

Nagoya University Library's
Guide to the Maintenance of Collections in the Central Library

Library Collections Maintenance Committee Ruling

April 1, 2004

Revised by Library Service Committee

September 4, 2012

(Purpose)

Article 1. This outlines the maintenance of academic library collections (hereafter "academic collections") and is based on the purpose in Article 3 of the "Nagoya University Library's Policy for the Maintenance of Collections in the Central Library".

(Aim)

Article 2. Taking into account their relation to the undergraduate or the master's course student lectures, the Central Library academic collections will be maintained based on the following objectives.

- 1) There will be a comprehensive provision of necessary materials for disciplines in which Nagoya University holds lectures, in order to fully understand the fundamental knowledge of these disciplines. This will maintain the connection with the lectures and also aims to optimize educational effectiveness.
- 2) In order for students to independently and systematically study disciplines, in which Nagoya University does not hold lectures, a selection of the necessary materials will be made available.
- 3) In order for Nagoya University students to acquire knowledge, which they ought to have, in disciplines related to general education, social issues, postgraduate exam, job hunting and health, a selection of the necessary materials will be made available.

(Guide to Joint Maintenance)

Article 3. Along with clearly distinguished study materials and materials which have a clear connection with lectures, particular attention will be paid to the following aspects when upgrading academic materials within each field of academic study.

- 1) Comprehensive maintenance of current research, research approaches, material guides and reference books.
 - 2) Comprehensive provision of established textbooks.
 - 3) Proactive provision of case books and readings.
 - 4) Proactive provision of materials which are considered classics.
 - 5) Proactive provision of collected works, libraries, and courses which give an overview of each field of study.
 - 6) Selective provision of philosophical texts, practical guides or preliminary reports.
 - 7) Proactive provision of extra copies of frequently used texts.
2. In principle the following items will not be acquired.

- 1) Entertainment Books
- 2) Books, which solely advertise an individual or group.
- 3) Expensive documents costing over 100,000 yen each.
- 4) Others, which are deemed suitable for purchase by individuals.

(Policy on Maintenance by Categories)

Article 4. In accordance with the classification chart of the Nippon Decimal Classification system particular attention will be paid to the following aspects when upgrading academic collections within each field.

- 1) General
 - a) Comprehensive provision of knowledge and general materials.
 - b) Comprehensive provision of materials relating to computer science.
 - c) Proactive provision of materials relating to libraries and library and information science
 - d) Proactive provision of materials relating to journalism.
- 2) Philosophy
 - a) Comprehensive provision of materials relating to philosophy and ethics. There will also be a proactive provision of biographies, critiques and studies of leading figures within this field.
 - b) Comprehensive provision of collections relating to psychology.
 - c) Priority will be given to the provision of Buddhist, Christian and Islamic texts in the field of religion.
- 3) History / Geography
 - a) Comprehensive provision of collections relating to history and geography. The travel guide is selected periodically from domestic and overseas collections.
 - b) Priority to the provision of biographies and autobiographies for those who are highly regarded in each field.
- 4) Social Sciences
 - a) Comprehensive provision of materials relating to politics, law, economics, finance, statistics, sociology, education and cultural anthropology.
- 5) Natural Sciences
 - a) Comprehensive provision of materials relating to mathematics, physics, chemistry, astronomy, earth science and biology.
 - b) Selective provision of materials relating to basic medicine, psychiatry, public health, biology, agriculture, engineering and pharmacology within the field of medicine.
 - c) Selective provision of materials relating to pharmaceutical sciences.
- 6) Technology and Engineering
 - a) Comprehensive provision of materials relating to technology and engineering.
 - b) Selective provision of basic materials relating to family and consumer science.
- 7) Industry
 - a) Proactive provision of materials relating to industry.

8) Arts

- a) Selective provision of materials relating to fine art, music, performance and film.
- b) Selective provision of materials relating to sports and physical education.
- c) Selective provision of basic materials relating to hobby.

9) Language

- a) Proactive provision of materials relating to Linguistics.
- b) Comprehensive provision of materials relating to Japanese.
- c) Priority to the provision of foreign language materials relating to Chinese, Korean, English, German, French, Spanish and Russian. Proactive provision of materials in other foreign languages.
- d) Proactive provision of audiovisual materials necessary for language study.

10) Literature

- a) Proactive provision of materials relating to literature.
- b) Comprehensive provision of all volumes and collections by highly regarded authors.
- c) Proactive provision of research publications relating to celebrated writers or works.
- d) Selective provision of works and research publications of contemporary writers.

11) Others

Materials, in newly developed academic fields, interdisciplinary subjects, contemporary social issues or current technology will be proactively provided depending on their demand.

(Miscellaneous)

Article 5. Aside from these set policies, the Central Library Collection Maintenance Board may outline other policies for the maintenance of academic materials in the Central Library.

Supplementary Provision

These guidelines are effective from April 1 2004.

Supplementary Provision

This revision is effective from September 4 2012.