

# **Principles for the Management of Periodicals and Newspapers by Office of Library and Information Services at I-Shou University**

Adopted on October 20, 1998 by the Executive Board Meeting in the first semester of the academic year 1998

Amended on April 20, 2002 by the Executive Board Meeting in the second semester of the academic year 2001

Amendments to the Principles ratified and promulgated by the President on May 20, 2014

- I. The Principles for the Management of Periodicals and Newspapers 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 make the most of printed periodicals and newspapers housed by the Office, bring the function of libraries into full play, and support faculty members and students in teaching, research and learning.
- II. Periodicals and newspapers housed by the Office shall be read only at libraries; no check-out service is available. Faculty and staff members may borrow bound back issues of periodicals for the purposes of research, and the loan period for such checkouts is three days.
- III. Patrons must keep quiet and maintain cleanliness while reading periodicals or newspapers at libraries. Anyone who smokes, makes too much noise, consumes foods, drinks, uses cell phones, causes disturbance to other people, or displays other forms of improper behaviors shall be banned from reading or using any periodicals or newspapers housed by the Office. Patrons who do not follow the rules and ignore the warnings given by librarians shall be reported to relevant authorities for punishment.
- IV. Periodicals and newspapers shall be kept completely intact without any damage, marking, comment or stains. Violators shall be subject to punishment in accordance with the Regulations for Compensating Lost & Damaged Books.
- V. Periodicals are placed on different racks according to languages; the following are taken into account:

1. Periodicals in the Chinese or Japanese language:
    - a. Periodicals in the Chinese language are sequenced based on the number of strokes of the first character in the title. If two or more periodicals have the same number of strokes, they are numbered based on the order in which they are collected.
    - b. Periodicals in the Japanese language are sequenced based on the first character in the title by following the order of the fifty Japanese sounds. If two or more periodicals have the Japanese sound, they are numbered based on the order in which they are collected.
  2. Periodicals in Western languages are sequenced based on the first alphabet of the first word in the title in alphabetical order (articles in English grammar are excluded). If two or more periodicals have the same alphabet, they are numbered based on the order in which they are collected.
- VI. Back issues of periodicals in the current year are placed in the cabinets behind display boards. During summer and winter vacations, back issues of the previous year will be sent to be bound into bound periodicals. Any back issue, however, will not be bound if it falls within any of the following situations:
1. The content is outdated and carries no value for reference.
  2. The content is mainly for fashion or entertainment and carries no value for reference.
  3. The Office has two or more copies of the back issue.
- VII. Back issues of periodicals are collected in the form of bound volume and placed on the “Bound Periodicals” racks in the Periodicals Area. Back issues are placed on different racks according to languages; the following are taken into account:
1. Back issues of periodicals in the Chinese or Japanese language are sequenced based on the serial number of the rack in which the periodical was originally placed.
  2. Back issues of periodicals in Western languages are sequenced based on the first alphabet of the first word in the title in alphabetical order (articles in English grammar are excluded).
- VIII. Back issues of newspapers shall be kept in designated cabinets. Only issues of the current and previous months will be kept by the Office.
- IX. 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.*