

## National Chung Hsing University Library Guidelines for Donation Reward

Approved by the 25<sup>th</sup> meeting of the University Library Consultation Committee on 18 September 2003

Revision approved by the 28<sup>th</sup> meeting of the University Library Consultation Committee on 5 October 2009

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1. The National Chung Hsing University (hereinafter referred to as the "University") has established the "National Chung Hsing University Library Guidelines for Donation Reward" (hereinafter referred to as the "Guidelines") to encourage donation of library materials from various fields and enrich teaching and research resources.
2. The library materials referred to herein include books, periodicals, databases and audio-visual materials in printed and electronic media forms.
3. Any donation of library materials to the University by any internal or external individual or organization shall be governed by these Guidelines.
4. Donation Method: Includes donation of library materials and financial donation.
  - (1) Donation of library materials: The donor may send or deliver library materials to National Chung Hsing University Library Acquisition Division at No. 250, Kuo Kuang Road, Taichung City. For donation in large quantities, the donor may also notify the Library to collect the books. Please contact the Gift Librarian on: 04-22840291 extension 124 or 126.
  - (2) Financial donation:
    - i. The donated amount will be used by the Library to purchase library materials based on the library collection development policy.
    - ii. Donors please wire the funds into the University Fund account number: 22281238, account name: National Chung Hsing University Fund. Please specify the purpose of the donations as follows: Provision for books and information to be purchased by the Library.
5. After the donor wires the financial donation into the University Fund account, the University shall issue an official invoice.
6. Reward Method:
  - (1) Any student of the University who donates library materials which are included in the Library's collection in the quantity of 30 volumes (pieces) or more in one time will have his/her name included in the donors' list published on the Library's web page, after the University seeks consent from the donor.
    - i. Any donor of less than 50 volumes (pieces) of library materials will be entitled to borrow 10 additional books, valid for one year.
    - ii. Any donor of more than 50 volumes (pieces) of library materials will be entitled to borrow 10 additional books, valid for one year and will receive one citation by the University or one certificate of gratitude.
  - (2) Any individual or organization that donates library materials which are included in the Library's collection in the quantity of 500 volumes (pieces) or more in one time or any individual or organization that donates NT\$100,000 or more will receive a certificate of gratitude and will have their name included in the donors' list published on the Library's web page, after the University seeks consent from the donor.

7. The donor's name will be specified on the library materials after the University seeks consent from the donor.
8. The University should accept all kinds of books and materials that are consistent with the Library's collection development policy in principle. In the event of any of the following, the University may refuse the donation:
  - (1) As a piracy version or such materials produced in infringement of the Copyright Law.
  - (2) The Library already has duplicates of the same materials (except for popular books).
  - (3) Materials which are **not**: clean, undamaged, unmarked, and free of pests, mold and mildew.
  - (4) Individual issues/volumes of periodicals or newspapers (excluding individual periodical issues not collected by the library).
  - (5) Various promotional brochures.
  - (6) Materials which do not meet the Library's collection development policy.

In case of difficulty in selection or dispute, the determination shall be made jointly by the relevant persons invited by the University Library Acquisition Division.

9. The University may decide the collection location of the donated library materials, as well as the display, disposal, transfer or other disposition of the library materials, but if the library materials will be included in the Library's collection, they shall be processed as the University's general library materials.
10. These Guidelines are implemented after approval by the University Administratives' Meeting and verification by the Principal. The same shall be applicable in case of any amendment to these Guidelines.