

National Chung Hsing University

Guidelines for Donating Library Materials

Approved at the 25th Library Consulting Committee Meeting of NCHU on September 18, 2003

Amendment approved at the 28th Library Consulting Committee Meeting of NCHU on October 5, 2009

Amendment approved at the 349th Administrative Meeting on January 6, 2010

Amendment (to Item 10) approved at the 380th Administrative Meeting on September 4, 2013

Amendment (to the title and all guidelines) approved at the 410th Administrative Meeting on October 18, 2017

1. The National Chung Hsing University Library (hereinafter as the Library) established the National Chung Hsing University Library Guidelines for Donating Library Materials (hereinafter as the Guidelines) to effectively process donated books and enrich teaching and research resources.
2. Library materials in these Guidelines include books, publications, databases, and audiovisual materials that are printed or in electronic form.
3. These Guidelines shall apply to library materials donated to the National Chung Hsing University (hereinafter as NCHU) by individuals or organizations from within or outside of NCHU.
4. The Library accepts library materials that serve teaching and research purposes. Donated items shall be rejected if any of the following circumstances occur:
 - a. The donated items are an illicitly reproduced copy of the original version or in violation of the Copyright Act.
 - b. The Library has a duplicate copy or newer edition of the donated item (not applicable to large quantity of items that are in circulation).
 - c. The donated items are damaged beyond use, or with pages missing.
 - d. The donated items contain scribbles, notes, or commentaries.
 - e. The donated items are obsolete or outdated, such as
 - i. Items which the library has a newer version in its collection
 - ii. Items that were published five years ago.Items deemed to be of collectible value shall be processed separately.
 - f. Scattered single-issue magazines, newspapers, and incomplete book sets.
 - g. All types of promotional booklets.
 - h. Other items that do not conform to the Library's collection policy.
 - i. The Library is unable to fulfil the donor's request.

The Division of Acquisitions & Cataloging is responsible for processing donated library materials. Where necessary, an invite for assistance may be extended to librarians with expertise in a subject or relevant practitioners.

5. How to donate:

- (1) Donating books:

- a. Donors may download the following forms online: The National Chung Hsing University Library Donated Library Materials Processing Form (Attachment 1) and National Chung Hsing University Library List of Donated Library Materials (Attachment 2). Afterwards, complete the forms, and send them to chiacq@nchu.edu.tw, or hand copy of each form to staff at the Circulation Desk.
- b. When the Library has reviewed both forms and sent a confirmation letter, donors may proceed to drop off the books at the Circulation Desk during opening hours or by postal service, addressed to the following:
The Division of Acquisitions & Cataloging of the National Chung Hsing University Library
No. 145 Xingda Rd., South Dist., Taichung City 402
Telephone: 04-22840291 ext. 121
- c. Where a donor did not receive a confirmation letter but still dropped off the books of their own accord without enclosing the processing form and book list, the books shall be processed at the sole discretion of the Library with no objections.
- d. Where NCHU faculty, staff, and students have a large number of books to donate, the Library shall appoint a person to collect onsite (on campus only) books that conform to its collection policy and shall process such books in accordance with Item 4 of the Guidelines.

(2) Donation proceeds:

- a. All proceeds are used to purchase library materials in accordance with the National Chung Hsing University Library Collection Development Policy
- b. NCHU Chunghwa POST bank account for university affairs fund: 22281238, account name: National Chung Hsing University Fund; please indicate the purpose of donation as follows: "Donation for the library to purchase library materials."
- c. NCHU will issue a receipt for all proceeds donated to the above bank account for university affairs fund.

6. Rewards

The Library may send donors a letter or certificate of appreciation based on the types and quantity of library materials donated. Donations under special circumstances or large-sum monetary donations shall be processed by the Library separately.

7. The subsequent processing of donated library materials shall be at the sole discretion of the Library.

8. The Guidelines are announced and implemented after approval by the administrative meeting. The same shall apply for amendments.

National Chung Hsing University Donation Agreement Form

Donor	*Name:	<input type="checkbox"/> NCHU Department/Faculty: <input type="checkbox"/> Alumnus <input type="checkbox"/> Non-members of NCHU
	*Telephone:	Email:
	Address:	
Principal	<input type="checkbox"/> I agree to comply with the National Chung Hsing University Library Guidelines for Donating Library Materials.	
	<input type="checkbox"/> I have read the Release of Personal Information Agreement. The library materials that I donated are fully compliant with the Copyright Act and other applicable laws.	
Volumes of donation:	*Signature (required): Date of donation: _____ (dd/mm/yyyy)	

Note:

1. *Required field.
2. If required fields are not filled in, the Library may reject the donated books.
3. Hotline for book donation: (04) 22840290 ext. 121

National Chung Hsing University List of Donated Library Materials

Contact Details:

National Chung Hsing University Library 04-22840290 ext. 128

e-mail: lcshaw@nchu.edu.tw

Note: ★Required field

No.	★Title	★Author	Publisher	ISBN	★Year of Publication	Quantity	Donor is of NCHU (✓)
Ex.	Software Engineering: Theory and Practice	Chunhuang Cheng	Gotop	9789864 763689	2017	1	
Ex.	Ideology, Social Theory, and the Environment	Sunder Lin	Rowman & Little field	7425197 08	2012	1	
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