

Yuan Ze University

Implementing Rules on Book Donation

Passed at the 1st Library Committee meeting in Academic Year 2013 dated December 11, 2013

Article 1 The *Implementing Rules on Book Donation* (hereinafter referred to as **the Rules**) formulated herein aim to establish principles for accepting book donation and other materials.

Article 2 Section of Library Management, Office of Library and Information Services, is in charge of book donation with the co-operation of other units for exceptional donations.

Article 3 The Library retains the rights for making all necessary decisions as to their retention, location, cataloguing, and other considerations relating to their use and disposition. Materials accepted shall be manipulated under the regular collection procedures; requests for specific topic shelving may be rejected.

Article 4 Condition of Acceptance

Materials that fall outside of the Library collecting policy generally include:

- Violation of copyright acts or acquisition through illegal ways
- Non-compliance with the *Library Collection Development Policy*
- Outdated materials with short-term retention
- Textbooks or titles duplicated in the Library collection
- Disfigurement by writing, torn leaves or other marks
- Specific and hardly enforced requests from donors

Article 5 Letters of acknowledgement for volumes donated to the Library shall be sent to each donor.

Article 6 Donors shall be responsible for the delivery arrangement and derived costs.

Article 7 Donation of rare or unique materials may be conducted under exceptional procedures and proposed up to the Library Committee meeting if essential.

Article 8 The Rules stated herein 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 controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]