

Principles of Handling Books Designated by Teachers in the Library of Soochow University.

March 10, 2020

1. For faculty-assigned textbooks, please consult the "[Integrated Library System](#)" and fill in the "[Soochow University Library - List of Reference Materials Designated by Faculty](#)" with the call numbers, titles, authors, etc., and then return them to the Library Patron Service Section according to the school districts where the courses are held. The information will be entered into the "Soochow University Library Teachers' Designated Reference Materials List" and returned to the Library's Patron Service Section or the City Branch according to the school district where the course is held.
2. If the designated books are not in the library's collection, please make a recommendation and send it to the department for purchase as soon as possible.
3. The use of the designated books will be handled in accordance with the "Rules for Borrowing Library Materials from the Library of Soochow University" and will be limited to in-library borrowing only.
4. The library's collection search system can be used to search for "designated books for teachers", or to search for "designated books for teachers" in the [Integrated Library System](#). The designated books will be placed in the "Teachers' Designated Books" section of the Library's collection search system or in the "Teachers' Designated Books List" section at the service counter. The designated books will be placed in the "Designated Books for Teachers" section at the Circulation Desk.
5. The report of the Executive Council Library dated February 9, 104, recommends that teachers who designate "e-books" as required reading for their students should be required to use the e-books as a part of their curriculum. The report recommends that if teachers designate "e-books" as "designated reference books" that students must read, the department can purchase "paperbacks of e-books" at the same time. The report of the Executive Council Library, dated February 9, 104, recommends that when teachers designate "e-books" as "designated reference books" for students, the department should also purchase "paperbacks of e-books" and include them in the "designated reference books" for students' reference.