

1. Establishing the Library Acquisition Committee and its Cataloging Group:

(1) The Library Acquisition Committee is composed of one full-time faculty member nominated by each division of the Department, with appointments approved by the Department Affairs Meeting. The Committee requests that the Department Affairs Meeting nominate senior faculty members to provide guidance. The Committee is responsible for reviewing and supervising matters related to book acquisitions.

(2) The Committee establishes a Cataloging Group composed of one teaching assistant and three student assistants of the Department, which is responsible for the administration of book purchases.

2. Fund allocation:

(1) The Department's book purchases are divided into two categories: faculty purchases and departmental purchases, with a ratio of 90% to 10%.

(2) Faculty purchases apply to full-time faculty, with annual quotas determined by the Department Chair and the Library Acquisition Committee in January each year. Quotas for faculty purchases must be used by the end of June each year.

(3) Departmental purchases include books required for departmental development, research collections, reference books, purchases for newly hired faculty, and books suggested by students. Student purchases are limited to books for learning or research in the field of political science and must be reviewed by the Library Acquisition Committee to determine whether to proceed with the purchase.

3. Book purchase process:

(1) The Library Acquisition Committee proposes the total amount of book purchase funds in January each year and notifies the annual budget allocation for each category of purchase according to the fund allocation method above, producing a schedule for annual book purchases.

(2) Purchases for each category mainly take place in the middle of the year, with the process beginning in February of each year. In case of urgent purchase needs, the following procedures may be followed.

(3) After the start of the semester in February each year, the Library Acquisition Committee requests purchasers to provide bibliographic information (such as title, publisher, publication year, ISBN, author or editor names, etc.), which is compiled by the Department's Cataloging Group.

(4) The Cataloging Group requests that the library or book merchants conduct inquiries regarding duplicate editions. For unique editions, the library requests quotations from different book merchants. For duplicate editions, purchasers shall provide alternative bibliographic information within two weeks.

(5) The Cataloging Group verifies whether the quotations from the book merchants match the bibliographic information.

(6) The Cataloging Group compiles the quotations, fills out the purchase application form, and submits it for approval by the Library Acquisition Committee.

(7) The Cataloging Group requests merchants to create documents estimating the budgets and remaining

balances for each purchase category to serve as a reference for future or urgent purchases during the year. The Library Acquisition Committee announces the remaining balances, and book purchases by each division from the remaining balances are based on the order in which requests are submitted.

(8) The Cataloging Group requests that subject librarians notify the book merchants to place orders.

(9) The Cataloging Group notifies the purchasers after the books arrive at the library and are cataloged.

(10) If the arrival of the ordered books is significantly delayed, the Cataloging Group will inquire with the library or book merchants to confirm whether the order has been received and the final delivery date.

(11) The Cataloging Group informs the Library Committee and purchasers of both categories of books about the status of book orders.

(12) Any outstanding matters involving the purchase of books are decided by the Library Committee and submitted for approval by the Department Chair.