

Yuan Ze University

Management Regulations on Departmental Library Resources

Passed at the 5th administrative meeting in Academic Year 2003 dated October 13, 2003
Amended and passed at the 24th administrative meeting in Academic Year 2004 dated May 23 2005
Amended and passed at the 15th administrative meeting in Academic Year 2006 dated May 21, 2007
Amended and passed at the 22nd administrative meeting in Academic Year 2019 dated May 27, 2020

Article 1 The *Management Regulations on Departmental Library Resources* (hereinafter referred to as **the Regulations**) formulated herein by the Library of Yuan Ze University (hereinafter referred to as **the University Library**) aim to maintain and preserve the sharing resources of the Library as well as facilitate the development of the Library collections. The departmental libraries shall set up their resources management policies on the basis of the Regulations stated herein.

Article 2 Departmental Libraries

- 2.1 To meet the demands of both teaching and academic research, all academic departments can establish the Departmental Library (hereinafter referred to as **the Branch Library**) to preserve collections for all subjects as the Featured Collections of the Library.
- 2.2 The Branch Library is built obeying the architectural and design standards for libraries such as floor load capacity and the capacity of library's collections.

Article 3 The following acquisition-related affairs shall be processed in accordance with the Regulations stated herein.

- Annual budgeting for departmental books purchase
- Budgeting for academic research books purchase
- Books purchase with government funds
- Books donated by every department

Article 4 Book Acquisition and Cataloguing

The book acquisition of each departmental library is processed based on the Collection Development Policy of Yuan Ze University or the departmental policy.

Article 5 Circulation Rules

- 5.1 Materials of every Branch Library are available for faculty/staff/students of the University except for references for research purpose as well as rare archives/special collections for in-library use only.
- 5.2 Opening Hours and Loan Policy shall be established by each individual Departmental Library.

- 5.3 The Library shall provide support for the Circulation System used by the Branch Library.
- 5.4 Reading space, manpower required for the circulation services, equipment and so on shall be planned by each individual Department. The University Library will provide support for expenses, techniques and equipment as required.

Article 6 Each individual Branch Library will designate staff members to be in charge of the Branch Library materials including books and audio-visual items. The staff-in-charge must fill in a *Book Property Transfer/Weeding Form* and send it to the University Library for book property transfer or book weeding.

Article 7 The Branch Library can transfer its Library items to the University Library if unable to sustain due to the shortage of manpower, budget and so on. The department can apply for a long-term borrowing based on *Yuan Ze University Regulations on Library Circulation Services* to meet its teaching and research needs.

Article 8 The Regulations stated herein are passed at the administrative 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.]

