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## Library Printed Books Suggestion Policy

### 1. Purpose of the policy

To ensure the selection of library resources support the educational and research needs of University community and maintain a balanced and timely collection, the XJTLU Library encourages patrons to make library book purchase suggestions. This policy is to establish a standardized book suggestion mechanism and serve as a reference for Library staff and patron to follow.

### 2. Scope of the policy

This statement is subject to library printed collections which will be cataloged and housed in library for patrons' use. Request for all textbook (mandatory, optional, textbook's accompanying materials) are excluded.

### 3. Efficient Method of Recommendation

#### 3.1 Check the Library Catalog

Be aware of what the Library already has. Patrons should check the [Library Catalog](#) and make sure the XJTLU Library does not already own the suggested books.

#### 3.2 OPAC Online Suggestion

To improve process efficiency, the Library has adopted [OPAC Online Suggestion](#). After logging in Library OPAC (The same username and password with your University Email username and password), the requestor can suggest the desired book.

a. Fill out online suggestion form for the book suggested

Login XJTLU OPAC → Click the tab of "Suggestion" → Click "Patron Suggestion" to enter online suggestion form → Fill in the book information (Title, Author, Publisher, Publishing Year, ISBN, and Suggestion Reasons).

Please fill in the information as completely and accurately as possible to enable the Library to correctly identify the material that you would like to have purchased.

b. Directly choose the book title through "subscription list"

The Library regularly uploads booklists by subject category to OPAC "Suggestion" (Subscription list). Patrons simply login OPAC, then click "Suggestion" and "Suggestion list" to enter the detailed booklist, and choose your interested book and click suggestion button on the list. The book you suggested through OPAC subscription list is recorded in My Library (Suggestion).

### 4. Suggestion Scopes

#### 4.1 Key Materials

Materials which accord with the subject disciplines and research programs of XJTLU can be suggested and purchased. Those materials shall include academic publications, reference books, etc.



#### 4.2 Supplementary Materials

English graded readers, influential and high-grade contemporary literature, biographies, and high-level readings in social sciences, arts and humanities can be suggested and purchased as supplementary materials.

#### 4.3 Materials out of the Suggestion Scopes

Children's books, textbooks and readings of primary and secondary schools, books with ideological issues and contents of superstition, absurdity and obscenity shall not be suggested and considered.

#### 5. Duplication (Number of Copies)

In order to expand breadth of library collection and make the best possible use of our resources (physical space and budget dollars), the Library acquires only a SINGLE copy for most imported item and TWO copies for most local item. Extra copies of a material will be purchased only to meet exceptional educational demand. If your request is over the limitation, please provide detailed reasons with your *module title/code and number of students* in the reason of suggestion column. However, no more than FIVE copies of a material will be purchased to exceptional educational demands.

#### 6. Responsibility for Selection

Patron's recommendations are the primary source of building library collection. To ensure the overall balance and quality of the library collection, all suggested books should be evaluated and approved. The primary responsibility for maintaining a balanced collection rests with Library Collection Development Division (CDD), and therefore CDD reserves the right to make the final decision on suggested book whether or not it is purchased and how many copies to be purchased.

#### 7. Performance Pledge

On 1<sup>st</sup>, 11<sup>th</sup> and 21<sup>st</sup> of each month (in every 10 days), Acquisition Officers in CDD will centrally handle all the suggestions submitted this month. For the suggested material which is lack of accurate and complete information or the Library has already owned, the requester will receive a system-generating email of not ordering accompanying the reasons.

Acquisition Officer will generate a summary of subscription booklist and compare quotes from vendors afterwards. The quote querying normally will take within **7** working days. An email of ordering or not ordering shall be sent to the requester in **7** days.

Normally, the turnaround time will take 6-8 weeks if the book is locally available. And the turnaround time will be 2-3 months for imported materials. This period includes the whole process of centrally processing through Huiwen system, evaluation, placing orders, confirming orders by vendors, receiving and checking materials, cataloging, and shelving.



Once the suggested book is stored, an email will be simultaneously sent to the requester by system. Please note that it takes 1-2 day (s) for library's internal handing over between CDD and USD and shelving. The requester is suggested borrowing the book 1-2 working day(s) after receiving the "book is stored" email.

Please understand that there are some factors may influence the turnaround time, such as unpredictable transit time, loss and damage, inventory level of cataloging division, etc.

#### **8. Checking and Feedbacks**

Please feel free to check the status of your requested materials by logging in library OPAC "MyLib". Any enquiries about the status of books suggested in OPAC which have not arrived on the estimated date arrival, please send your ticket to Library OTR <http://libotrs.xjtlu.edu.cn>, or by sending email to [library-service@xjtlu.edu.cn](mailto:library-service@xjtlu.edu.cn).