

Principles for TMU Library Collection Recommendations

Established and approved in the library committee meeting held on December 29, 2006
Amended and approved in the library committee meeting held on December 3, 2008
Amended and approved in the library committee meeting held on December 4, 2013
Amended and approved in the library committee meeting held on June 19, 2018

- Article 1 In addition to purchasing various resources in accordance with the collection policy and resolution of the library committee, the Taipei Medical University Library has established collection recommendation channels to meet the needs of teaching, research, and students' coursework. To ensure the impartiality and transparency of the recommendation review process, the library has enacted the Principles for TMU Library Collection Recommendations (hereinafter "the principles").
- Article 2 All faculty, staff, and students of the university and affiliated hospitals may recommend various resources based on their respective research and teaching needs.
- Article 3 The recommended content regulated by the principles includes books, journals, multimedia materials, and electronic resources.
- Article 4 The principles for handling various resource recommendations are as follows:
1. Books, which are divided into professional and nonprofessional books.
 - (1) Professional books: referred to the library coordinators of each department, who review the recommended books according to the budget allocation quota decided by the library committee, after which the books are submitted to the unit supervisors for approval.
 - (2) Nonprofessional books:

Preliminary review: The preliminary review shall be conducted by the library according to the following principles:

 - I. Books that cost less than NT\$2,000.
 - II. Books published within the last 2 years.
 - III. Books that are in line with the library's principle of not purchasing duplicates.
 - IV. Books that do not meet the aforementioned principles shall be subjected to a secondary review if it is approved in the library affairs meeting.

Secondary review: The secondary review by the book selection committee requires the approval of more than three committee members. The committee consists of four teacher

representatives from different disciplines, the chairperson of the student association, and the president of the student council, all of whom are appointed by the library director with a 2-year term.

2. Multimedia materials:

- (1) Professional: referred to the library coordinators of each department for review, after which they are submitted to the unit supervisor for approval.
- (2) Nonprofessional: Following the library's preliminary review, the materials shall be subjected to a secondary review by the multimedia materials selection committee, requiring the approval of more than three committee members. The multimedia material selection committee is composed of four teacher representatives from different disciplines, the president of the student council, and the chairman of the student representative council, all of whom are appointed by the library director with a 2-year term.

3. Electronic resources: E-books, e-journals, and databases

- (1) New subscription: Recommended by the library coordinators of each department and approved by the unit supervisor, and may be purchased upon approval by the library committee.
- (2) Renewed subscription: The collection development committee of the library submits the usage data to the library committee for approval.

4. Journals

- (1) Professional journals: Recommended by the library coordinators of each department and approved by the unit supervisor.
- (2) Leisure journals: Recommended by readers and approved in the library affairs meeting.

Article 5 The procurement of new collections may only commence after the recommendation applications have been reviewed in accordance with the aforementioned principles.

Article 6 The principles are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.