

# Policy for Library Collection, Acquisition, and Development at National Taiwan Normal University

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## **A. Purpose**

The NTNU Libraries have established these collection, acquisition and development policies based on collection, acquisition and development requirements. These policies shall form a basis for the Library's collection, acquisition and development activities, and they primarily aim to:

- (I) Staying consistent with the University's vision, form the highest-level guiding principles for the University's development of academic fields and General Education library resources.
- (II) Effectively increase the University's library resources, and satisfy research, teaching, learning, knowledge exploration, personal development, and recreational requirements.
- (III) Form a basis for the selection, collection, acquisition, discarding and evaluation of the Library Collection.

## **B. Basis**

### **I. Future Development of the University**

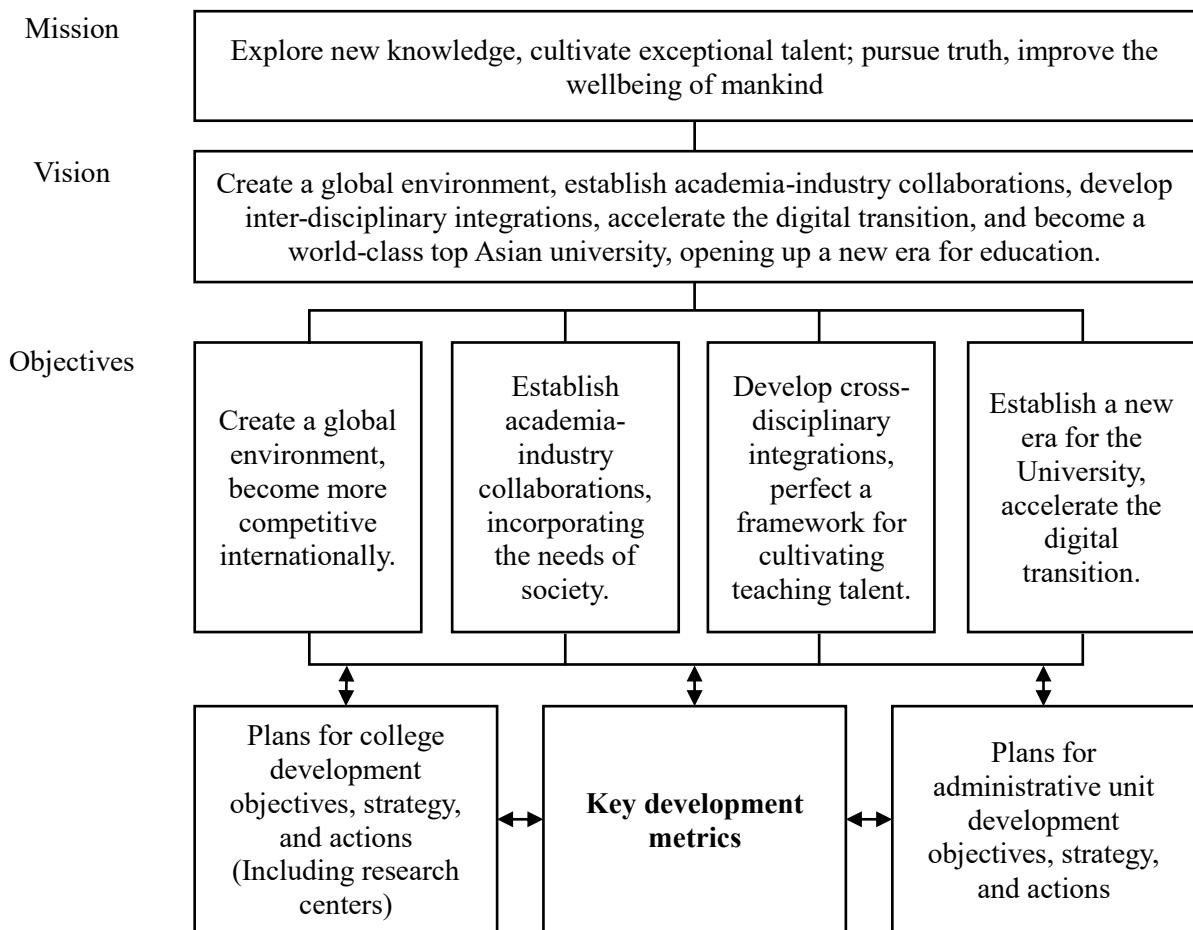
The University has currently established the College of Education, College of Liberal Arts, College of Technology and Engineering, College of Science, College of Arts, College of Sports & Recreation, College of Music, College of International Studies and Social Science, and the College of Management. In total, the University has established nine colleges, two professional colleges, 62 departments, and six university-level centers.

According to the 2020-2025 University Affairs Plan, the University's vision is to become a world-class top Asian university. The University's development has been mainly driven by a focus on three concepts: globalization, social impact, and preserving traditions while also introducing new innovations. The University has made efforts to accelerate globalization, build academia-industry connections, push for more inter-disciplinary integration, and promote a digital transition.

The University's mission is to explore new knowledge and cultivate exceptional talent; pursue truth, and improve the wellbeing of mankind. The University's vision is to actively create a global environment, establish academia-industry collaborations, develop inter-disciplinary integrations, accelerate the digital transition, and become a world-class top Asian university, opening up a new and brilliant era for education.

Apart from university-wide development plans and strategy, each college and administrative unit shall, staying consistent with the University's vision and university-wide key development metrics, establish plans for college development objectives, strategy, and actions as well as for administrative unit objectives, strategy, and actions, based on each entity's own unique characteristics and mission.

The relationship between university development goals and strategy, college development objectives, strategy and action plans, and administrative unit development objectives, strategy and action plans is laid out in the following figure.



## II. Future Development of the Library

Consistent with the development of the University, the NTNU Libraries have broadly incorporated the creativity of its peers and established the following direction for development:

### (I) Vision

Create an exceptional and high-quality hall of knowledge, becoming an example of a forward-looking and globally relevant university library.

### (II) Mission

Emphasize the preservation of culture, focus on the creation, usage, distribution and storage of knowledge, and aim to become a core driver of academic research and education.

### (III) Core Values

Highly prioritize the user experience, encourage new and creative thinking, support open sharing, promote partnerships and collaborations, aim to provide excellent services.

### (IV) Objectives and Strategy Focus

1. Create a quality information and knowledge environment, becoming the heart of University knowledge.
  - 1.1 Develop a high-quality library collection, satisfying the varied knowledge requirements from many different users.
  - 1.2 Create a flexible, integrated space that would allow the library to become a third place for its users.

- 1.3 Drive the globalization of library spaces and services, boosting the international atmosphere of the university campus.
- 1.4 Adopt new and innovative digital technology, developing smart library information services.
2. Improve information services for academic research, increasing information literacy and promoting a holistic approach to reading.
  - 2.1 Improve information services for academic research, supporting the dissemination of research and the research life-cycle.
  - 2.2 Increase information literacy and promote a holistic approach to reading, cultivating leadership talent proficient in both the humanities and the sciences.
3. Preserve and add value to important cultural assets, displaying the diverse creativity of our students and faculty.
  - 3.1 Curate historical school materials and other preserved and collected materials, preserving and adding value to the University's important cultural assets.
  - 3.2 Promote the creation and publication of high-quality literature, displaying the University's diverse creativity.
4. Deepen relationships with the Library's partners, raising the Library's visibility and influence
  - 4.1 Increase user interaction with and participation in the NTNU Libraries through a variety of different channels, making users more familiar with the library's resources and services, and encouraging users to make greater use of them.
  - 4.2 Deepen collaborations with the other units of the University, raising the Library's internal visibility and influence.
  - 4.3 Engage in substantial exchanges and collaborations with other major international university libraries, raising the Library's international visibility and influence.
  - 4.4 Lead or participate in library associations or consortiums, expanding the range of resources and services provided to patrons.
  - 4.5 Establish academia-industry collaborations, driving the industrial sector to produce new services to serve the Library's needs.
5. Implement performance evaluations and mechanisms for professional development, strive to provide excellent library services.
  - 5.1 Create a learning organization, responsible for creating and implementing goal-oriented professional development plans for Library staff.
  - 5.2 Establish a system of rewards and grants to encourage Library staff to create professionally-published work.
  - 5.3 Encourage library staff to innovate and experiment with new ideas, coming up with revolutionary new methods of providing library services.
  - 5.4 Launch user performance evaluations, validating the library's value.
  - 5.5 Drive administrative innovations and organizational rebuilding.

### **III. Vision for Collection, Acquisition, and Development**

In order to stay consistent with the University's and the NTNU Libraries' development goals, create a high-quality Library Collection, and satisfy the diverse knowledge requirements of its users, the vision for the NTNU Libraries' Collection, Acquisition and Development activities are as follows:

1. Satisfy the academic development needs of the University's teaching and research units, increasing the depth of the Library Collection.
2. Better meet a diverse range of requirements, including reading, learning and sharing needs. Increase information literacy and promote a holistic approach to reading, cultivating leadership talent proficient in both the humanities and the sciences.
3. Continue gathering and perfecting the collection of items for the Library's themed collections.
4. Transform the library into the University's comprehensive center of knowledge, focusing on both digitalization and the humanities.

## **C. Collection, Acquisition, and Development Policy**

### **I. Collections and Acquisitions Scope**

The future development direction of the Library is as follows:

#### **(I) NTNU Libraries Academic Collection scope:**

1. Library resources of each college, department, graduate institute and teaching center of the University.
2. Library resources relevant to specific subjects in each academic field.
3. Library resources relevant to the research projects of University faculty.
4. Publications considered for University faculty promotions.

#### **(II) General Education Collection scope:**

1. When collecting General Education resources, the Library will consider resources relevant to topics such as globalization, important national development affairs, socioeconomic growth, important University development affairs, important current affairs, information literacy, scientific knowledge, art and literature, popular culture, lifestyle and recreation, as well as any other topics that can help students with personal development and finding purpose in life.
2. Books and materials containing basic knowledge for a variety of different fields and cultures, and the defining works of or academic abstracts from various fields of study.
3. Ordinary library resources featuring interdisciplinary content or that integrates knowledge from different fields.
4. Library resources used for teaching or research related to the University's General Education courses.
5. Reference books or textbooks designated by course instructors.

- (III) Collection depth: The Library's Academic Collection should contain complete and in-depth materials on topics relevant to departments with doctoral programs. The Library's Academic Collection should contain sufficient materials on topics required for the faculty and student research and coursework needs of departments with master's programs.
- (IV) Language scope: The NTNU Libraries Academic Collection can contain materials of any language, based on academic needs. Materials in the General Education Collection should be in Chinese or English.
- (V) Library Collection materials formats: Materials included in Library Collections can be in the form of a book, periodical, newspaper, microform, preserved or conserved material, digital material (including e-books, electronic periodicals, digital newspaper, teaching materials, digital reference materials, statistical data, language-teaching course, or any other type of digitally-stored data on any topic), musical score, drawing, or work of art.
- (VI) Hard or digital copy: Digital publications and digital libraries are the way of the future, and reflecting this trend, NTNU Libraries resources will be primarily digital in the future. Most of the Library's books are still in hard copy, but in the future a greater proportion of e-books will be collected. Periodicals focused on specific academic fields will primarily be collected in electronic form, while General Education periodicals can still be ordered in hard copy. Reference books will primarily be collected as e-books, while audiovisual materials will in the future be collected in multimedia formats.
- (VII) Special themed collections: Apart from widely collecting books and materials of various types relevant to each academic field, branch and department libraries will be allowed to put together special themed collections on specific themes. For example, the Gongguan Branch Library has a special themed collection of popular science works, comics, light novels and life philosophy.

## **II. Collection Policy**

- (I) General provisions
  1. Library resources will be collected through methods such as procurement, exchange, donation, reproduction, format conversion, and conducting interviews.
  2. Each collection should be expanded in a balanced manner.
  3. Academic collections will primarily be put together by each department, and funded by each department's budget for books and materials.
  4. The General Education collection will be composed of books recommended and gathered by NTNU Libraries academic librarians and patrons, and funded by the NTNU Libraries budget for books and materials.
  5. Books recommended by patrons will be purchased after being approved by the Library. In principle, not more than 20% of the Library's books and materials budget shall be spent on patron-recommended books each year. For picture books, books on investment, childcare, fitness, leisure, travel, and novels, in principle, not more than 5% of the Library's books and materials budget shall be spent on patron-recommended books each year.
  6. The NTNU Libraries shall establish book selection task forces to regularly discuss the special procurement books list or the recommended books list.

(II) Policy on the collection of each type of collection material

1. Hard copy books and e-books

- (1) Includes all books, research reports, conference papers, or works from civil society organizations published domestically or overseas in either hard copy or electronic form.
- (2) Hard copy books on science or computer topics shall not be procured if they have been published for more than ten years. Only textbooks or defining works may be procured, if necessary.
- (3) Refer to the book selection tool and only procure books based on actual requirements.
- (4) The NTNU Libraries shall assist each department in analyzing the strength of its library collection by conducting a library collection evaluation and providing information on these books. The librarian responsible for the academic field shall serve as the point of contact between the department and the NTNU Libraries, and provide information to each department for them to make procurement decisions.
- (5) Librarians for each academic field are responsible for selecting defining works or abstracts for each academic field, books and materials featuring interdisciplinary content or that integrates knowledge from different fields, or General Education books and materials.
- (6) Textbooks shall be added to the collection when necessary, in response to national educational policy.
- (7) Works to be evaluated for faculty promotions shall be collected pursuant to Article 12 of the National Taiwan Normal University Regulations for Conducting Teacher Evaluations
- (8) Materials that have been labeled with the Missing, Currently Being Searched For status for over a year shall be replaced by a new copy if required.
- (9) In general, e-books shall be permanently acquired and not rented or leased. Sellers are required to provide the bibliographic file for purchased e-books, that would allow digital files for each e-book to be created.

2. Periodicals, electronic periodicals, and digital databases

- (1) In general, academic journals shall only be procured as part of an electronic periodicals database or aggregated database, and electronic or hard copy periodicals shall not be individually procured. Exceptions can be made for periodicals that have to be subscribed to due to participation in a consortium database, those periodicals not included as part of a database, or periodicals not available in electronic formats.
- (2) In general, if two aggregated databases contain a large amount of overlapping periodicals, the Library shall choose to only subscribe to one of these databases. Exceptions can be made if these databases include important periodicals that the University has already unsubscribed from.
- (3) The Library shall unsubscribe from any individual academic journals with available open-access versions, and link to this open-access version in the Library Collections catalogue.

- (4) The Library shall link to open-access versions of any periodicals published by a professional association or organization in the Library Collections catalogue if there are any available, and if the topics covered in these periodicals are relevant to the academic fields studied by the University's academic departments.
- (5) In general, the Library shall only subscribe to hard copy periodicals for magazines, or for Chinese or Japanese academic journals that lack an electronic version.
- (6) Apart from subscribing to databases of electronic periodicals and aggregated databases, the Library shall strive to collect and create an abstract database for academic publications that University students and faculty would be able to access. Periodicals that the University is not subscribed to shall be made available for delivery from other libraries located both domestically or overseas that the NTNU Libraries are in partnership with.
- (7) An annual statistical analysis would be carried out on electronic periodical database usage. If database usage fees are higher than what delivery fees for receiving the same content from partnered domestic and foreign libraries would be, or if there is insufficient budget to continue subscribing to the database, the Library shall consider unsubscribing from the database.
- (8) An annual statistical analysis would be carried out on usage rates of hard copy periodicals. If usage rates are low, or if there is insufficient budget to continue subscribing to the periodical, the Library shall consider unsubscribing from the periodical.
- (9) The Library shall prioritize procuring electronic resources that can be integrated into the NTNU Libraries integrated search system and for which permanent usage rights can be acquired.
- (10) In general, the educational versions of electronic resources would be procured, and these resources would be used by the University's faculty, employees, and staff.

### 3. Newspapers

- (1) Newspapers that cover general topics would be prioritized for subscription over newspapers focused on specific themes.
- (2) Chinese newspapers would be prioritized for subscription over newspapers in English or other languages.
- (3) Newspapers may be subscribed to in electronic form based on differences in subscription fees and the preferences of library users.
- (4) Databases of newspaper indices or full-text newspapers shall be collected by the Library if required or appropriate.



4. Microform materials

In general, apart from maintaining the current collection microform materials, the Library shall not add more microform materials to its collection.

5. Multimedia materials

- (1) Multimedia materials whose full broadcasting rights can be obtained shall be prioritized for collection.
- (2) If a multimedia work exists in different formats, the mainstream format shall be prioritized for collection.
- (3) Audio recordings: Audio recordings mainly include works such as classical music, musicals, light music, Chinese Quiyi, speeches, and timeless classic songs. Apart from being selective towards the piece of music and the performer, the type of recording technology used and its sound quality should also be taken into consideration.
- (4) Videos: Video recordings mainly include works such as musical performances, plays, movies, new scientific knowledge, skill education, General Education lectures, and travel guides. Apart from being selective towards the piece of work and the performer, the type of recording technology used and its presentation quality should also be taken into consideration.

6. School historical artifacts and preserved materials

Issues related to the collection of school historical artifacts and preserved materials are governed by other relevant regulations.

### **III. Duplicates Policy**

- (I) In general, only one copy of a non-Chinese book will be procured.
- (II) In general, up to three copies of a Chinese book will be procured. In general, up to five copies of a book intended for educational purposes will be procured.
- (III) In general, only one copy of an academic journal will be procured. Up to three copies of a recreational magazine will be procured if required for campus needs, and if the magazine is not available in an electronic format.
- (IV) Up to three copies of a newspaper will be procured if required for campus needs, and if the newspaper is not available in an electronic format.
- (V) Up to three copies of a piece of multimedia will be procured if required for campus needs.

### **IV. Policy on Processing Recommended Purchases**

- (I) Patrons can recommend books, periodicals, electronic materials or multimedia materials for procurement through the Library's book recommendation and procurement system. Recommendations for books and materials in specific academic fields shall be passed on to the relevant academic department, while recommendations for General Education books and materials shall be passed on to the Library.
- (II) Recommended materials need to be consistent with the Library's Collection, Acquisition and Development policy, and shall be evaluated and purchased after taking into account the current budget situation.

(III) Quantity that can be recommended for purchase:

1. Students/University staff/Alumni (with a valid Library card): Up to five items per person each month, or any number of items up to a total value of NT\$5,000. Recommendations shall be processed on a first-come-first-serve basis. These rules limit the total number of items recommended, regardless of item type.
2. Faculty: Up to 60 items per person each academic semester, or any number of items up to a total value of NT\$60,000. Recommendations shall be processed on a first-come-first-serve basis. These rules limit the total number of items recommended, regardless of item type.

(IV) The Library's book selection task force shall discuss and decide on the procurement of recommended materials with controversial content.

(V) The recommender shall have priority in checking out items procured following their recommendation. The Library shall notify the recommender via email when these procured items have been received by the Library.

## **V. Exchanges and Gifts Policy**

- (I) Exchanged or gifted materials need to be consistent with the Library's Collection, Acquisition, and Development policy.
- (II) The Library has the right to handle exchanged and gifted library materials as it sees fit, including sorting into different collections, giving away, or discarding these materials.
- (III) Please refer to the Guidelines for Processing Donated Books and Materials for more information.

## **VI. Discard Policy**

In order to make the best use of limited Library space, and increase the usage rates of Library Collection resources, items shall be discarded from the Library Collection based on the following principles. For specific disposal procedures, please refer to the Guidelines for the Disposal of Library Collection Items.

(I) Hard copy books

1. Books or materials with content consistent with the Library's Collection, Acquisition, and Development policy.
2. Books with missing pages or physical damage, or books that are no longer usable or have lost their usage value.
3. Books still available on the market that require repairing or rebinding at a cost higher than the price of simply buying a new copy.
4. Books that the Library Collection already possesses in an alternative form (such as in an electronic or microform format), and whose paper copy has already lost its usage or preservation value.
5. Old versions of books, with new versions that include all of the information in these old versions already in the Library Collection.
6. Duplicate copies exceeding the number of copies allowed under Library rules.

7. Books that have not been checked out in over five years. Exceptions can be made for books that have been evaluated to still possess usage value.
8. Books that violate the Copyright Act.
9. Books that have been loaned out and lost, and for which compensation for the loss has already been paid.
10. Older books with newer versions that have already been added to the Library Collection, but which still retain academic value, should be preserved in the Library Collection.
11. Books with only a single copy in the Library Collection shall not be discarded, apart from those books that have been evaluated and found to no longer have any usage value.

(II) Hard copy periodicals

1. Extra copies of a periodical.
2. Individual periodical volumes whose full content can already be found in a periodical compilation.
3. Single-volume unbound and bound periodicals whose electronic versions have already been subscribed to and for which the Library owns permanent usage rights to (such as periodicals guaranteed by a contract to be permanently free for use, or that can be freely-accessed for a small fee).
4. Unbound periodicals ordered in the current period shall be preserved in the Library Collection for one year (Chinese magazines shall be preserved for six months), after which they shall be disposed of.
5. Newspapers shall not be preserved.
6. Periodicals gifted by government organizations or University units whose full content can be accessed online shall have their hard copies discarded.
7. The hard copy of a bound periodical shall be discarded if it can be found in a database whose back files have been purchased, and the Library owns permanent usage rights to this content.

(III) Multimedia materials

1. Multimedia materials with noticeably poor playback quality that heavily impacts their use can be discarded.
2. Older-style CDs that have become unusable shall be requested to be re-procured if they have been evaluated to have usage value.

## **VII. Interlibrary Cooperations**

Electronic materials are mainly procured through consortium purchases. Additionally, collaborations between the Library and other libraries also affect the selection of books and materials. The main interlibrary cooperation organizations that the Library is participating in include, but are not limited to:

- (I) Interlibrary Cooperation Association: The Library has the right to loan and duplicate items from other libraries across the country, and has the obligation to provide these same services to other libraries in the Association. The Library is also obligated to update the United National Periodicals Index with information on items in the Library Collection.

- (II) The Library is a member of the CONSortium on Core Electronic Resources in Taiwan (CONCERT), and procures materials databases, electronic periodicals, and abstract databases both domestically and internationally. The Library shall procure as many electronic materials as possible, based on its budget restrictions, creating and effectively utilizing cooperative procurement projects. In the future, the Library shall strive to create a core database for cooperative purchasing by all university libraries in the country.
- (III) The Library is a member of the Taiwan Academic E-Book & Database Consortium (TAEBDC), which uses cooperative purchasing to lower the cost of procuring e-books and electronic materials, creating a collaborative system where participating college or university libraries split the cost of purchasing e-books, and allows for these e-books to be accessed by all members after procurement. This expands the Library's collection of e-books, raising education and research quality.
- (IV) The Library is a member of the Taiwan E-books Supply Cooperative Limited (TEBSCo). Under this organization, the Library contributes to the creation of a shared Chinese e-book collection, providing the information required for academic research and exploring fields of knowledge.
- (V) The Library is a member of the Digital Dissertation Consortium (DDC), the largest Western-language digital dissertation consortium in the Taiwan and Hong Kong region. Under this consortium, the Library contributes to the creation of shared digital dissertation materials, allowing it to provide better information services.
- (VI) The Library is a member of the Physics Research Promotion Center (PRPC) electronic periodicals consortium. The consortium collectively purchases periodicals published by AIP, APS, IOP and OSA, and makes these materials available for online lookup and reading to its members, composed of academic units. Joining this consortium allows the Library to quickly and conveniently access electronic periodicals, taking advantage of their digital format.
- (VII) The Library is a member of the Ministry of Science and Technology's Chemistry Promotion Center, a consortium for electronic periodicals. The consortium collectively purchases electronic periodicals published by the American Chemical Society (ACS) and the Royal Society of Chemistry (RSC).
- (VIII) The Library has established regional consortiums with universities based in the same region, and procured the core periodicals databases of each university, establishing a collaborative system for sharing periodicals. The Library may consider unsubscribing from periodical databases that have increased excessively in price that period, or that are rarely accessed. The Library shall then request collaborating universities to send these periodicals to the University through document delivery services, and fully duplicate the content of these periodicals.
- (IX) The Library is a participant in the Rapid ILL project, engaging in interlibrary cooperations focused on periodical literature with other universities across the world.

## **VIII. Assessment of Collections and Acquisitions**

In order to ensure that the Library Collection is able to meet the NTNU Libraries' development needs and the needs of its users, the NTNU Libraries regularly carry out evaluations of the Library Collection. Collections relevant to each academic field or department shall be evaluated separately, and evaluation methods include the following:

- (I) Quantitative evaluations: Please refer to and apply the formula for quantitatively evaluating library collections described in the Ministry of Education's Standards for University and College Libraries
- (II) Qualitative evaluations: Using the list-checking method, evaluate the Library Collection by checking the books in the collection against a standard index of books.
- (III) Circulation analysis: Use the Library's circulation models in its automated system to analyze patron preferences for book types.
- (IV) Patron surveys: Use patron satisfaction surveys to understand how satisfied patrons are with the Library Collection, and to collect suggestions for improvement.

#### **D. Implementation of and Amendments to the Collection, Acquisition, and Development Policy**

This Library Collection, Acquisition, and Development Policy has been approved by the Library Affairs Meeting. The same shall apply to all subsequent amendments.