

# Chung Yuan Christian University Library

## Book Fund Usage Guidelines for Departments and Units

Approved on Nov.18.2010, the 1<sup>st</sup> CYCU Library Committee Meeting

### 1. Purpose:

In order to effectively use of department and unit books funds, enrich and develop library resources in all academic subjects equally and meet teaching, learning and research requirements, the Library hereby institutes the following Guidelines.

### 2. Funding Sources:

Each year the Library allocates funds for each CYCU department and unit according to the "Chung Yuan Christian University Library Resource Fund Allocation Regulations" and makes the decision public at the library advisory committee meeting at the beginning of each school year.

### 3. Use of Funds:

- a. The funds are offered to each department and unit to make academic purchase of recommended professional works (including audio and visual resources).
- b. The budget of each department and unit's recommendation shall not exceed the allocated quota by more than 15%.
- c. The Library evaluates the balance of the budget of each department and unit four months before the end of school year, and reallocates or makes inter-item transfer of the fund accordingly.

### 4. Recommendation Processing Time:

In order to effectively make use of the funds, each department and unit shall submit its recommendations between August 1<sup>st</sup> and March 31<sup>st</sup> of the following year. If funds remain after that period, the Library shall revoke and reallocate them.

### 5. Recommendation Process:

- a. The recommendation list for each department and unit shall first be archived by the responsible advisory committee member and arranged according to procurement priority; after this the list shall be signed by the department chairperson and submitted to the Library. (If the recommendations are made on the Library webpage the funds will not be used)
- b. After receiving the recommendations lists, the Library will check for redundancy, pricing and other items relating to procurement.
- c. The Library announces the book list at the beginning of each month and informs each advisory committee member of fund balance via e-mail.

### 6. Recommendation Notes:

- a. In order to speed up the procurement process, please check the Library Catalog Inquiry first to avoid redundant orders. Except for special reasons, please do not recommend titles which are already owned by the Library.
- b. If the recommended books are urgently needed for academic or research purposes, please add annotations for the due date.

- c. If the recommended items are for lecturing purpose, please make the recommendation before the semester begins.
  - d. The recommended titles shall be as detailed as possible (title, author, published year, print, publisher, ISBN)
  - e. If instructors would like priority for borrowing the books on the recommendation list, they should make their intentions clear to the Library so that a reservation may be placed.
7. These regulations are to be approved in the Library committee meeting and put into practice upon receiving approval from the President.