

Regulations for Cancellation of Office of Library and Information Services Library Collections of I-Shou University

Approved in the meeting of the Library Advisory Council on June 15, 2010.
Amendments to Articles 1, 2, 4 and 5 ratified by the President on March 21, 2013.

Article 1 To eliminate shabby books and data for keeping the quality of collections of the ISU library (hereinafter referred to as the Library), the Regulations for Cancellation of Library Collections of I-Shou University are hereby set up by the Office of Library and Information Services.

Article 2 The Library is eligible to eliminate the print or non-print materials collected by the Library according to the Regulations.

Article 3 Cancellation Principles:

1. The print materials, including normal books, reference works, and periodicals/journals and so on (excluding the special collection of the Library), shall be eliminated if meeting one of the following conditions:
 - (1) The books, which are at least 1/3 of them, are too shabby to read or to be bound together without the value for reference.
 - (2) The fee for renewing the books is much higher than the ones to purchase new books, which are available on the market.
 - (3) The Library has purchased the books in an updated version that it is not necessary to keep the ones in old version.
 - (4) The books, which are lost, but have been compensated.
2. The print materials (including discs, audio-visual materials and electronic publications, etc.) shall be eliminated if meeting one of the following conditions:
 - (1) The materials which have been damaged and cannot be read.
 - (2) The materials, which are lost, but have been compensated.

Article 4 Process of Cancellation:

The Office of Library and Information Services shall make the List for Eliminating Collections of ISU Library to check which books or materials shall be eliminated according to the regulations.

Article 5 The Regulations which are adopted by the Library Advisory Council shall come into effect on and after the third day when they are approved and promulgated by the President. Amendments must also undergo the same procedures.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or

terms of the Regulations, the Chinese language version shall prevail.