

Yuan Ze University

Regulations on Acquisition Recommendations for Library e-Resources

Passed at the 2nd Library Committee meeting in Academic Year 2000 dated May 23, 2001
Amended and passed at the 1st Library Committee meeting in Academic Year 2004 dated May 4, 2005
Amended and passed at the 1st Library Committee meeting in Academic Year 2010 dated April 13, 2011

Article 1 Objectives

The Regulations on Acquisition Recommendations for Library e-Resources (hereinafter referred to as the Regulations) formulated herein are intended to provide guidance for the development of Library collections which support the academic needs of faculty and students, advance the university's mission of teaching and research as well as enrich the quality of Library features.

Article 2 Scope of Acquisition Recommendations

The Library strongly encourages input from the members of Yuan Ze University concerning the acquisition of e-resources covering a broad range of teaching, research, services and the education of student development.

Article 3 Evaluation Criteria for e-Resources

- 3.1 The evaluation of library e-resources must take both academic and professional requirements into consideration in line with the Library Collection Development Policy so that the library collections will remain perpetual development.
- 3.2 Information on Demand
A preference is given to e-resources comprising information demanded by most departments and patrons as well as contents relevant to fundamental subjects.
- 3.3 Overlap with Existing e-Resources
E-resources which overlap with existing subscriptions should be kept to a minimum.
- 3.4 Authority, Accuracy and Currency
E-resources should comprise authoritative, accurate and current information.
- 3.5 Cost Effectiveness and Availability of Funding
Cost effectiveness and availability of funding will limit the purchase of e-resources.
- 3.6 Version and User Friendliness
Besides the most favorite versions, e-resources need to be evaluated based on user friendliness.
- 3.7 Link Speed and System Stability
E-resources with inferior link speed and poor system stability should be excluded.
- 3.8 The Library shall acquire information on e-resources for first-time purchase and seek to obtain a trial version from suppliers so that the Library can obtain feedback from patrons/users during the trial period, which will be used as a reference for selection.

Article 4 Annual Contract Renewals of e-Resources

- 4.1 Whether the e-resources are renewable shall be assessed at the Library
- 4.2 Currently subscribed e-resources may not be renewed due to the following conditions.
- 4.3 The Library may not renew e-resources of low rank on campus usage as well as usage numbers below the average usage numbers of domestic allied subscribers.
- 4.4 E-resources with huge price variation beyond budget limit may be replaced by other comparable resources under consent of the Library Committee.
- 4.5 The Library may not renew e-resources which are replaceable with comparable databases or system interfaces.
- 4.6 The Library may not renew e-resources whose database vendors are changed because of the unsustainable supply of e-resources as well as inconvenience to users.

Article 5 New Additional Procedures to Acquisition Recommendation

5.1 Fill in a Library Acquisition Recommendation Form

Each department, as a unit, can submit recommendations for e-resources to add to the Library collections via filling in the *Library Acquisition Recommendation Form* (see the enclosed Form 1) with signature of Chairperson or Library Committee members.

5.2 Evaluation of the Library

- 5.2.1 Upon receiving the recommendation form, the Library will evaluate the recommendations and fill in the *Library e-Resource Acquisition Evaluation Form* (see the enclosed Form 2) as a basis of acquisition.
- 5.2.2 Whether to purchase the e-resources recommended will be assessed based on available annual budget; when necessary, the Library Committee will call a meeting to evaluate the acquisition application submitted to the 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.]

(附表 1) 元智大學圖書館電子資源薦購單 (Appendix 1) YZU Library E-Resource Purchase Request Form _____ / _____ / _____ (dd/mm/yy)	
資料庫名稱 Database	

資料庫主題範疇 Database subject and scope	特別值得推薦之主題： Subject that worth special recommendation：		
代理商/聯絡資料 Distributor info	公司名稱(Company)： 聯絡人(Contact person)： 電話(Phone)：		
介購原因 Details	• 使用此資料庫之媒體為何？__光碟 __Internet __其他 (_____) • 此資料庫之優點(或推薦理由)及待改進處為何？ Advantages and disadvantages of the database <hr/> • 圖書館目前館藏有無類似之資料庫？ Any similar database in library? <hr/> • 其他： Others：		
	備註 Note		
	介購單位 Request Department		
薦購單位主管或圖書委員(簽名) Signature of person in charge of the Department		薦購者姓名(簽名) Signature of request person	
聯絡方式 Contact information	校內分機(Campus extension)： E-Mail：		
圖書館經辦(Library stamp)：			
(附表 2) 元智大學圖書館電子資源訂購評估表 (Appendix 2) YZU Library E-Resource Purchase Evaluation Form ____ / ____ / ____ (DD/MM/YY)			
資料庫名稱 (中英文) Database			
資料庫出版者 Publisher			

代理商(聯絡資料) Distributor	
收錄年代 Indexed period	
學科領域 Field of study	
收錄資料型態 Index data form	
資料庫內容 Content	
權威性與專業性評估 Authoritative and professional assessment	(若空間不足填寫，請另附報告 Please attach another file, if space is not enough)
同類型之資料庫 Other similar database	
可替代之館藏資源 Alternative resource in library	<input type="checkbox"/> 有 yes，紙本 in printed _____ 電子資源 e-resource _____ <input type="checkbox"/> 無 no
更新頻率 Renew frequency	<input type="checkbox"/> 日 daily <input type="checkbox"/> 週 weekly <input type="checkbox"/> 月 monthly <input type="checkbox"/> 季 seasonal <input type="checkbox"/> 年 annual <input type="checkbox"/> 其他 other :
Server 連線方式 Server connection	<input type="checkbox"/> Web/連線國內 Server(Web/Taiwan Server) <input type="checkbox"/> Web/連線國外 Server(Web/Overseas Server) <input type="checkbox"/> 光碟/校園網路(Disc/Campus Server) <input type="checkbox"/> 光碟/單機(Disc/Personal computer) <input type="checkbox"/> 單機/連線校外(Personal computer/off-campus connection)
系統連線與安裝環境測試 Connection system & Installation test	
經費預估 Fund estimation	
經費來源 Fund source	
資料庫試用反應 Database testing reactivity	
介購單位 Purchase unit	介購系所(Purchase department) : 聯絡人(Contact person) : 校內分機(Campus extension) :
備註 Additional comment	是否買斷? <input type="checkbox"/> 是 <input type="checkbox"/> 否 Is it in monopoly? <input type="checkbox"/> Yes. <input type="checkbox"/> No. 是否為聯盟資料? <input type="checkbox"/> 是，為 _____ 聯盟 <input type="checkbox"/> 否 Is it union databases? <input type="checkbox"/> Yes , under _____ <input type="checkbox"/> No.