

# Yuan Ze University

## Ground Rules of Library Book Acquisition Recommendation

Passed at the 1st Library Committee meeting in Academic Year 2009 dated November 25, 2009  
Amended and passed at the 2<sup>nd</sup> Library Committee meeting in Academic Year 2019 dated May 8, 2020

**Article 1** Based on the Collection Development Policy of the Library of Yuan Ze University (hereinafter referred to the Library), the Ground Rules of Library Book Acquisition Recommendation (hereinafter referred to as the Ground Rules) formulated aim to meet the Library patrons' needs.

### **Article 2 Eligibility**

- 2.1 Patrons eligible for the Library loan are entitled to the Library materials recommendation. Recommended materials consist of books, audio-visual materials, recreation magazines, periodicals and so on.
- 2.2 Library Committee members on behalf of their departments are entitled to the professional periodicals/journals recommendation in accordance with the periodic announcements every year.
- 2.3 The acquisition recommendation for e-resources is reviewed based on the Regulations on Acquisition Recommendations for Library e-Resources.

### **Article 3 Recommendation Methods**

- 3.1 Book recommendation can be made by way of:
  - Online Personal Recommendation
  - Batch Recommendation made by the Library Committee of the Department
- 3.2 An individual patron of YZU members is entitled to online submit a maximum of 30 Acquisition Recommendation Forms (inclusive of Forms passed, not passed, and canceled) every academic year. For those non -YZU affiliated, a maximum of 10 Acquisition Recommendation Forms are allowed every academic year. Acquisition Recommendation Forms shall be reviewed for approval based on Article 4 stated herein.
- 3.3 The batch recommendation made by the Library Committee of the Department will be reviewed based on the Library periodic announcements every year.

### **Article 4 Book Acquisition Recommendation**

- 4.1 Acquisition Recommendation for the Library book collection is reviewed based on

Article 5 of the Collection Development Policy as well as budget allocated.

- 4.2 Online recommendation made by an individual patron is reviewed by the University Library, or its relevant departments as required.
- 4.3 The departments of recommenders shall disburse the acquisition expenses with their book allocation if available; otherwise, the Office of Library and Information Services retain the right to approve the recommendations and disburse the acquisition expenses for departments with no book allocation.

**Article 5 Priority**

- 5.1 Recommenders shall have top priority over other patrons for placing requests (holds). Requested books are picked up based on the Regulations on Library Circulation Services.
- 5.2 Holds requested through online recommendation system are not restricted to the prescriptive holds limit as stated in the Regulations on Library.

**Article 6** The aforesaid regulations are passed at the Library Committee meeting and shall be promulgated as well as implemented afterwards. The same procedure will be repeated for each revision thereof.

[If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]