

# Directions on Handling of Books Donated to Taichung Public Library

Established by Letter Zhong-Shi-Tu-Bian-Tzu No. 1050002546 dated July 15, 2016  
Amended by Letter Zhong-Shi-Tu-Bian-Tzu No. 1090003120 dated June 18, 2020

- A. To favorably accept donations of books and other materials, the Taichung Public Library (hereinafter referred to as the "Library") has established these Directions.
- B. The term "books and other materials" referred to in these Directions shall mean the general books, non-book materials, visually impaired materials, multicultural materials, digital resources, and local historical materials of Taichung City, etc. that are cultural, provocative, educational or recreational as defined in the relevant provisions of the Copyright Act.

- C. The scope of donation of books and other materials:

- (1) General books that have been published in the past ten years.
- (2) Books on humanities and art that are ever published and have been recognized by the Library as worth being included in the collection
- (3) Books and materials that can demonstrate the characteristics of Taichung City, including anthologies of local writers, genealogies, maps, and other similar materials.

However, the Library declines donations of books and other materials subject to any of the following circumstances:

- (1) Books and other materials with underlines, marks, stains, missing pages, and damage.
- (2) School textbooks for any stage of education, reference books for examinations, and various books designed for examinees.
- (3) Past issues of various periodicals, newspapers, religious books, and audio and video tapes.
- (4) A set of books with incomplete volumes.
- (5) Books and other materials that transgress copyright laws and relevant copyright regulations.
- (6) The content of the book is obsolescent or has been determined to be not worth being included in the collection.
- (7) Other books and materials that are considered not agree with the collection development policy of the Library.

- D. The Library shall have the right to review and make decisions about the books and materials donated at its discretion. The donation shall be unconditional.

- E. After contacting the Library or any branch of the Library by phone to confirm the donation, you may deliver the books and other materials to the Library by mail or in person during the opening hours.
- F. These Directions are adopted at the library affairs meeting and shall go into effect upon announcement; the same procedure shall apply for any subsequent amendment.