

Yuan Ze University

Library Collection Development Policy

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Article 1 Objectives

The primary responsibility of a university established is to carry out the missions of education and academic research which demands vast scholarly information. A university library founded is intended to support the said missions by providing a broad spectrum of scholarly information and collections. Accordingly, the Library Collection Development Policy (hereinafter referred to as the Policy) formulated herein aims to plan and acquire a balanced collection of library materials to meet the needs of faculty, staff and students of Yuan Ze University as well as fulfill the library's missions. The purpose of the Policy is to provide guidance for the issues below.

- 1.1 Reasonable allocation of Library funds and their effective use
- 1.2 Procedures for acquiring Library materials
- 1.3 Procedures for weeding out obsolete or inaccurate Library materials
- 1.4 Library materials maintenance (updates)
- 1.5 Evaluation of Library materials
- 1.6 Shared access to Library resources for Interlibrary loan
- 1.7 Communication between the Library and the off-campus users

Article 2 Missions and Eligibility

2.1 Missions

- 2.1.1 To support teaching and research as well as facilitate cultural and academic development via the collection, organization and application of Library materials
- 2.1.2 To nurture the students' habits of reading and searching information for the purpose of enhancing their specialized knowledge and skills
- 2.1.3 To build up the featured Library collections with academic values

2.2 Eligibility

Refer to *the Library Management Regulations* for the eligibility.

Article 3 Scope of the Library Collection

- 3.1 To tie in the medium-and-long-term University development and meet the academic needs, the Library comprises departmental subject-related materials and other relevant subject materials as its major and minor collections respectively. Besides, general/comprehensive books/periodicals are also collected for the purpose of the balanced development of both technologies and humanities.
- 3.2 In light of the development of media storage types and information access, the Library aims to offer e-resources and distance library and information services.
- 3.3 Library collections by departmental subjects are classified on the basis of *the New Classification Scheme for Chinese Libraries* developed by Yung-Hsiang Lai and *the Library of Congress Classification (LCC)* developed by the Library of Congress. The Table of Collection Depth Level established is applied as a reference of departmental library collection development.
- 3.4 To develop complete outlines for library collections, the 5 collection depth indicators are used as a guideline of Library fund raising, budget /funds allocation and acquisitions, interlibrary loan services as well as benefit users from getting acquaintance with the Library collections so as to facilitate their academic study and research. The RLG Conspectus definitions stated herein include 5 collection depth indicators for collection description.

3.5 Collection Depth Indicators

Level	Collections	Description (RLG Conspectus Definitions)
1. Minimal Information Level	a. Dictionary, Encyclopedia, General References, Bibliography. b. Selected Works c. Selected Core Journals/Periodicals	Collections that support minimal inquiries about this subject and include a very limited collection of general resources
2. Basic Information Level	a- c d. Comprehensive Books, Complete Works of Well-known Authors, Selected Works of Lesser-known authors e. Selected Representative Periodicals f. Bibliographic Tools, Comprehensive References Including Abstract and Index Tools	Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere
3. Study or Instructional Support Level	a-f g A Broader Collections include: ▪ Published Original Data Sets ▪ Reprints ▪ Works of Well-known Authors ▪ Works of Lesser-known Authors h. A Broader Collection of Specialized Periodicals, the Proceedings and Monographs i. Specialized Subjects, Indexes and Abstracts	Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction
4. Research Level	a- I j. Significant Retrospective Collections, Research Reports, Experimental Reports, and A Complete Collection of Current Periodicals and Books k. A Broader Collection of Specialized Periodicals and Technical Reports l. A Representative Collection of Foreign Languages	Collections that contain the major published source materials required for doctoral study and independent research

	m Selected Manuscript Collections, A Complete Collection of Bibliographic Tools	
5. Comprehensive Level	a- m n A Very Extensive Collection of Appropriate Materials in Other Languages Other Than the Primary Language of the Country o A Complete Collection of Retrospective Periodicals p. Very Extensive Manuscript Collections	Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages

Generally speaking, the collections of Basic Information Level (Level 2) supports, Study or Instructional Support Level (Level 3), and Research Level (Level 4) support undergraduate, master's degree and doctorate degree programs respectively.

Article 4 Budget: Sources and Allocation

4.1 Sources of Budget

4.1.1 The budget plan for Collection Development and Digital Services of the Office and Library and Information Services (hereinafter referred to as the LIS) is as follows:

- Budgeting is planned on a basis of an average of Library materials of no less than NT\$3,600 per student plus an annual increase.
- Library materials purchased include books, periodicals, audio-visual items and electronic resource collections.
- Budget for the collection-related equipment will be planned as the demand of the year.
- Annual budgeting must be audited by the Library Committee of Yuan Ze University (hereinafter referred to as the Library Committee).

4.1.2 Budget for Departmental Library of Yuan Ze University

4.1.3 Funds for the Projects of Ministry of Education Projects

4.1.4 Overdue Fines

5. Donation from Off-campus Donors

4.2 Budget Allocation Rules

4.2.1 The titles of core journals of each department will gain priority for budget allocation over other library materials. However, the expense for each core journal must be within the cost limit of the year. The department is liable for the expense exceeding the cost limit of each core journal. Allocation quota of budget for books and non-core journals is on a basis of the methods stated below. Any amendment to the aforesaid rules of budget allocation must be approved by the Library Committee.

4.2.2 Budget Allocation for Books and Non-core Journals

Academic Unit	Quota	Budget for Undergraduate Specialized Materials Use Only	Budget for Core Periodicals	Library Committee Members

Single-class Undergraduate (Union of Department and Graduate)	1.25 (+ 0.25 for dual-class, and so on)	Available	Available	Available
Undergraduate (Single Class)	1 (+ 0.25 for dual-class and so on)	Available	Available	Available
Stand-alone Graduate School	0.5	N/A	N/A	N/A
General Studies Center	1	N/A	N/A	Available
College of Management	5.75	Available	Available	Available
Library	3 (including books, Chinese Periodicals, Audio-visual Materials)	N/A	Available	Available
A specific budget may be allocated to graduate programs depending on the approval of the library committee.				

4.2.3 Budget for purchasing the audio-visual materials recommended is allocated by the Office of Library and Information Services. The allotment for leisure items of audio-visual materials accounts for 30 percent of the available budget.

4.2.4 E-resources shall be purchased based on the purchase recommendation policy. After the evaluation of their trials, the Library shall submit an annual budget plan to the Library Committee for audition.

4.2.5 An issue regarding purchasing materials with project grants offered by Ministry of Education, overdue fines or donation from off-campus donors shall be raised and discussed at the Library Committee meeting.

Article 5 Policies on Various Library Collections

5.1 General Policies

5.1.1 To observe the copyright Law

5.1.2 To conform with the objectives of Library Collection Development and the scope of subjects

5.1.3 Languages held in collections: The highest proportion of the foreign language collection is English, followed by Japanese. Materials in languages other than English and Japanese will be acquired on demand.

5.1.4 Collections contain only original editions except for titles below

- Titles with high rates of borrowing (more than 3 holds simultaneously)
- Titles recommended by the Library Committee and used for the purpose of teaching and research

5.2 Policies on Collections

5.2.1 Titles Collection Policy

- 5.2.1.1 Recently published titles will be high on the priority list of purchase.
- 5.2.1.2 Computer books published within the last two years will be given priority over other computer titles.
- 5.2.1.3 Titles, especially e-books, where the timeliness is essential (For example, user's guide for computer software) will be high on the purchase list.
- 5.2.1.4 At least one copy of theses/Dissertations and Faculty's works must be kept within a designated area in the Library.
- 5.2.1.5 Learned (Scholarly) Journals of all universities/colleges will be included in the Library collections.
- 5.2.1.6 CD/DVD attached to books will be available in the Library Annex Collections.
- 5.2.1.7 Pamphlets with less than 50 pages will not be collected.
- 5.2.2 Reference Collection Policy
- 5.2.2.1 A broader collection of tools of references will be collected.
- 5.2.2.2 The Criteria of Collection include content, formats, publishers' authority and editions of references.
- 5.2.2.3 References with electronic versions will have priority over other references.
- 5.2.3 Periodical/Journal Collection Policy
- 5.2.3.1 More than 40 kinds of periodicals/journals for each department shall be collected.
- 5.2.3.2 Specialize periodicals/journals are recommended and purchased by departments. The LIS will be in charge of the acquisition of general periodicals/journals.
- 5.2.3.3 Full text journals with electronic versions will be high on the acquisition priority list. Journals (paper version) will not be subscribed if access to their electronic versions is available.
- 5.2.3.4 Back issues of full text e-journals shall be high on the purchase priority list.
- 5.2.4 Audio-visual Collection Policy
- 5.2.4.1 Audio-visual materials with public performance rights shall be collected
- 5.2.4.2 Audio-visual materials offering features below will have high priority:
- Various formats available
 - Apt to be preserved
 - Space saving
 - Special operations functions

5.2.4.3 At least one copy of audio-visual materials produced by the University must be kept in the Library.

5.2.4.4 Audio-visual materials attached to books will be available in the Library Annex collection.

5.2.4.5 Pamphlets attached to audio-visual materials will be accessible in the Library Annex collection.

5.2.4.6 Materials which are available in both paper and audio-visual formats will be accessible in the book collection and audio-visual collection respectively.

5.2.5 Newspaper Collection Policy

5.2.5.1 Newspapers will be subscribed by the LIS. The priority order of subscription will be set up based on content, languages and budget:

- First and foremost: comprehensive coverage, Chinese
- Secondary: specialized coverage, English
- Japanese newspapers will be subscribed based on the budget available.

5.2.5.2 All newspapers will be kept for 3 months in the Library.

5.2.5.3 Based on available budget and applicability, at least one full-text newspaper database will be subscribed.

5.2.6 E-resource Acquisition Policy

5.2.6.1 E-resources include bibliographies, full-text journals, e-books, e-papers, online lectures, online resources and so on.

5.2.6.2 E-resources subscribed must cover all subject areas.

5.2.6.3 The priority order of e-resource acquisitions is as follows (from high to low):

- Renewal of Existing Databases
- Upgrades of Existing Databases
- Full-text Databases
- Supplementary Databases

5.2.6.4 The Library and its consortium libraries will co-purchase e-resources through interlibrary cooperation to reduce expenses.

5.2.6.5 Online e-resources will have high priority. After the trial, the e-resources will be acquired based on the criteria below:

- Functions: information retrieval, simplicity of operation, access speed, authority, links and so on.
- Quality of Content
- Availability of Updates
- Price
- License Agreement

- Authority of Providers

5.2.6.6 License and Ownership

As far as the ownership and license are concerned, the Library will take criteria below into account when purchasing/subscribing e-resources:

- Convenience for use
- Frequency of use
- Cost
- Preservation
- Use on intranet
- Use on the Internet with the users/access limit
- Use on the Internet without the users/access limit
- Single license
- Pay per Use

Article 6 Sources of Acquisition Recommendation

6.1 Recommendation and Evaluation

Sources of acquisition recommendations include:

6.1.1 Departments:

- Specialized periodicals by subjects are recommended by the Library Committee.
- The issue of subscribing/unsubscribing current journals must be discussed at the departmental affairs meeting.

6.1.2 LIS:

The LIS will purchase fundamental subjects and subject-related media materials based on their use condition.

6.1.3 Patrons:

Refer to Article 11 below

6.1.4 Off-campus Patrons:

The book catalogues recommended by book dealers, publishers, and authors will be offered to all departments as a reference of purchase.

6.1.5 Section of E-collection Purchase: Section members will introduce e-databases for trial according to recommendations made by consortium libraries, patrons, departments.

6.2 Acquisition

6.2.1 Centralized Purchase:

- Chinese/western books and current journals will be acquired via bidding except for exclusive editions.
- Materials in languages other than Chinese and published in areas other than Taiwan are purchased without the aforesaid bidding restriction.

6.2.2 Emergency Purchase: Course reserves and materials recommended online by users are purchased without the aforesaid bidding restriction.

6.3 Donation

6.3.1 Besides complying with Article 5 stated herein, materials obtained via donation must observe rules below:

- Materials not accepted:
 - damaged books
 - text books
 - comic books
 - pornographic books
 - used audio tapes
- Materials accepted:
 - Computer books: within the last two years
 - Journals:
 - Complete issues of one year
 - Lost Issues

6.3.2 The Library reserves the right to deal with materials unaccepted either discarding or giving to other libraries.

6.3.3 The request to display donated materials within a designated area made by donors may not be accepted due to the standardization of shelving.

6.3.4 Funds used to purchase books specified by donors must comply with Article 5.

6.3.5 Books obtained through exchange will be processed and collected by the LIS.

Article 7 Weeding of Collections

7.1 Weeding Policy

7.1.1 General Books to be weeded out are as follows:

- 7.1.1.1 Lost books that cannot be found after conducting a physical inventory check twice
- 7.1.1.2 Lost books that cannot be replaced with original edition
- 7.1.1.3 Damaged books that contain loose or broken pages and cannot be repaired
- 7.1.1.4 Pamphlets that are out-of-date and have no historical value
- 7.1.1.5 Books that are out-of-date, like computer operation books published over 5 years

- 7.1.1.6 Copies of books (not enough storage space) or books that can be replaced by materials in non-book formats
- 7.1.1.7 A book's attachments (CD/DVD) whose books are weeded out.
- 7.1.1.8 Based on Article 7.1.1.7, out-of-date computer operation books' attached CD/DVD will be weeded out first.
- 7.1.1.9 Departmental books compiled by the Library should be weeded out based on the decision made by the department.
- 7.1.2 Reference Books to be weeded out are as follows:
- 7.1.2.1 Reference books that have replacements in bound or electronic format
- 7.1.2.2 Reference books with new arrivals
- 7.1.2.3 Reference books with new versions available
- 7.1.3 Journals withdrawn are as follows:
- 7.1.3.1 Journals that have low use rate, or are unsubscribed due to users' recommendation or by the Library.
- 7.1.3.2 Bound journals that have low use rate and have been unsubscribed for 10 years
- 7.1.3.3 Journals that are worn out and cannot be repaired
- 7.1.3.4 Journals (paper) that can be replaced by materials below:
- Buy-out full-text databases on CD's/DVD's
 - E-journals with license agreement on both use period (permanent use) and fees (free or a nominal fee)
- 7.1.3.5 If a journal (paper) is available in electronic format, the journal won't be removed until the storage space runs out, because of the limit of both user interface and the period of use.
- 7.1.3.6 If Journals are available on CD's/DVD's distributed free. The CD's/DVD's will be collected except for the trial version.
- 7.1.3.7 Current journals kept for one year can be withdrawn under the following condition:
- Extra copies of the said journals bound
 - Leisure or non-academic journals
 - Issues included within the bound journals
- 7.1.3.8 Newspapers kept for 3 months
- 7.1.3.9 Each departmental weeding policy shall be formulated by the department.

- 7.1.3.10 Journals distributed free by governments or institutions if online accessible
- 7.1.4 Audio-visual Materials to be withdrawn from the collections are as follows:
- 7.1.4.1 Damaged materials (image/sound blurred or destroyed)
- 7.1.4.2 Materials without available players
- 7.1.4.3 Materials that have replacements in different formats
- 7.1.5 E-resources:

E-databases that have low use rate or have replacements with different user interfaces might not be accessible through the online Library Catalogue.

7.2 Procedures to Weed a Collection

- 7.2.1 Purchased with Library budget, screened materials conformed to the aforesaid Weeding Policy will be removed from the Library collection records based on the YZU Property Scrap Procedure after submitting a report to the Library Committee.
- 7.2.2 Departmental materials complied by the Library can be scrapped by the department. The said department must notice the LIS of the list of scrapped items so as to remove their records from the database of the Library collection.

Article 8 Collection Evaluation

The evaluation of Library collections will be conducted base on the statistics of collection and the aforesaid collection depth indicators so as to be as a guideline of reviewing and revising the Library Collection Development Policy

8.1 Evaluation of Quantity:

The LIS will conduct at least one statistics analysis of the Library collection per year based on the *Essentials of Library Operations of Independent University and College* to assess if the quantity of collections reaches the basic standards.

8.2 Evaluation of Quality:

- The LIS will conduct at least one statistics analysis of the collection category.
- The Collection Depth Analysis will be conducted depending on available manpower.
- The Analysis of the use of citation for the purpose of conducting research by graduates or faculty members may be carried out as required.

8.3 Analysis of Usage

- 8.3.1 Analysis of Population and Using Behavior of Patrons: Analysis of the proportion of Collection Services

8.3.2 Analysis of Library Circulation:

The analysis of the borrowing and use of e-resources can be conducted to obtain the information on the needs and circulation rate of various Library materials, as well as to be as a guideline of subscription.

8.3.3 Application Statistics of Interlibrary Cooperation:

The analysis of the quantity and categories of borrowing and lending Library materials is conducted. The outcomes of the aforesaid analysis will be used as a guideline of analyzing collection usage.

8.3.4 Feedback of Patrons: Procedures to obtain feedback from patrons are established and performed as required.

Article 9 Interlibrary Cooperation

The plans/services for the interlibrary cooperation between the Library and its consortium libraries include acquisition, cataloguing, collection, interlibrary delivery services (photocopy and print), and interlibrary loan. The organizations participating in the plans are as follows:

9.1 International Cooperation Association for Library and Information Center in China (hereinafter referred to as the Association):

The rights and obligations possessed by the Association are as follows:

- Rights and obligations of Nationwide interlibrary loan and photocopy services
- Obligations of updating information on the Library collection within the National Union Catalog

9.2 Taoyuan Inter-institution Interlibrary Cooperation Agreement: Agreement for the interlibrary loan cards available for the local libraries.

9.3 Consortium on Core Electronic Resources in Taiwan (CONCERT)

Plans/Services include:

- Material Gathering: Gather overseas e-resources and citation databases
- Interlibrary Photocopy Service
- Future Plan: cataloguing and collection development through interlibrary cooperation

9.4 Library Association of China

Plans include:

- Call national Library meetings
- Hold conferences

9.5 Library and Information Service Education in China

Plans include:

- Call meetings for Library and Information Service
- Hold conferences

Article 10 Collection Policy: Formulation and Amendment

The collection policy formulated herein is drafted by the LIS Collection Development Group, and passed by the Library Committee 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.]

