**高雄醫學大學圖書資料徵集作業要點**

**Kaohsiung Medical University**

**Directives for Acquiring Books and Materials**

104.06.11 103學年度第11次行政會議通過

June 11, 2015 Passed by the 11th Administrative Meeting of the Academic Year 2014

104.07.02 高醫圖資字第1041102101號函公布

July 2, 2015 Promulgated via the KMU official letter Tu Tzu Tzu No. 1041102101

109.03.26 108學年度第2次圖書館委員會通過

March 26, 2020 Passed by the 2nd Library Committee Meeting of the Academic Year 2019

109.07.09 108學年度第12次行政會議通過

July 9, 2020 Passed by the 12th Administrative Meeting of the Academic Year 2019

109.07.30 高醫圖資字第1091102299號函公布

July 30, 2020 Promulgated via the KMU official letter Tu Tzu Tzu No. 1091102299

1. 本校圖書館館藏資料以支援教學、研究為主，為滿足師生教學研究需求，訂定本要點。

Article 1 Kaohsiung Medical University (KMU or “the University”) formulates the KMU Directives for Acquiring Books and Materials (“the Directives”) to acquire books and materials for teaching and research purposes to meet the needs of teachers and students.

1. 當學年度圖書資料預算及訂購項次需經圖書館委員會(以下簡稱圖委會)會議審議。

Article 2 The acquisition budgets and items to be ordered of an academic year shall be reviewed by the Library Committee (“the Committee”) through meetings.

1. 圖書資料：

Article 3 Books and materials:

1. 徵集原則：

1. Principles of acquisition:

1. 圖書應具版權頁。
2. All acquired books shall include a copyright page.
3. 以新穎性(醫學相關領域專業用書五年內、電腦圖書三年內、基礎電腦圖書五年內出版者)、具參考或學術性為收藏原則，如遇特殊領域無新版或具保存價值之圖書，則不在此限。
4. Acquired books shall be in the latest editions (professional medical books published within the past 5 years, computer books published within the past 3 years, and basic computer books published within the past 5 years) and feature reference value or academic significance. However, this does not apply to books from specific fields that do not have the latest editions or books with preservation value.
5. 工作年報、報告書、學報、政府出版品等資料，以本校相關課程與科系研究主題為收藏範圍。
6. Materials such as annual reports, written reports, scholarly journals, and government publications shall be relevant to the courses and research topics of the University.
7. 僅收藏本校博碩士畢業論文。
8. The collection of dissertations and theses is limited to works by the University’s students.
9. 同一版本圖書以不超過二冊為原則。
10. No more than 2 copies of the same book in the same edition shall be acquired.
11. 各系所推薦購買圖書資料，需經該單位一級主管核可。
12. Books and materials recommended by departments and graduate institutes shall be approved by their respective first-level supervisors.
13. 上課指定用書另定之。
14. Principles of acquisition for course reserves textbooks are stipulated separately.
15. 顧及圖書資料利用之時效性，授權圖書資訊處(以下簡稱圖資處)得依徵集原則，於預算內購置。

2. To ensure timely access to books and materials, the Office of Library and Information Services (“the Office”) is authorized to purchase books and materials within the allocated budget in accordance with the principles of acquisition.

四、期刊及資料庫：

Article 4 Journals and databases:

1. 徵集原則：

1. Principles of acquisition:

1. 以本校相關系所及通識學科領域為訂購範圍。
2. Journals and databases shall be relevant to the subjects of the departments, graduate institutes, and general courses of the University.
3. 期刊收藏型式以電子優先，紙本次之，如有特殊情況另作考量。
4. Except in special circumstances, priority for the collection of journals shall be given to electronic formats, with paper-based formats as the secondary option.
5. 讀者推薦需填寫薦購表，並經單位一級主管核可。
6. Readers shall fill out a recommendation form to suggest the purchase of journals or databases. The recommendation shall be approved by the first-level supervisors of their departments or graduate institutes.
7. 新訂評估原則：

2. Evaluation principles of new subscriptions:

1. 讀者推薦、高被引或試用良好之期刊及資料庫經圖資處評估後，提報圖委會會議審議通過後訂購。
2. Journals and databases that are recommended by readers, highly cited, or show good trial results shall be evaluated by the Office and then submitted to the Committee Meetings for review and approval before a subscription can be made.
3. 評估項目：
4. Evaluation criteria:
5. 館藏是否已有類似資源
6. Confirm if there are similar resources in the collection of the library.
7. 影響指數(Impact Factor)或領域排名
8. Confirm the Impact Factor or category ranking.
9. 試用期間之統計資料(下載或使用次數)
10. Review the statistical data (times of downloads or uses) during the trial period.
11. 點擊非訂購資源之被拒次數
12. Review the number of rejected clicks on non-subscribed resources.
13. 向外申請館際合作件數
14. Review the number of applications to external libraries through interlibrary cooperation.
15. 價格
16. Prices.
17. 續訂評估原則：

3. Evaluation principles of renewed subscriptions:

1. 續訂期刊及資料庫經圖資處評估後，提報圖委會會議審議通過後續訂或刪訂。
2. Journals and databases whose subscriptions are about to expire shall be evaluated by the Office and then submitted to the Committee Meetings for review and approval before a renewal or cancellation of the subscriptions can be made.
3. 評估項目：
4. Evaluation criteria:
5. 館藏是否已有類似資源。
6. Confirm if there are similar resources in the collection of the library.
7. 單篇下載價格低於館際合作成本、下載或使用次數。
8. Confirm whether the cost of downloading a single article is lower than that through interlibrary cooperation and review the number of downloads or uses.
9. 每年漲幅價格10%以下為原則。
10. Consideration will be given to those with an annual price increase of 10% or below.
11. 學科領域排名前50%以內。
12. Consideration will be given to those ranked in the top 50% of subject category rankings.

五、多媒體資料：

Article 5 Multimedia materials:

1. 徵集原則：

1. Principles of acquisition:

1. 同一版本多媒體資料以不超過一件為原則。
2. No more than 1 copy of the same multimedia material in the same edition shall be acquired.
3. 各系所推薦購買多媒體資料，需經該單位一級主管核可。
4. Multimedia materials recommended by departments and graduate institutes shall be approved by their respective first-level supervisors.
5. 顧及多媒體資料利用之時效性，授權圖資處得依徵集原則，於預算內購置。

2. To ensure timely access to multimedia materials, the Office is authorized to purchase multimedia materials within the allocated budget in accordance with the principles of acquisition.

六、報紙資料：

Article 6 Newspapers:

1. 以綜合性報導為主，專門性報導次之。
2. Priority will be given to newspapers with comprehensives news reports and then to those with specialized news reports.
3. 以續訂為原則，新訂或刪訂由圖資處處務會議決議。
4. Priority will be given to newspapers with subscriptions that are to be renewed. Any new subscriptions or cancellation of subscriptions shall be determined by the Office through office affairs meetings.

七、本要點經圖書館委員會、行政會議審議通過後，自公布日起實施，修正時亦同。

Article 7 The Directives shall be passed by the Library Committee Meeting and Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments.