

Duke Kunshan University Library (DKUL)

Resources Request Guideline

December 2025

Contents

1. General Guidelines and Request Submission Methods	2
2. Books – including monographs, book series, multi-volume sets, reference books	3
3. Audiovisuals – including DVDs, Blu-rays, digital films, online streaming videos	4
4. Academic Journals – single, individual titles of continuous academic journals	5
5. Academic Databases – including subject-specific databases and multidisciplinary databases that are searchable collections of academic journals and other scholarly materials e.g. reference tools, datasets.....	6
6. Print Popular Magazines	7
7. Gray Literatures – including but not limited to theses and dissertations, technical reports, white papers, and datasets that are not included in currently accessible resources, only when requested by DKU researchers.....	7
8. Appendices.....	9

1. General Guidelines and Request Submission Methods

DKU library is committed to providing comprehensive support for the research, teaching, and learning activities of all faculty members and students. We highly value the resource requests submitted by each user and sincerely hope to assist in obtaining the necessary materials. We will evaluate all submitted requests and purchase resources that align with the collection development policy.

To respond more efficiently to various purchase and subscription suggestions and to maximize resource utilization within a limited budget, we have developed this guideline. Through this mechanism, we aim to ensure that every resource investment benefits as many users as possible, rather than catering to individual needs alone, thereby better serving the academic development of all users.

Request Submission Methods: Please submit your resource requests to the library through the following methods:

1. Fill out the resource request form via [Qualtrics](#).
2. Send an email directly to the Acquisition team at lib-acquisition@dukekunshan.edu.cn.
3. Faculty members can also email their subject librarians.
 - Andrew Lee, andrewyangqing.lee@dukekunshan.edu.cn (UG: AH, SS, LCC; Grad: iMEP)
4. For audiovisual materials as course reserves, email dkulibrary@dukekunshan.edu.cn.
5. For academic journals and databases, please fill out “Journal & Database Request Form” (Appendix I) and email to subject librarians.

Resource Types: The resources outlined in this guideline are as follows:

1. Books-- including monographs, book series, multi-volume sets, reference books in print or electronic format
2. Audiovisuals-- including DVDs, Blu-rays, digital films, online streaming videos
3. Academic journals – single, individual titles of continuous academic journals
4. Academic databases – including subject-specific databases and multidisciplinary databases that are searchable collections of academic journals and other scholarly materials e.g. reference tools, datasets
5. Print popular magazines
6. Gray literatures-- including but not limited to theses and dissertations, technical reports, white papers, and individual datasets that are not included in currently accessible resources, only when requested by DKU researchers

Request Submission Deadline:

- All purchase requests for **journals, magazines, and databases** must be submitted by **December 10** each year to ensure the library has sufficient time for budget planning for the following year. Requests submitted after the deadline will be automatically deferred to the next budget year.
- All purchase requests for books, audiovisual materials (non-course reserve), gray literature can be submitted anytime during the academic year.

Approval of High-Cost Resources:

If the cost of the requested resources exceeds a specified amount, the requester is required to complete the "Expensive Resource Purchase Approval Form" (Appendix I) providing a detailed justification for the request. The form must be reviewed by the subject librarian, who will provide comments, and then receive final approval from the university librarian before the procurement process can proceed. The specific monetary standards for each type of resource can be found in the corresponding resource's description below.

2. Books – including monographs, book series, multi-volume sets, reference books

Faculty, students, and staff can submit requests to purchase books. For any single Chinese-language book priced above 750 RMB or any single foreign-language book priced above 250 USD (for sets, this applies when the average price per volume exceeds the respective limits in Chinese and English) the requester must:

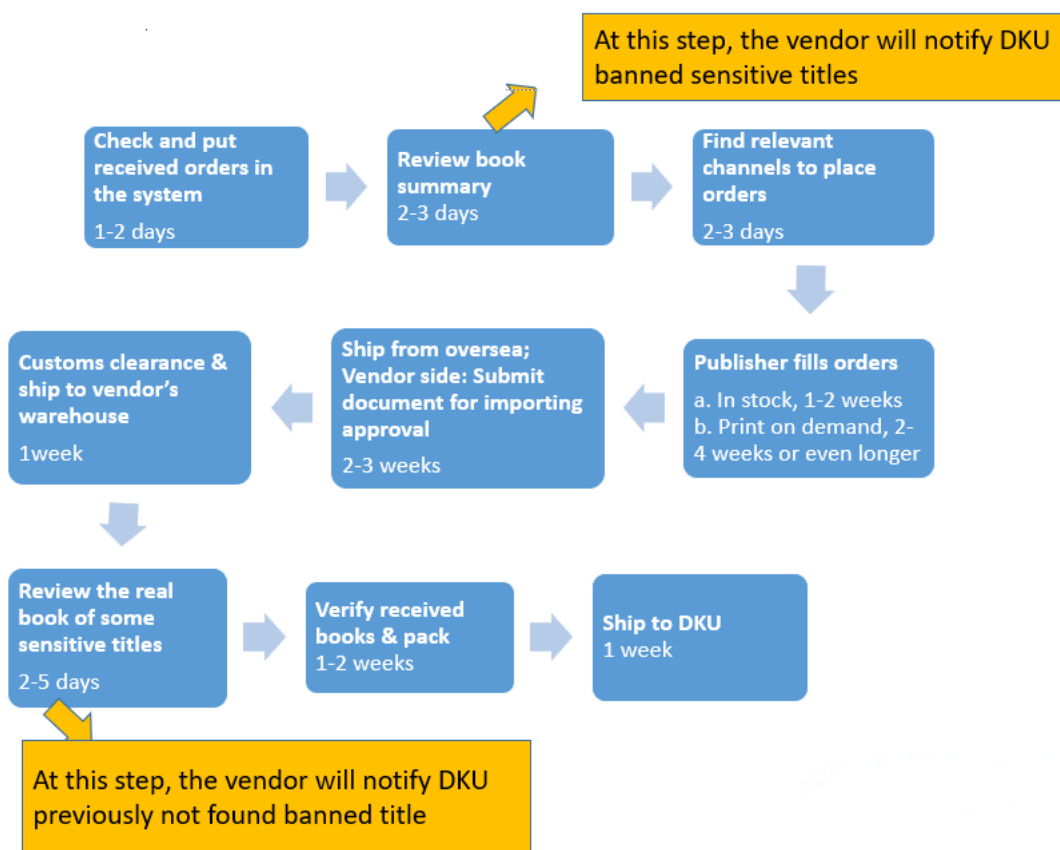
- Completes the "Expensive Resource Purchase Approval Form", including a justification for the purchase.
- Obtains feedback from the subject librarian.
- Obtains approval from the university librarian.

1) Print books

English and Chinese print books published outside of Mainland China. The library acquires these books through qualified suppliers with import authorization. The standard delivery period is three months; however, some books may take longer due to temporary unavailability or other factors. If a book is out of print, we will attempt to procure a second-hand copy. For books that cannot be obtained—whether due to policy restrictions or lack of availability, even as second-hand copies—we will notify the requester accordingly.

English and Chinese print books published in Mainland China. These print books are acquired through Chinese book suppliers. It usually takes approximately one month from ordering to delivery. In case of urgent needs, we purchase directly from websites such as JD.com and Dangdang, which usually ensures delivery within a week. For books that cannot be obtained—whether due to policy restrictions or lack of availability, even as second-hand copies—we will notify the requester accordingly.

The procurement process at the supplier side for print books published outside of Mainland China is as follows:



2) Electronic books

Duke University Libraries (DUL) allocates approximately USD \$10,000 annually to support DKUL in purchasing eBooks through its designated platform. Given the limited funding, priority will be given to the acquisition of electronic textbooks and titles that are not available in print format. Typically, purchased eBooks are cataloged within three weeks and made available in DUL's catalog at <https://find.library.duke.edu/>.

3. Audiovisuals – including DVDs, Blu-rays, digital films, online streaming videos

Faculty members, students, and staff can submit requests to purchase audiovisual materials. For

physical and digital films priced above \$350 USD, the requester must:

- Complete the "Expensive Resource Purchase Approval Form", including a justification for the purchase.
- Obtain feedback from the subject librarian.
- Obtains approval from the university librarian.

Audiovisual materials are divided into two formats:

- 1) **Physical DVDs and Blu-rays:** Since our library's supplier is currently unable to import DVDs from abroad, most audiovisual materials are purchased through Duke University Libraries. A small number of DVDs may be obtained from domestic websites, as long as they are not pirated copies.
- 2) **Digital films:** No matter in what format, the acquisition of audiovisual materials for the library is divided into two processes based on the purpose of use:
 - **For course needs:** Such audiovisual materials are treated as course reserves. Faculty members should first send the request via email to dkulibrary@dukekunshan.edu.cn. If the materials cannot be purchased from domestic retailers, library staff will notify the requestor to complete a [streaming video reserves form](#).
 - **For research and other needs:** Faculty members can submit the requests with the same method of requesting for books.

4. Academic Journals – single, individual titles of continuous academic journals

DKU users have access to most of Duke University Library's (DUL) electronic journals. However, per publisher agreements, certain resources require cost-sharing between DKU and DUL, or has to be solely funded by DKU. All new electronic resources are subscribed to for DKU through DUL.

- 1) DKU will not subscribe to print academic journals.
- 2) For occasional use of inaccessible journal articles, users should place a [document delivery request](#), as this will be considered as the primary alternative way of accessing.
- 3) For continuous demand for electronic journals that are not in either DKUL or DUL's collections, faculty members can submit requests for DKUL-solely funded academic journals. For new journal subscriptions, the following requirements apply:
 - Justifications must be provided by **at least two faculty members**.
 - Justifications must state the frequency of demand and the number of target audience for the requested journal. For example, the journal is required for a continuing course or team research project with X students enrolled/researchers in the team.

- Cross-divisional support is accepted.
- Approval is required from the **respective division head**.
- Reevaluation and re-approval are required every two years to maintain the subscription.

5. Academic Databases – including subject-specific databases and multidisciplinary databases that are searchable collections of academic journals and other scholarly materials e.g. reference tools, datasets

1) Cost-Sharing Databases Between DKU and DUL

For databases requiring cost-sharing, renewal decisions are made through a comprehensive evaluation process. The library considers factors such as budget availability, usage data from previous years, and feedback from relevant faculty members. Subject librarians will be responsible for collecting feedback.

To be considered for maintaining access, the following steps must be completed by faculty members:

- Faculty justifications
 - Support must be provided by at least four faculty members.
 - Contributions from cross- divisions are acceptable.
- Division head approval
 - The head of the respective division must approve and affirm the resource's essential nature.
- Review conducted every three years (In special cases like budget constraints, review is conducted annually)
 - A review must be submitted to the library by December 10th to justify continued access.
 - The review should include
 - Renewed endorsements from faculty
 - Confirmation from the division head.
- Final approval is sought from the Vice Chancellor for Academic Affairs (VCAA).

Note: DKUL will stop funding the add-on fee for DUL if the necessary documentation and justifications for access continuation are not submitted on time.

2) DKUL-Solely Funded Databases

Faculty members can submit requests to subscribe to databases. For database subscriptions, the following requirements apply:

- Justifications must be provided by **at least four faculty members**.
- Cross-divisional support is accepted.
- Approval is required from the **respective division head**.
- The subscription duration must be specified, with options ranging **from 1 year to over 10 years**.
- For renewals (before the initial subscription term ends), the same justifications required for the initial request must be submitted.
- Final approval is sought from the Vice Chancellor for Academic Affairs (VCAA).

6. Print Popular Magazines

- All faculty, students, and staff are eligible to request subscriptions to popular magazines.
- The library will review requests and decide based on actual funding availability.
- For **English-language magazines** with an annual subscription fee over \$500 USD, the library will conduct a review and approval process based on budget considerations.

Note: Due to the time and cost limitations of international shipping, the delivery of English print journals to China may be delayed—some issues may even arrive several months late.

7. Gray Literatures – including but not limited to theses and dissertations, technical reports, white papers, and datasets that are not included in currently accessible resources, only when requested by DKU researchers

- Faculty members may request the purchase of gray literature that is not included in currently accessible resources.
- The library will cover up to 2,000 RMB per item. Any costs exceeding 2,000 RMB must be paid by the requestor.
- For purchases above 2,000 RMB, the requestor needs to:
 1. Complete the "Expensive Resource Purchase Approval Form," including a justification for the purchase.
 2. Obtain feedback from the subject librarian.
 3. Await the University Librarian's review and approval of the form.

Once the requestor secures additional funds to cover their share of the cost, the library will proceed with the purchase. The acquired items will be added to the library's collection. As a co-payer, the requestor will receive priority borrowing rights for these items.

8. Appendices

For all requests that include justifications, please specify:

1. How the resource will be used in teaching a course and the course's name, if appropriate.
2. How the resource relates to your personal research.
3. How the resource will be used in team research projects and estimate the number of people using it if possible.
4. How often you expect to use the resource.
5. Any other resources that could meet the same needs.
6. Any additional information you wish to include.

Your thoroughness in supplying this detailed information is appreciated and will assist significantly in the assessment of your request.



Appendix I Journal & Appendix II Expensive
Database Request For Resource Purchase Ap

Appendix I

Journal & Database Request Form	
Resource Information	
Journal title/Database name	
Language of Journal/Database	Price (Filled by library staff) USD: RMB:
Requestor Information (Please add more lines if needed)	
1st Requestor's Name	Division
1st Requestor's Justification	
2nd Requestor's Name	Division
2nd Requestor's Justification	
3rd Requestor's Name	Division
3rd Requestor's Justification	
4th Requestor's Name	Division

4th Requestor's Justification		
Comments and Signatures of Department Head <i>(If multiple requestors co-submit, the department head with the highest demand will provide the comment and signature)</i>		
Comments from the head of the corresponding department	Signature:	Date:
Filled by Library		
Subject Librarian's Comment	Signature:	Date:
University Librarian's Comment	Signature:	Date:

Appendix II:

Expensive Resource Purchase Approval Form		
Requestor's Name		
Requestor's Division and Title		
Title of Resource		
Language of Resource		
Format	Print book	
	Electronic book	
	Print Magazine	
	Electronic Academic journal	
	Database (including Website)	
	DVD or digital film	
Frequency (if journals)		
Price	RMB (including total price and average unit price if the resource can be separated into smaller unit)	
Justification from Requester		

1. How the resource will be used in teaching a course and the course's name, if appropriate	
2 How the resource relates to your personal research	
3. How the resource will be used in team research projects and estimate the number of people using it if possible.	
4. How often you expect to use the resource	
5. Any other resources that could meet the same needs.	
6. Any additional information you wish to include	
Requestor's Signature	

Division Head's Comments with signature (for databases and journals)		
Subject Librarian's Comments with signature		
University Librarian's Signature		
Date		
Note:	According to the Collection Development Policy, approval must be received from the University Librarian for purchase of the following resources:	
	*English book:	USD 250 or above per volume
	*Chinese book:	RMB 750 or above per volume
	*DVD or digital film:	USD 250 or above per disc or film
	*Academic journal	USD 300 or above per title
	*Academic Database (including websites)	USD 2,500 or above per database
	* Print magazine	USD 500 or above per title
	* Gray literature	RMB 2000 or above per title