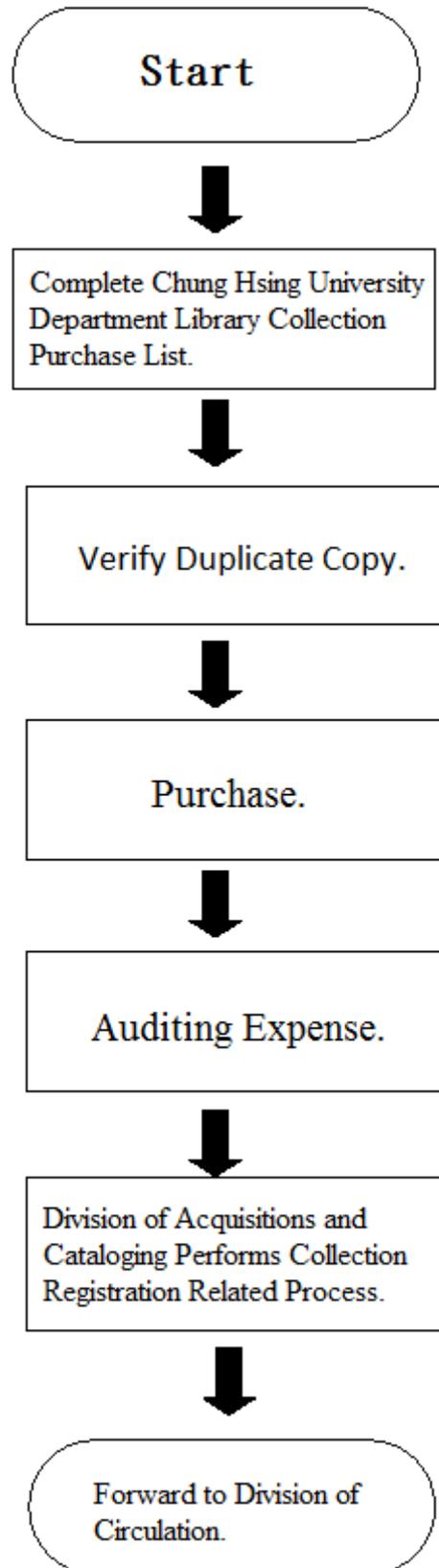


☒ Department requests for Library Collection Purchases Process Flow



Explanation of Department Library Collection Purchase Process Flow

I. Complete “Chung Hsing University Department Library Collection Purchase List”

(I) Please complete separate forms for Chinese and Western books. Please complete all required columns. Email forms to the email box of Chinese and Western collection purchasing staff respectively in order to facilitate verification of duplicate copies.

(II) Contact Information

1. Chinese language collection : Ms. Jung-Jung Chen (campus extension 290-125, email: ronda@dragon.nchu.edu.tw)
2. Western language collection: Ms. Chia-Chi Chen (campus extension 290-122, email: akino@dragon.nchu.edu.tw)

II. Verification of Duplicate Copies

In order to achieve best utilization of budgetary resources of the University, regardless of the amount of the purchase request, the Division of Acquisitions and Cataloging should first be notified to verify duplicate copies in order to reduce the duplicate purchase of books. The results of duplicate copy verification will be notified by email.

III. Purchase

(1) The department informs the Division of Acquisitions and Cataloging to confirm whether there are duplicate copies.

Please attach the price quotation list (including required columns such as book titles, authors, ISBN, year of publishing and prices, etc.) and email the “Chung Hsing University Department Library Collection Purchase List” to the email box of Chinese and Western language collection purchasing staff respectively to facilitate system registration by batch.

(2) If the department confirms that the purchase of duplicate books is necessary following evaluation, the reason for purchase should be specified in the application and the seal should be affixed in order to facilitate approval by the accounting department.

(3) In order to shorten the time of purchase, the department should ask the cooperating book vendor to email the MARC file (ISO format) to the Division of Acquisitions and Cataloging by email when the application is submitted.

(4) After the Division of Acquisitions and Cataloging converts the purchase application into purchase order, it will notify the department to require the book vendor to include the purchase batch number and purchase order number of each book in the shipping list.

IV. Auditing Expense

(1) Please first contact the Chinese and Western language collection purchasing staff to confirm delivery time and submit the books, shipping list and approval to the division to confirm the quantity of books and relevant matters such as the shipping list and property

registration. If any book is out of stock, the book vendor should be asked to issue proof of book.

- (2) For research books purchased under research project funding, long-term borrowing may be applied until the end of the research project in accordance with the Rules for Teacher Research Books Long-Term Borrowing Application of the library. If any department teacher has this requirement, please submit the “Teacher Research Book Long-Term Borrowing Application Form” together with the purchase application so that the books will be forwarded to the Division of Circulation for long-term borrowing.
- (3) Purchase and approval procedures for any purchase below 10,000 dollars may be processed at the same time. The above process flow will apply.

V. Book Registration by Division of Acquisitions and Cataloging

After the books are accepted, the Division of Acquisitions and Cataloging will perform books processing, registration and cataloging.

VI. Transferred to Division of Circulation

After the Division of Acquisitions and Cataloging completes the relevant procedure, the books will be transferred to the Division of Circulation. The Division of Circulation will notify the department to verify the collection depending on whether the books will be included in the Library’s collection or the collection of the department library.