

## **Library Collection Recommendation Service Guidelines**

### 1. Scope of Application:

The library collection recommendation service covers faculty, staff and students of the University.

### 2. Recommendation Principles:

- i. The Library is an academic library. Recommended items that support academic research will be purchased in priority.
- ii. Before making any recommendation, please first search the WebPAC (Web Public Access Catalog) of the Library. For any item not yet included by the Library, we welcome your recommendation. However, recommendations for western professional periodicals should be made to the relevant departments.
- iii. For a course reserved book, please link to "course reserves" webpage.
- iv. Please complete the book title, author, ISBN/ISSN number, publisher/year of publication to expedite the purchase process of the collection.
- v. Each person may recommend up to 5 books every month.

### 3. Processing Principles:

- i. Recommendations for an item in a professional discipline will be forwarded to the relevant department for determination.
- ii. When you recommend an item, you can also apply for the first person to make a reservation. The amount of reserved books for each person shall be in accordance with the borrowing rules of the Library.
- iii. After the Library approves your recommendation, the system will send an email to notify you about the approval result. You can also log in to the system to check the approval result of your recommended book.
- iv. The Library will make purchases in accordance with the accounting purchase schedule of the University (January – October of each year). The library purchase recommendation system will be closed temporarily during the account closing period of every year (October to December).