**NATIONAL TAIWAN UNIVERSITY LIBRARY**

**Principles for the Management of Donated Publications and Resources**

 January 25, 1994 Passed by the Collection and Curation Committee

 March 14, 1996 Amended by the Collection and Curation Committee

 March 21, 1996 Passed by the Meeting on Expanding Library Affairs in March 1996

 July 10, 1996 Amended by the Collection and Curation Committee

 July 18, 1996 Passed by the 8th Library Report Meeting

 November 26, 1996 Passed by the Meeting on Expanding Library Affairs in November 1996

 December 19, 2006 Passed by the 232nd Library Report Meeting

1. The National Taiwan University Library (“NTU Library” or “the Library”) formulates the NTU Library *Principles for the Management of Donated Publications and Resources* (“the Principles”) to effectively manage donated publications and resources.
2. The Library’s Acquisitions and Cataloging Division shall be responsible for handling donated publications and resources, with assistance provided by other divisions, departments, offices, and branches as necessary.
3. In principle, the Library may accept all types of publications and resources that are conducive to teaching and research, with the following exceptions:
4. The donated publications or resources are of a time-sensitive nature and are no longer of any value as academic references.
5. The donated publications or resources are unauthorized copies or otherwise potentially in violation of the *Copyright Act*.
6. The Library already owns copies of the publications or resources.
7. The donated publications or resources are severely damaged.
8. Markings, such as notes, personal thoughts, or underlines, have been made on the donated publications or resources.
9. Certain volumes, issues, or items are missing from a donated book set or book series.
10. Other publications or resources that are inconsistent with the Library’s collection and curation policies.

In the event of dubiety or inability to reach an agreement, the Acquisitions and Cataloging Division may invite the relevant units to reach a resolution.

1. Benefactors shall leave their contact information with the Library. The Library will send a letter of appreciation upon acceptance of the donation and will indicate the benefactor’s name on the donated publications or resources.
2. Donations of rare and high-value publications and resources or donations valued at NT$1,000,000 or more shall be handled in accordance with the following principles:
3. The determination of the rarity and value of publications and resources shall be made by a panel composed of representatives from the relevant units and expert consultants invited by the Library.
4. In addition to the procedures applicable to regular donations, each donated rare or high-value publication/resource may be affixed with a donation stamp, and an Ex Libris notation may be added as a sign of appreciation.
5. The Library may determine where donated publications and resources are stored and how they are displayed. The Library may also dispose of such publications and resources, transfer them to third parties, or handle them in any way it deems fit at its sole discretion. Donated publications and resources that have been included in the Library’s collection shall be handled as general publications and resources held by the Library.
6. The Principles shall be passed by the Library Report Meeting and then implemented.