秩序、善良風俗者。
 - (五)具宣傳廣告性之宗教、政治及商業性質書刊。
 - (六)視聽資料媒體未具公開授權播放或試用版者。
 - (七)館藏已有複本。
- 受贈圖書資料難以取捨或有爭議時，由本處決定之。
- II. The Office accepts donations which are edifying or beneficial to teaching and research. Any donated material, however, will not be collected by the Office if it falls within any of the following situations:
- 1. The content is out of date and carries no value for reference, or it is of no assistance for purposes of academic research.
 - 2. The content is prohibited by the law, is plagiarized from other works, or infringes

on the intellectual property rights of others.

3. The material is too damaged to read/use, or if the content is not intact.
4. The content is detrimental to people's physical or mental health, or if it endangers public order or the good moral and ethical customs of the nation.
5. The material is for purposes of spreading a religion, propagating political doctrines, or promoting business for commercial purposes.
6. The audiovisual material is not duly authorized to be publicly broadcast, or if it is made in trial version.
7. The Office has obtained a copy of the donated material.

The Office reserves the right to decide whether to accept, or not to accept materials in case of any disputes relating to donations.

三、捐贈方式：

- (一) 本處捐書處理單位為圖書資源組，捐贈書刊資料請預先通知該組前往取書或逕寄：高雄市大樹區學城路一段一號「義守大學圖書與資訊處圖書資源組」收。如需運費付款，請先通知圖書資源組。
- (二) 捐贈書刊資料，捐贈人(或單位)請告知或註明姓名(或單位名稱)、電話，以便聯絡。

III. Donation Methods:

1. The unit in charge of library materials donations is the Library Resources Section of the Office. Donors may request the Section to pick up donations at designated locations or directly send donations to the Office by mail (Attn: Library Resources Section of Office of Library and Information Services; Address: NO.1, Sec.1, Syuecheng Road, Dashu District, Kaohsiung City 84001, Taiwan, R.O.C.). If there are freight charges for a donation, the donor shall inform the Section in advance.
2. Donors shall provide the Section with detailed contact information, such as the name of the donor/unit, and the telephone number.

四、本處接受捐贈書刊資料後，均備函致謝，如納入本處館藏，則於每冊(件)書刊資料上加註贈書章。

IV. The Office shall send a thank-you letter to donors to express the University's gratitude after receiving the donations. Donated materials which are properly sorted and collected by the Office will be affixed with the seal of "Donated."

五、捐贈書處理方式：捐贈書刊資料之典藏地點及陳列、淘汰或轉贈，除捐贈者另有聲明外，由本處全權處理。

V. Donation Management: Unless otherwise requested by donors, the Office reserves the right to decide where and how to store, shelve, eliminate or re-donate any donated materials depending on its practical needs.

六、本原則經本處處務會議審議通過，陳請校長核定後，自公告日實施。

VI. The Principles become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Principles, the Chinese language version shall prevail.