

# Chung Yuan Christian University Chang Ching Yu Memorial

## Library Book and Materials Donation Guidelines

102.05.07 101 學年度第 2 次圖書館委員會議通過

1. CYCU library (hereafter called library) in order to effectively process book and materials donation make this guidelines.
2. Library may accept various book, journal and materials according to useful for teaching & research and be in line with collection development policy, but may be rejected if there is one of the following condition:
  - a. Content has been damage
  - b. Violent or pornographic content
  - c. Content is out of date or no value for academic and reference
  - d. Textbook and teaching materials is out of date
  - e. Incomplete sets of books; single sporadic journal
  - f. There are deep draw lines, annotation, headnotes that influence patron.
  - g. Exceed the maximum copies of library collection.
  - h. Copyright violations.
  - i. Other, which is not according to the library resources development policy.Before implementation of the above rule, if necessary, may get consultation and suggestion from advisory committee to make decision.
3. According to general book, journal and material process policy, library has authority to keep the book and material donation, and make decision to collect, eliminate, donate or other treatment.
4. In order to standardize the library collection, special room or shelve for donation material is not provided.
5. Regarding wish for donor, library provides postcard or thank you card, and name of donor is written in the book or material donated and collection system.
6. The guideline shall become effective after approval of the library committee meeting and President of university.