

Ming Chuan University Procedures for Managing Library Materials in Collections Outside Library

Passed at the Library Committee Meeting on December 30, 2004

- Article 1 Ming Chuan University Procedures for Managing Library Materials in Collections Outside Library were established to allow departments and graduate programs to apply to keep a portion of books, journals and video collections belonging to the library in their own departments.
- Article 2 Graduate programs or departments may take possession of some library materials based on the professional needs of their own units. Approval must be granted by the library, and such transfers of materials may not affect library collection development project and policies. Students and faculty members will be able to borrow and return books in the collection..
- Article 3 The library has priority for use of materials which are kept outside the library when there is urgent need.
- Article 4 Each departmental unit should appoint persons to manage relevant materials, including users' borrowing and return records. In the case of any personnel changes, persons in charge should ensure that information and records of borrowing and returning books have been brought up to date, and handed over. The Readers' Service Section should be informed of such changes.
- Article 5 The access hours for materials kept in various departmental units should be as consistent as possible with the library opening hours to facilitate the borrowing and returning of books.
- Article 6 In principle, the library will visit each department with other relevant persons to take an inventory during every summer vacation. Such inspections may also be made on an irregular basis depending on actual needs.
- Article 7 The library may recall materials which are kept in various departments if the collection has been mismanaged, if high rates of loss have occurred, if books have been severely damaged, or if users give negative feedback.
- Article 8 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented.