

# Ming Chuan University Procedures for Purchasing Library Books

Passed at the Library Committee Meeting on January 8, 2004

Revised and Passed at the Library Committee Meeting on June 2, 2005

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## **Chapter 1 General Provisions**

Article 1 Ming Chuan University Procedures for Purchasing Library Books (herein refer to as these procedures) were established for a complete library resource purchasing system to effectively support research needs for faculty members and students.

Article 2 Passed by the Ming Chuan University Budget Review Committee Meeting, the library drafts the books budget every year in accordance with the institution's development needs to process every purchase of library resources.

Article 3 The library materials referred to in these procedures mainly includes books, journals, electronic resources, non-book materials and out-sourced cataloging.

Article 4 These procedures are the basis of request, purchase, examination and reimbursement of library resources for faculty, staff and students of each academic unit, administrative unit and the Library.

## **Chapter 2 Book Requests (non-book materials included)**

Article 5 The requests for purchasing Library resources should be processed by filling out a Book Recommendation Form online via Library website or in writing by the applicant, and then submitted to the library for review and sent to the president for approval. Purchase will be made after approval by the president. If the material is too old, price is extraordinarily high or the content is very specialized, the Library may consult the administrator

of the applying unit for a point of reference.

Article 6 When attending meetings or visiting abroad, full-time faculty members can assist the library in purchasing conference proceedings or materials which the library does not yet possess. The aforementioned purchasing procedures must be made up upon return; this type of purchase is limited to five volumes and the total amount shall not exceed 30,000 NTD.

Article 7 The amount of Library material to be purchased are two copies of each recommended Chinese book, and one copy of each Western book. The location of the new purchase will be decided in accordance with school and department professional needs or book categories. If there are any special factors or many people reserve the same book, more copies of some books may be purchased based on the actual situation. Based on the needs, there are no limitations on the copies of general periodicals. For professional periodicals, the location of the new purchase will be decided in accordance with school and department professional needs or material categories and, in principle, no second copy will be purchased.

Article 8 In principle, the following Library materials will not be purchased.

1. Publications that violate copyright
2. Non-book materials for which there is no published version or have not been granted legal authorization
3. Materials with pornographic, violent, immoral content, those which incite illegal behavior or are not appropriate for collection.

Article 9 Purchasing with special project funding

1. If library materials are purchased for the university through other funds, such as government commissioned special research projects for example, the library materials that have been purchased should be submitted to the library for cataloging in accordance with the funding unit's request. In order to facilitate progress of the project, the project's principal investigator may purchase the library materials as needed within the approved amount. The purchasing procedure should be completed at least two months prior to the end of the project.
2. Upon completion of such projects as mentioned in the previous Article, the

principal investigator of the project can keep all purchased materials for up to one year. When the materials are due, or the principal investigator of the project leaves the university, the library materials should be submitted to the library for collection. If the cover or any pages are damaged, scribbled on, or marked in such a way as to affect other users rights, the above-mentioned materials should be replaced in accordance with the procedures for making compensation.

### **Chapter 3 Purchasing**

Article 10 For purchasing of 1,000,000 NTD and above, when the funding is provided by governmental organizations, the purchasing should be handled in accordance with relevant laws of the Government Procurement Act; when the funding is not from governmental organizations, suppliers shall be summoned for price competition or price negotiation, and the president-assigned convener shall summon meeting(s) with relevant units and submit the results for approval.

Article 11 If the purchase total 30,000 NTD or more and less than 1,000,000 NTD, three suppliers (including inter-entity contracted suppliers) should be invited for price/discount competition or price/discount negotiation.

Article 12 For purchase amounts of less than 30,000NTD, at least one supplier should be invited for price quote and then price competition or price negotiation should be carried out.

Article 13 If the item is sold by an exclusive supplier or is an exclusive product, purchasing should be handled through price negotiation.

### **Chapter 4 Inspection, acceptance and closing the case**

Article 14 When the Library inspects and accepts library materials, for procurement cases under 1,000,000 NTD, relevant staff of Library is responsible to confirm the title, specifications (including system tests when necessary) and quantity of the purchased item to complete the inspection procedure; for procurement cases 1,000,000 NTD and above, an official document

must be sent to the president for assigning a chief inspector, and the library and relevant personnel are to complete the inspection and acceptance procedure together.

Article 15 Resources purchased by special project investigator or upon approval by these procedures must be sent, along with the recommendation sheet and procurement documents, to the Library upon inspection and acceptance for the Library to arrange library resources and carry out inspection, acceptance and reimbursement.

Article 16 The cases of periodicals are closed and sent for approval when the inspection and acceptance procedures and the refund procedure for omissions or terminated issues are completed.

#### **Chapter 5 Reimbursement and approval**

Article 17 After inspecting and accepting the purchased resources, related claim voucher is submitted for reimbursement processing to the Controller's Division.

#### **Chapter 6 Implementation and Revision**

Article 18 Matters not covered in these procedures will be dealt with in accordance with the relevant university regulations.

Article 19 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.