# 國立高雄餐旅大學圖書資訊處圖書資源發展政策
# NKUHT Policy for Library Resources Development

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Approved by the 1st University Council Meeting of the 2014 Academic Year, Dec 25, 2014 (Final section amended)
108年4月22日配合本校組織規程教育部臺教技(二)字第1080055537號函核定修正(組織名稱、職稱變更)
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## 壹、目的

為使國立高雄餐旅大學圖書館館藏規模、廣度及深度得以在穩定中成長，充分發揮其在教學與研究中支援的角色及功能。並於進入電子圖書館時代，為迎接數位化館藏的建立做準備，使圖書資訊處(以下簡稱本處)得以配合餐旅專業館藏特色的發展，提供符合國立高雄餐旅大學(以下簡稱本校)師生的需求與服務，讓圖書館成為本校教學研究資源中心，特訂定本處之圖書資源發展政策。

## Section I: Purpose

To ensure steady growth in scale, breadth, and depth of the collection at National Kaohsiung University of Hospitality and Tourism (NKUHT) Library, and to fully leverage its supporting role and function in teaching and research; furthermore, to prepare for the establishment of digital collections in the digital library era, enabling the Library and Information Services Office (hereinafter "the Office") to develop specialized hospitality collections and provide services meeting the needs of faculty and students, thereby establishing the library as the University's teaching and research resource center, these Library Resources Development Policy are hereby formulated.

## 貳、依據

一、 圖書館法

二、 大學圖書館設立及營運基準草案

## Section II: Legal Basis

1. Library Law
2. Draft Standards for the Establishment and Operation of University Libraries

## 參、任務

一、 配合本校中長程校務發展計劃，以建立餐旅諮詢研究中心為目標。

二、 支援教學活動及研究計劃。

三、 培養學生閱讀習慣及搜尋、組織與運用資訊的習慣及能力。

四、 建立具學術價值之餐旅專業館藏特色。

五、 提供數位化館藏資源的環境與服務。

Section III: Missions

1. Aligning with the University's medium- and long-term development plans with the objective of establishing a hospitality consultation and research center.
2. Supporting instructional activities and research projects.
3. Cultivating students' reading habits and their abilities to search, organize, and utilize information.
4. Developing a specialized hospitality collection of academic significance.
5. Providing an environment and services for digital library resources.

## 肆、館藏學科範圍

一、 以本校成立之系所學科為優先蒐藏範圍，其他相關學科為次要蒐藏範圍。

二、 為有效使用及傳遞電子資訊資源，將循序發展數位化館藏及遠距圖書資訊服務。

三、 各系所學科範圍館藏之類別，主要依據賴永祥中國圖書分類法、杜威十進分類法（Dewey Decimal Classification，DDC），作為各系所所需館藏之發展參考。

四、 受限經費而無法完整收藏的館藏，以參與聯盟等合作方式取得館外資源。

Section IV: Subject Scope of Collection

1. Academic disciplines of established departments and graduate institutes serve as primary collection areas, while related disciplines serve as secondary collection areas.
2. To effectively utilize and disseminate electronic information resources, digital collections and distance library services will be developed progressively.
3. Classification of subject areas relies primarily on New Classification Scheme for Chinese Libraries and the Dewey Decimal Classification (DDC) as guidelines for departmental collection development.
4. Materials that cannot be fully acquired due to budget limitations shall be accessed through consortia participation and interlibrary cooperation.

## 伍、各類型資料的蒐藏政策

一、 一般性政策

(一)符合著作權法。

(二)合乎館藏發展目的及學科範圍。

(三)不蒐藏複本為原則，特殊教學研究需求及圖書資訊館業務用書除外。

(四)不蒐藏兒童類及限制級之圖書期刊與視聽資料，但與教學相關之教材不在此限。

二、 蒐集政策

(一) 一般圖書蒐藏政策

1. 系所之基礎型、學習型及研究型專業圖書。
2. 非校內相關學門之基礎型及學習型專業圖書。
3. 為培養學生文化素養，具有知識性、啟發性、文化性及休閒性圖書。
4. 其他注意事項：
   (1)以最新版本為主要採購對象。
   (2)電腦書以近二年內最新版本之出版品為選擇原則。
   (3)本校研究生之博碩士論文及教師著作應至少保留一份於圖書館，並設專區蒐藏。
   (4)隨書附贈之磁片光碟，列為書後附件蒐藏。
   (5)五十頁以下小冊子不收錄；圖書高度低於 17 公分以下者不收錄。
   (6)一律購買平裝書，除非具典藏價值，或沒有平裝本，才改購精裝本。
   (7)不蒐藏筆記書及未裝訂之圖書。

(二) 參考書蒐藏政策：

1. 建立本校重點學科更具有深度的參考工具書。
2. 以廣泛蒐藏本校各學科之各類型基本參考工具。
3. 一般性參考工具資料，如字辭典、百科全書、輿圖等應予蒐藏。
4. 應注意內容之正確、新穎、權威、客觀及編排方式且易查檢者。
5. 有電子型式資料者，以電子型式為優先考量。

(三) 期刊蒐藏政策：

1. 以各系所推介之專業期刊為優先。
2. 與本校各系所相關的一般性期刊。
3. 其他具知識性、啟發性、文化性及休閒性的一般性期刊。
4. 徵集各學術性機關團體出版之期刊。
5. 其他注意事項：
   (1) 館藏已有全文電子期刊者，以不增訂紙本為原則。
   (2) 過期期刊採購優先順序：a)光碟版 b)全文電子期刊 c)紙本。
   (3) 非學術性通訊(Newsletter)資料不列入蒐藏。
   (4) 大專以上各校學報列為期刊蒐藏，但另闢學報區保存。

(四) 視聽多媒體資料蒐藏政策：

1. 以具公開播放版權者為基本採購原則。
2. 以各系所相關之專業教學類視聽資料為優先。
3. 具知識性、啟發性、文化性及休閒性的教學視聽資料。
4. 同一內容有不同出版型式之視聽資料，以音質、畫質良好者為優先。

（五）報紙蒐藏政策：

1. 國內報紙以國內發行之各大報為主。
2. 國外報紙以教師推介為主。
3. 報紙索摘或全文資料庫由系所推薦並依經費考量訂購與否。

（六）電子資源蒐藏政策：

1. 電子資源包括離線與線上之資料庫、電子期刊、電子書及免費網路資源等。
2. 資料庫收錄主題以各系所專業相關為主，一般參考性質為輔。
3. 電子期刊以各系所之專業期刊為主。
4. 電子書以各系所薦購之專業書、參考工具書及語言學習類書為購置重點，不考慮一般非專業書。
5. 以 Web 介面為優先考量，經試用並就系統功能(檢索功能、系統操作簡易度、連線速度、權限控管彈性、關聯連結等)、內容品質與更新效率、是否有內容相同或類似之系統、校內是否有相同介面之系統、價格、授權合約保障、廠商信譽等要點評選之。

Section V: Collection Policies by Material Type

1. General Policies

1. Compliance with the Copyright Act.
2. Alignment with collection development goals and subject scope.
3. No duplicates as a rule, except for special teaching/research needs or library operational use.
4. No collection of children's books or restricted materials/audiovisual items, unless relevant to instructional courseware.

2. Acquisition Policies

A. General Books Collection Policy

1. Basic, instructional, and research-level professional books for departments.
2. Basic and instructional professional books in non-primary disciplines.
3. Informative, inspiring, cultural, and recreational books to foster student cultural literacy.
4. Additional Notes:
    - Latest editions are prioritized for procurement.
    - Computer books are selected from publications published within the last two years.
    - At least one copy of NKUHT master's theses, doctoral dissertations, and faculty works must be retained in a designated special area.
    - Accompanying CD-ROMs/disks are cataloged as supplementary attachments.
    - Pamphlets under 50 pages and books under 17 cm in height are excluded.

- Paperback books are purchased by default, unless hardcovers are required for archival value or paperback editions are unavailable.
- Workbooks/notebooks and unbound books are excluded.

B. Reference Books Collection Policy

1. Developing in-depth reference tools for key university disciplines.
2. Extensively collecting basic reference tools across all academic disciplines.
3. General reference tools (e.g., dictionaries, encyclopedias, maps) shall be acquired.
4. Emphasis shall be placed on accuracy, currency, authority, objectivity, and user-friendly arrangement.
5. Electronic formats are prioritized over print when available.

C. Serials/Periodicals Collection Policy

1. Professional journals recommended by departments are prioritized.
2. General periodicals related to university departments.
3. Informative, inspiring, cultural, and recreational general periodicals.
4. Periodicals published by academic institutions and organizations.
5. Additional Notes:
   - Print subscriptions will generally not be added if full-text electronic versions exist in the collection.
   - Priority order for backfiles: a) CD-ROM b) Full-text electronic c) Print.
   - Non-academic newsletters are excluded from collection.
   - College and university journals (academic bulletins) are cataloged as serials but stored in a dedicated section.

D. Audiovisual and Multimedia Collection Policy

1. Public performance rights are required as a baseline principle.
2. Professional teaching audiovisual materials related to academic departments are prioritized.
3. Informative, inspiring, cultural, and recreational educational audiovisual materials.
4. For content available in multiple formats, options with superior audio and video quality are prioritized.

E. Newspaper Collection Policy

1. Domestic newspapers focus on major national daily newspapers.
2. Foreign newspapers are acquired based on faculty recommendations.
3. Newspaper indexes or full-text databases are subscribed to based on departmental recommendations and budget availability.

F. Electronic Resources Collection Policy

1. Electronic resources include offline/online databases, e-journals, e-books, and free web resources.
2. Database subject coverage focuses primarily on departmental specialties, supplemented by general reference.
3. E-journals focus on professional journals recommended by departments.
4. E-books prioritize professional works, reference tools, and language learning books recommended by departments, excluding general non-professional works.
5. Web-based interfaces are preferred. Selections are made following trials based on system functions (search functionality, ease of operation, connection speed, access control flexibility, hyperlink integrations), quality and update efficiency, presence of duplicate/similar systems, pricing, license agreements, and vendor reputation.

## 陸、館藏成長

一、 應達館藏量之計算：依據「大學圖書館設立及營運基準草案」，本校圖書館應有的基本館藏以下表的基本規範計算之：

| 館藏種類 | 學系(科、所) | 標準 | 數量 | 館藏數量 | 單位 |
|---|---|---|---|---|---|
| 期刊 | 每一學系(科、所) | ≥ 20 | A 系(所) | ≥ 20×A | 種 |
| 電子資料庫 | 全校系所總數 | ≥ 2/3 | A 系(所) | ≥ 2/3×A | 種 |
| 基本館藏 | 全校 | 100000 | B1 | C1=100000×B1 | 冊(件) |
| 館藏總數量 | 碩士班 1 班 | 5000 | B2 | C2=5000×B2 | 冊(件) |
| | 1 學系(科) | 5000 | B3 | C3=5000×B3 | 冊(件) |
| | 1 專任教師 | 100 | B4 | C4=100×B4 | 冊(件) |
| | 1 全修生 | 15 | B5 | C5=15×B5 | 冊(件) |
| 應達館藏量總計=C1+C2+C3+C4+C5 | | | | | 冊(件) |

二、 館藏成長目標及經費預估計算方式：

（一）年增館藏比率應為 3%~10%以上。

（二）年增館藏比率計算公式=（年增館藏數／現有館藏）×100%。

（三）年增館藏的西文圖書購置比例應至少為 20%以上。

（四）年增館藏經費預估:中文圖書價格 300 元／冊，西文圖書價格 2600 元／冊。

（五）年索贈圖書應至少為 1000 冊以上。

Section VI: Collection Growth

1. Target Collection Size Calculation: Pursuant to the "Draft Standards for the Establishment and Operation of University Libraries," the minimum collection baseline for NKUHT Library is calculated according to regulatory benchmarks.

| 館藏種類<br>Material Category | 學系(科、所)<br>Academic Unit | 標準<br>Standard Benchmark | 數量<br>Quantity | 館藏數量<br>Target Collection Size | 單位<br>Unit |
|---|---|---|---|---|---|
| 期刊<br>Periodicals / Journals | 每一學系(科、所)<br>Per department / graduate institute | ≥20 | A<br>系(所)<br>departments | ≥20×A | 種<br>Titles |
| 電子資料庫<br>Electronic Databases | 全校系所總數<br>Total number of departments/institutes | ≥2/3 | A<br>系(所)<br>departments | ≥2/3×A | 種<br>Titles |
| 基本館藏<br>Basic Collection | 全校<br>University-wide | 100000 | B1 | C1=100000×B1 | 冊(件)<br>Volumes / Items |
| 館藏總數量<br>Total Collection Volume | 碩士班 1 班<br>Per master's program class | 5000 | B2 | C2=5000×B2 | 冊(件)<br>Volumes / Items |
| | 1 學系(科)<br>Per academic department | 5000 | B3 | C3=5000×B3 | 冊(件)<br>Volumes / Items |
| | 1 專任教師<br>Per full-time faculty member | 100 | B4 | C4=100×B4 | 冊(件)<br>Volumes / Items |
| | 1 全修生<br>Per degree-seeking student | 15 | B5 | C5=15×B5 | 冊(件)<br>Volumes / Items |
| 應達館藏量總計=C1+C2+C3+C4+C5 | | | | | 冊(件)<br>Volumes / Items |

2. Growth Targets and Budget Estimation:
   i. Annual collection growth rate should range between 3% and 10% or higher.
   ii. Growth Rate Formula = (Annual Added Volume Count / Existing Collection Count) × 100%.

iii. Western-language books shall account for at least 20% of annual book acquisitions.

iv. Estimated unit costs for annual acquisition budget planning: NT300/ $volume for Chinese books$; $NT$2,600/volume for Western-language books.

v. Annual book donations/solicitations should reach at least 1,000 volumes.

**柒、經費來源及分配**

一、 經費來源：

（一）圖書及非書資料經費：本校資本門分配，依據第五項第二條編列預算。

（二）期刊及資料庫經費：本校教學訓輔費，由學校統籌款項下支應。

（三）研究計劃補助經費：本校各單位及教師提出申請的計劃補助經費，須編列 10% 以上的圖書儀器設備費，以提昇圖書館藏書的質量品質。

二、 圖書及非書資料經費分配：依「國立高雄餐旅大學圖書資本門經費分配原則及採購程序要點」辦理。

Section VII: Funding Sources and Allocation

1. Funding Sources:
   i. Books and Non-book Materials: Funded by university capital budgets, allocated in accordance with Section V.2.
   ii. Periodicals and Databases: Funded by teaching and student support budgets managed under central university allocations.
   iii. Research Grant Subsidies: Projects and research grants applied for by units/faculty members must allocate at least 10% for library books and equipment to enhance collection quality and quantity.
2. Budget Allocation for Books and Non-book Materials: Processed in accordance with the "NKUHT Principles for Library Capital Budget Allocation and Procurement Procedures."

**捌、採購方式**

一、 圖書及視聽多媒體採購：

（一）合約代理商採購：除獨家專售出版品及現貨書外，中西文圖書、視聽多媒體以向合約代理商採購為原則。

（二）緊急採購：為使本校教師能及時購入教學研究所需之圖書及視聽多媒體，得在每學年度該單位分配經費額度內，經相關單位主管同意，查核複本後，由本處採購或教師先行墊購，購入之視聽多媒體需具公開播放權。

（三）西文資料為節省經費支出，及提高服務效益，得以外幣方式購置付款。

二、 期刊採購：

（一）合約代理商採購：以向合約代理商採購為原則。

（二）緊急採購：教學研究緊急所需之期刊，經相關單位主管同意，得緊急採購。

三、 贈送交換：依「國立高雄餐旅大學圖書館捐書管理要點」辦理。

Section VIII: Procurement Methods

1. Books and Audiovisual Procurement:
   i. Contracted Vendors: Chinese/Western books and audiovisual materials are generally acquired through contracted vendors, excluding exclusive publications and off-the-shelf purchases.
   ii. Urgent Procurement: To meet immediate teaching and research needs, faculty members may purchase materials within their annual departmental allocations upon approval by unit heads and duplicate verification. Items may be bought by the Office or advanced by faculty members. Audiovisual materials must include public performance rights.
   iii. Foreign Currency Payments: Western-language materials may be purchased and settled in foreign currencies to save costs and enhance operational efficiency.
2. Periodicals Procurement:
   i. Contracted Vendors: Purchased primarily through contracted vendors.
   ii. Urgent Procurement: Urgent requests for teaching/research periodicals may be processed upon unit head approval.
3. Donations and Exchanges: Handled in accordance with the "NKUHT Library Regulations for Book Donations."

## 玖、館藏淘汰

本校圖書館館藏淘汰註銷原則如下：

（一） 一般圖書

1. 經二次盤點確定遺失之圖書。
2. 借閱圖書遺失且無法補購原書者。
3. 紙張破碎、缺頁過多、破損不堪修復之圖書。
4. 過時無史料價值之小冊子。
5. 過時無參考價值之圖書：如出版超過五年之電腦操作類書籍。
6. 空間不足時優先淘汰複本書或其他非書資料形式可取代之圖書。
7. 圖書經淘汰者，如有隨書磁片等附件則一併淘汰。
8. 隨書附件限於空間需進行淘汰時，以過時電腦操作磁片為優先。
9. 各系會編圖書之淘汰原則由各系自行決定。

（二）　參考書

1. 內容複製之參考書如：已有彙刊本或電子版形式可供取代之單本索引、摘要、書目等。
2. 抽換式（活頁）資料新版到館，舊版可註銷。
3. 有新版資料可完全取代舊有資料，舊版可註銷。

（三）　期刊

1. 使用率低，且推薦者建議停訂或圖書資訊處主動停訂之合訂本。
2. 使用率低，且現已停刊十年以上之合訂本。
3. 殘破不全，無法修補者。
4. 可由已買斷之全文光碟資料庫，或享有永久使用保障之電子期刊取代之紙本期刊（如：訂定明確合約保障，永久免費或支付少許持續使用費或另附光碟版者）。
5. 隨紙本贈閱之電子期刊，使用介面及使用期限較無明確保障，原則上仍保留裝訂紙本，如空間不足，再進行淘汰。
6. 隨期刊贈送之光碟，除試用版外，依視聽資料方式典藏。
7. 現刊本保留一年後有下列情形之一者，即可淘汰。
   (1) 館藏卷期完整已裝訂後之多餘複本。
   (2) 休閒性或非學術性之期刊。
   (3) 彙編本內容已涵蓋全卷之單本期刊。
8. 報紙合訂本，如有電子型式者，則紙本式可予以註銷。報紙合訂本保留一年，非合訂者保存最新三個月資料。
9. 各系自訂期刊之淘汰原則由各系自行決定。
10. 由政府機關、學校單位贈閱之期刊，若能藉由網路查得全文資料者，則紙本可予淘汰。

（四）　視聽資料

1. 影像、聲音模糊或毀損至不堪使用者。
2. 機器設備無法配合使用者。
3. 其他媒體型式可取代者。

（五）電子資源：僅享有使用權之電子資料庫，因使用率過低或有其他系統介面可供取代而停訂者，無實體淘汰，但需於館內資料庫蒐尋系統中註銷。

Section IX: Collection De-selection (Weeding)

The principles for library collection weeding and cancellation are as follows:

1. General Books:
   - Books confirmed missing after two consecutive inventory audits.
   - Lost borrowed books that cannot be repurchased.
   - Books with brittle paper, extensive missing pages, or irremediable damage.

- Outdated pamphlets lacking historical value.
- Outdated books lacking reference value (e.g., computer software manuals older than 5 years).
- In cases of space constraints, duplicates or books replaceable by non-print formats are prioritized for weeding.
- Supplementary materials (e.g., disks) accompanying weeded books are discarded simultaneously.
- Outdated computer operational disks are prioritized when weeding accompanying media due to space limits.
- Weeding principles for departmental book collections are determined by respective departments.

2. Reference Books:
   - Reference works with duplicate content, such as individual indexes, abstracts, or bibliographies replaceable by cumulative volumes or electronic versions.
   - Loose-leaf updates where outdated pages are superseded by new loose-leaf arrivals.
   - Superseded editions that are completely replaced by newer editions.
3. Periodicals:
   - Bound volumes with low usage where cancellation was recommended or initiated by the Office.
   - Low-use bound volumes of titles ceased publication for over 10 years.
   - Severely damaged volumes beyond repair.
   - Print journals superseded by perpetual-access full-text CD databases or electronic journals with guaranteed perpetual access.
   - Free electronic journals bundled with print subscriptions lacking guaranteed interfaces/tenure will have their bound print retained by default; weeding occurs only under space limits.
   - CD-ROMs bundled with journals (excluding trial versions) are cataloged as audiovisual materials.
   - Current issues retained for one year may be weeded under the following conditions:
     - Redundant duplicates after full volume binding.
     - Recreational or non-academic periodicals.
     - Individual issues fully covered by cumulative volume editions.
   - Bound newspaper volumes available electronically may be canceled. Bound

print newspapers are retained for 1 year; unbound newspapers are kept for the latest 3 months.

- Weeding rules for department-subscribed periodicals are set by respective departments.
- Complimentary government/institutional periodicals accessible online in full text may have their print editions weeded.

4. Audiovisual Materials:
    - Unusable items due to distorted audio/video or physical degradation.
    - Materials incompatible with existing equipment/hardware.
    - Items superseded by superior media formats.
5. Electronic Resources:
    - Subscribed databases discontinued due to low usage or replacement by alternative interfaces require no physical disposal but must be deregistered from the library search platform.

**壹拾、館藏評鑑**

透過館藏書目系統，進行館藏分類統計，參酌館藏深度層次表，試行評鑑各類館藏強弱，以作為館藏發展政策檢討與修正參考。

一、 量的評鑑：圖書資訊處至少每年一次更新館藏量統計分析，參酌「大學圖書館設立及營運基準草案」評鑑館藏量是否達基本標準。

二、 質的評鑑：圖書資訊處依需求不定期進行館藏內容類別統計分析，內容深度分析則視人力辦理。必要時可就博碩士或教師研究著作進行引用文獻分析，以評鑑館藏對教學研究支援程度。

三、 讀者使用分析：

（一）進館人次與使用行為分析：分析館藏服務比重。

（二）流通分析：進行圖書借閱及電子資源使用統計，並就使用者身分、資料內容類別進行交叉分析，以了解使用需求及各類資料流通率，同時作為訂購的參考。

（三）館際合作申請案件統計：分析借出及借入的數量與類別，作為館藏強弱分析參考。

（四）讀者意見調查：制定讀者意見回饋機制，必要時可進行問卷調查。

Section X: Collection Evaluation

Collection classification statistics are conducted via the library bibliographic system, utilizing collection depth level tables to evaluate collection strengths and weaknesses for policy reviews.

1. Quantitative Evaluation: The Office updates collection statistics at least annually to

assess compliance with standard benchmarks.

2. Qualitative Evaluation: The Office conducts periodic subject category analyses as needed, with depth analyses subject to staffing availability. Citation analysis of faculty/graduate publications may be performed to assess support for teaching and research.
3. User Behavior Analysis:
    - Turnstile Counts and Usage Patterns: Analyzing service proportions.
    - Circulation Analysis: Cross-analyzing book circulation and e-resource usage data by user status and content category to assess user needs and circulation rates for purchasing decisions.
    - Interlibrary Loan (ILL) Statistics: Analyzing borrow/lend volumes and categories as indicators of collection strengths and gaps.
    - Patron Feedback Surveys: Establishing feedback channels and conducting surveys when necessary.

## 壹拾壹、 館際合作

本校與其他館之合作計畫可包括合作採訪、合作編目、合作典藏、館際互借與複印等項目。目前參加之館際合作組織為：

一、 中華圖書資訊館際合作協會：享有全國性館際互借與複印權利與義務，同時負有更新全國期刊聯合目錄中本校館藏資料之義務。

二、 全國學術電子資訊資源共享聯盟(CONCERT)：合作採訪國外電子期刊及索引摘要資料庫，部份可列印提供館際複印，未來朝合作典藏發展。

三、 全國圖書資訊網路系統合作編目：共同發展圖書資料合作編目，建立全國書目網路系統，提供電腦線上資訊服務。

四、 中國圖書館學會：全國性圖書館會議及研討交流。

五、 國立中山大學、國立成功大學、國立臺灣大學：建立圖書資料互借合作館關係。

Section XI: Interlibrary Cooperation

Cooperative agreements with other libraries encompass cooperative acquisition, cataloging, archiving, interlibrary loan (ILL), and document delivery. Current memberships include:

1. Interlibrary Cooperation Association of Taiwan (ILCAT): Sharing national ILL and document delivery privileges/obligations, with duties to update union catalog holdings.
2. Consortium on Core Electronic Resources in Taiwan (CONCERT): Jointly purchasing foreign e-journals and database indexes, supporting document delivery where permitted, and aiming toward shared archiving.
3. National Bibliographic Information Network (NBINet) Cooperative Cataloging:

Participating in national cooperative cataloging to build online bibliographic networks.

4. Library Association of the Republic of China (Taiwan) (LAC): Participating in national library conferences and professional exchanges.
5. Partner Universities (National Sun Yat-sen University, National Cheng Kung University, National Taiwan University): Establishing direct interlibrary loan partnerships.

## 壹拾貳、 館藏政策的訂定與修訂

本政策經處務會議、圖書諮詢委員會議及行政會議審議通過，陳請校長核定後實施，修正時亦同。

Section XII: Enactment and Amendment

This Policy is approved by the Office Council, the Library Advisory Committee, and the Administrative Council, and implemented upon authorization by the President. The same applies to future amendments.

## 壹拾參、 參考相關規則辦法(略)

書目網路合作辦法。

國立高雄餐旅大學圖書資訊館捐書管理要點。

國立高雄餐旅大學圖書資本門經費分配原則及採購程序要點。

Section XIII: Related Regulations

- Regulations for Bibliographic Network Cooperation.
- NKUHT Library Regulations for Book Donations.
- NKUHT Principles for Library Capital Budget Allocation and Procurement Procedures.

**本規章負責單位：圖書資訊處圖書服務組**

Responsible Unit: Library Services Division, Library and Information Services Office.