

Mingdao University Library - Book donation process & incentive

民國104年1月6日1041600002號簽陳校長核定

民國103年12月30日行政會議修訂通過

97年5月20日96學年第二學期第12次行政會議通過

1. To encourage readers to actively donate books and information to enrich the library collection, to provide students reading. The library specially formulated the Mingdao University Library book donation process and incentives.

2. Principles of book donation:

Book donations are based on the principle of beneficial teaching and physical and mental cultivation. In order to maintain the quality of the donated books, the books are mainly written in both general and academic Chinese and Western languages.

Computer type books within two years (software category to 1 year) based.

However, one of the following circumstances is inadmissible:

- a. The content has been discredited, not academic and reference value
- b. Illegal, Prohibited, Pirated, or Violating the Provisions of the Intellectual Property Law.
- c. Violation of damage, moldy, long borers and other unbearable use, notes, crossed serious or incomplete.
- d. The content of the book is harmful to the physical and mental health, and remarks are contrary to public order or good customs.
- e. Sporadic single issue periodicals, newspapers, promotional materials, catalogs of publishers or booklets of less than 50 pages.
- f. Several sets of books or books of attachment are incomplete.

- g. The senior high school with all levels of school textbooks and reference books.

3. The way of books donate:

- a. When donating books, donors should inform or indicate their names, organization and contact information.
- b. Scattered donors: Please send the book materials directly to our service counters or send them by e-mail to:

(523) No. 369 Wenhua Road, Yuantou Township, Changhua County, and "Ming Tao University Library", and indicated in the e-mail package "Donation Books".
- c. A large number of book donors, can notify the library to send someone to take a book.

4. Book donation incentives:

- a. After accepting donated books, the library publicly praised the library website. And in the book indicate the donor's name, stamp acknowledgment.
- b. Every year donated a total of 100 books or precious materials, the library will give the Certificate of Recognition. (*Statistics of the number of books and the identification of precious books will be examined and approved by the library shall prevail.*)

5. Book donation approach:

- a. At the beginning of each semester, the library will count the number of donations and make a list of donations and register the list of donation books on the library website.
- b. The library has the right to the donor's book: screening, elimination or transfer and other ways to maintain the quality of collection
- c. The same book, the collection of two copies of the principle. Such as donated books, the library already has this collection, and of the considerable reference

value, the library may be donated to other library collections in need.

- d. Donated books, no special room or a special shelf display preservation.

However, rare books or rare commemorative publications, depending on the actual circumstances of the flexible treatment.

- 6. The Measures are approved by the Executive Council and approved by the president.