

# Ming Chuan University Library Materials Disposal Guidelines

Passed at the Library Committee Meeting on December 18, 2008

Revised and Passed at the Library Committee Meeting on December 26, 2013

1. In order to conserve library space and maintain an up-to-date and applicable library collection to achieve greater accessibility, Ming Chuan University Library Materials Disposal Guidelines were established as a basis for materials discard and disposal.
  
2. Library materials are discarded and disposed of for the following reasons: lack of collection value, obsolescence, irreparable damage, insufficient use or confirmed as missing.
  
3. Criteria for Discard and Disposal of Library Materials:
  - A. Books
    - (1) Books which are damaged, worn out, irreparable and determined to be not worth preserving.
    - (2) Lost or damaged library materials for which borrowers have completed compensation procedures.
    - (3) Additional duplicate copies which exceed library collection principles.
    - (4) Materials that are unnecessary or outdated for research or study. Materials in special collections are not subject to this restriction.
    - (5) Materials obsolete for more than 10 years and that can be replaced by current materials.
    - (6) Materials irreparably damaged by a natural disaster or other force majeure.
    - (7) Lost items that cannot be found after 5 years of inventory check.
  
  - B. Periodicals

- (1) Bound journals which are duplicates of those already in the collection.
- (2) Non-academic journals which have been in the collection for over two years.
- (3) *Complimentary* copies of non-academic *journals* which have been in the collection for over a year and are freely accessible via the Internet.
- (4) Single editions of journals which can be found in a complete set in the library collection
- (5) Newspapers which have been in the collection for over three months.

C. Non-book materials:

- (1) Irreparably damaged materials that cannot be used anymore.
- (2) Lost items that cannot be found after 5 years of inventory check.
- (3) Materials that can be replaced by other non-book materials.
- (4) Materials for which there are no longer any compatible machines to access.

D. Electronic Resources

- (1) An operating system that is no longer available or inaccessible due to updating.
- (2) Resource for which the text is unreadable because of damaged hardware.
- (3) Electronic resources which the system can no longer access.
- (4) Materials for which another resource offers more comprehensive coverage.
- (5) Materials for which the subscription has been terminated and access is no longer available.

4. Quantity control principles for discard and disposal:

- A. In accordance with Library Act, libraries and branch libraries may discard and dispose of up to a maximum of 3% of their total collection each year.
- B. The total quantity of discarded and disposed of materials of a year cannot exceed the total registered property of the previous year, in principle.

5. Property disposal procedure:

- A. Create a list: Draft a property disposal list based on these guidelines.

B. Send for approval: Disposal list is to be counter-signed by relevant units and sent to the president for approval.

C. Write-off: Approved disposal list is sent to Acquisitions and Cataloguing Section of Library to complete for write-off procedures.

D. Report property diminution: Acquisitions and Cataloguing Section of Library creates a "Property Modification Registration Form" and submits to Controller's Division for them to report the modification of property to the oversight entity.

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