

## **CYCU Chang Jing-Yu Memorial Library Book and Journal purchase recommendation guidelines**

99. 11. 18 99 學年度第 1 次圖書館委員會會議通過  
102. 05. 07 101 學年度第 2 次圖書館委員會會議修正  
依據 105. 08. 25 原秘字第 1050002657 號函修正  
106. 04. 18 105 學年度第 2 次圖書館委員會會議修正

1. In order to satisfy the requirement of student, faculty and patron in teaching, research or other information as well as in line with library resources development policy, the guideline is made.
2. Holder valid library card can recommend acquisition of book, journal and audio-visual material. This guideline is applied to type of books, general journal, and audio-visual materials. If the purchase recommendation material related to professional journal and electronic database, the regulation should follow “Professional journal order selection guidelines” and “Electronic database order selection guideline”.
3. Books and journal purchase recommendation evaluation regulation:
  - a. Shall follow “CYCU library resources development policy” article five (5) about various type of materials collection policy.
  - b. Before recommend acquisition of book and journal material, patron must firstly check current collection of library. In addition to special requirement, library generally does not accept purchase recommendation of book duplication.
  - c. Purchase recommendation of book, journal and material is evaluated by library. If there is doubtful, may ask comment and evaluation of related department.
  - d. Acquisition cost follows the general fund or audio-visual material fund regulation. If related to professional teaching materials, may have suggestion from the relevant department. After approval, shall be paid by using the department allocation fund.
4. Purchase recommendation procedure and quantity:
  - a. Through book and journal purchase recommendation website.
  - b. Through online personal purchase recommendation. Every month is limited to 5 records (including passed, not yet passed, cancel, and etc.).
5. Reservation priority:

Recommender has first priority to reserve. Regulation of taking the reservation book follow “Procedure of CYCU library” article three (3) about check out book regulation.
6. The progress of purchase recommendation material will be emailed by library.

Library collects patron's recommendation form by weekly. Recommender may go to library collection system to check the progress of processing.

7. The regulation and any amendments to them shall become effective after approval of the library committee meeting.