

## National Chung Hsing University Library Collection Disposal Rules

Approved by the 24<sup>th</sup> Executives' Meeting on 1 December 2004

Implemented after approval by the Principal on 16 December 2004

- I. The National Chung Hsing University Library (hereinafter referred to as the "Library") has established the "National Chung Hsing University Library Collection Disposal Rules" (hereinafter referred to as the "Rules") in accordance with the Library Act and relevant rules of the University in order to eliminate outdated, damaged or missing library material to maintain the quality of its collection.
- II. These Rules are applicable to the Library, the departments (or graduate institutes) and library rooms in each center.
- III. Any printed material such as a book, reference book or periodical and non-printed material such as audio-visual material and electronic publication registered under the Library's collection and listed under its property that meets the principals of disposal under these Rules may be written off or delisted in accordance with these Rules.
- IV. Disposal Principles:
  - (1) In accordance with Article 14 of the Library Act and Standard Property Category Details Table of the Executive Yuan, Library collection used for 5 years or more and having one of the following conditions:
    - i. Has missing pages, damaged, no longer usable, cannot be rebound and with no more reference value.
    - ii. Is damaged, of which the re-binding cost will be equal to or exceed the purchase cost, and that may still be purchased from the market.
    - iii. Has been collected under other forms such as electronic version and microfilm and of which the paper form no longer has reference or preservation value.
    - iv. Is an older version, of which a newer version has been included into the collection.
    - v. Is in violation of Copyright Law.
    - vi. Was loaned and lost, and for which compensation procedure has been completed.
    - vii. The whereabouts are unknown after 5 times of searches.
    - viii. Duplicate copies exceeding the principles for duplicated library collection.
  - (2) Library material that exists in one single copy shall not be disposed or unless it has been appraised to be without any usage value.
- V. Quantity of Disposal
  - (1) Article 14 of the Library Act provides that the Library, each department (or graduate institutes) or reading room of each center shall not, on a collective basis, dispose of more than 3% of the total library collection of the University.
  - (2) The Library will allocate the quantity of disposals by the central library, the library of each department (or graduate institutes) and reading room of each center in accordance with the actual disposal requirements and calculation pursuant to the previous two paragraphs.

## VI. Disposal Procedure

- (1) Selection: The division proposing the disposal shall verify whether the proposed material for disposal is consistent with the principles of disposal hereunder.
- (2) List Preparation: Material proposed for disposal shall be listed by category number (starting from the smallest number). Lists should be prepared by Chinese language books, foreign language books and non-book material. The format of the list of disposal will be provided by the Library.
- (3) Review:
  - i. Four copies of library material disposal list shall be signed by the Division of Circulation of the Library, the Division of Acquisitions & Cataloging of the Library, reviewed by the Accounting Department and then submitted to the Principal for approval.
  - ii. The Library will verify whether the proposed disposal is consistent with the disposal rules. In case of any doubt, the Library will invite relevant experts to perform review and determination.
- (4) Destruction: After the list of proposed disposal is approved by the Principal, the disposal division should collect the cancellation stamp from the central library and stamp on each material for disposal. A public announcement should be made for two weeks to confirm that the materials have no other purpose. Then the Division of Property Management of the General Affairs Office should be contacted to process the objects for disposal.
- (5) Write-Off: After the approved library material for disposal is destroyed, the material will be written off in accordance with the list of disposal by the central library in the Library WebPAC System and registration books.

VII. Each library (department library) should carry out no more than one disposal every year, which shall be organized by the Library in May or November.

VIII. These Rules are published and implemented after approval by the Library Executives' Meeting and verification by the Principal. The same shall be applicable to any amendment hereof.