

Appendix 1: Types, Quantities (Amounts), and Procedures for Resource Acquisition at Feng Chia University Library

Resource Type	Recommender	Recommended Quantity/Amount	Acceptance Schedule	Channel/Method
Books and Audio-Visual Materials	University students and staff members	Each person may recommend the purchase of up to 5 items or NT\$5,000 per month, whichever is reached first. The recommendation is based on a principle of reaching the limit first, and two types of resources can be combined for calculation.	Anytime	Feng Chia University Library Online Recommendation and Acquisition System
	Faculty members of our university	Each person may recommend the purchase of up to 60 items or NT\$60,000 per semester, whichever is reached first. The recommendation is based on a principle of reaching the limit first, and two types of resources can be combined for calculation.	Anytime	Feng Chia University Library Online Recommendation and Acquisition System
	Chair/Distinguished Professors	Twice that of faculty members of the university	Anytime	Feng Chia University Library Online Recommendation and Acquisition System
Journals	Departmental units	Based on the principle of not exceeding the annual budget allocation for each college or department in that fiscal year.	Before the end of May each year	Fill out the acquisition recommendation form (Appendix 2)
Electronic Databases	Departmental units	Based on the principle of not exceeding the annual budget allocation for each college or department in that fiscal year.	Before the end of May each year	Fill out the acquisition recommendation form (Appendix 2)

Instructions:

1. If there is a need to recommend on-demand video or broadcast version audio-visual materials for courses or teaching activities, please specify the course name, instructor, and recommended quantity.
2. For the recommendation of journals and electronic databases, please provide reasons on the recommendation form and submit it to the library after obtaining signatures from the department head and college dean.
3. In June of each year, the library compiles an annual suggested purchase list for journals, which is submitted to the relevant college deans for confirmation of priority order.
4. The principle for subscribing to journals and electronic databases is to conduct the process once a year. Approved subscriptions will commence in January of the following year.