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National Taipei University of Education Guidelines for Book Donation

Passed by Library Conference on

February 24, 2014

[Article 1] National Taipei University of Education Library (hereinafter referred to as “the library”) welcomes your donation and set out this guideline in order to efficiently deal with books or other materials.

[Article 2] The library welcomes your donated books, periodicals, audio-visual materials and all different materials as below:

1. Books in good condition and published in accordance with copyright law. We cannot use damaged books (e.g., broken bindings, missing pages, excessive writing in the text).
2. Commercially published media (e.g., CDs, DVDs)Commercially published media (e.g., CDs, DVDs).
3. Complete set of book, whole period of journal and magazine are welcome.
4. The library reserves the right to refuse a gift that duplicates or fails to add significantly to library collection’s scope or holdings.

[Article 3]All the donated books and materials will be recorded as “gift”, and will be added to the library's collection or given away to help enhance our services and programs.

[Article 4]Donors may request the thank-you letter in reward of their donation.

[Article 5] Acquisition & Cataloging division of NTUE Library is responsible for dealing with the donated books and materials.

[Article 6]The guideline shall come into effect from the date of promulgation.

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