

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

Adopted on January 7, 2010 by the Library Advisory Council

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

- 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.
- 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 The content is out of date and carries no value for reference, or it is of no assistance for purposes of academic research.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.
- 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.
- 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.*"
 - 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.
 - 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.