

National Taipei University Library Guidelines for the Purchase of General Books Recommended by Readers

Passed in the meeting of the Library Committee on November 30, 2011

Amendment passed in the meeting of the Library Committee on November 28, 2012

Amendment passed in the meeting of the Library Committee on May 5, 2020

Amendment passed in the meeting of the Library Committee on May 25, 2022

1.Subjects:

The basis for review and purchase of general books (including audiovisual data) in Chinese and foreign languages recommended by faculty, staff, and students on the Library Purchase Recommendation System.

2.Limitations on the number of books recommended:

(1)In principle, each person may recommend up to 5 general books in Chinese or foreign languages (including audiovisual data) each month. Purchases will be made using the Library's budget for books and equipment, and purchases will be suspended once funds are depleted. Readers must make recommendations again the following year if they still need the book.

(2)If the books recommended are a book set, recommendations must be made by “volume” of such sets.

3.Book recommendation review principles:

(1)Mainly for the purchase of general books in Chinese or other languages (including audiovisual data). If the recommended book is an academic book belonging to the field of the recommender's department (institute), the Library will refer the recommendation to the recommender's department (institute) for review. However, if the academic book recommended does not belong to the field of the recommender's department (institute), then the book will not be purchased.

(2)Please fill in correct and complete information on the recommended book, so that the materials needed by the reader can be purchased. If information is incomplete or incorrect (e.g., not writing the ISBN), then the book will not be purchased.

(3)In principle, the materials below will not be purchased:

i.When there is a newer version of the book available.

ii.When the publications violate the Copyright Act.

iii.Books (including audiovisual data) that cost NT\$2,000 or more.

iv.Serial publications (including journals), school guides, test banks (except for language proficiency examinations), textbook answers, pocket books, small books, notebooks, children books, and comic books.

v.Publications that involve pornography, violence, religious topics (e.g., spirituality, meditation, and superstition), political disputes, gender bias, pseudomedicine, or violate good customs.

- (4) If the recommended book has not been published yet, it will not be included in the purchase list the following year. If the reader still needs the book, the reader must wait until the book is published and then recommend it again.
- (5) The Library has limited funds and must give consideration to its overall funding, key points of the University's development, relevance to the subjects of departments (institutes) in the University, and the needs of readers when reviewing.
4. There is an option on the recommendation page for the recommender to choose whether or not to reserve the recommended book. After the book is purchased and arrives at the Library, the recommender will receive a Ready to Pickup Notification according to the recommended choices and reservation rules.
5. These Guidelines shall be implemented after being approved in the meeting of the Library Committee. The same shall apply to all subsequent amendments.