

The Standards of Acceptance of Books and Material in Tottori University (Simplified Chart)

Enter information from
“Create Data for Book Purchase Request (図書購入依頼データ作成)”
in the processing menu of the “Goods Billing System (物品請求システム).”

Request Classification in the Goods Billing System (物品請求システム)	Itemized Material	Description	Place of Acceptance Inspection
<div>○What needs be classified as “Book (Equipment)(図書(備品))”</div> <div>The Standards of Acceptance of Material of Tottori University Library 2. (1)</div> <div>Material recorded as a fixed asset</div> <div>(What is assumed to be used for more than one year)</div>	○Books, paperbacks, paperback pocket editions	Material for long-term use	○Central Library ○Medical Library
	○Microform	Film, Fish	
	○E-resources (CD, LD, DVD, etc.)	Material purchased and used by Tottori University Library	
	○Old maps, valuables, etc.	Material with academic value	
<div>○What can be classified as “Book (Consumables)(図書(消耗品))”</div> <div>The Standards of Acceptance of Material of Tottori University Library 2. (2)</div> <div>Material recorded as an expense</div>	○Instruction manuals for computers, etc. ○Directories, statute books, telephone directories, timetables, etc.	① Material only with temporary value	
	○Journals (including extra editions)	② Journals *	
	○Books frequently used for research, study, class, experiment, or medical examination, etc.	③ Material assumed to be used quite frequently and prone to attrition	
	○Books used for research, study, class, experiment, and medical examination, etc. and prone to deterioration and not suitable for long-term storage ○Paperbacks, paperback pocket editions, etc. ○E-resources (CD, LD, DVD, etc.)	④ Material prone to deterioration and deemed unsuitable for long-term storage (excluding material to be stacked on the shelves of Tottori University Library).	
	○Books in which notes are written or which are clipped in research, study, class, experiment, and medical examination, etc. ○Language seminar material, a collection of entrance examination questions, textbooks, and musical scores, etc.	⑤ Material intended for substantial writing and cutout.	

* For a journal for subscription, please directly request the Library to purchase it instead of using the Goods Billing System.

(Note) When you purchase books at your reimbursable out-of-pocket expense, please enter information at “Create Data for Goods and Service Purchase Request(物品・役務購入依頼データ作成).”

Enter information from
“Create Data for Goods and Service Purchase Request (物品・役務購入依頼データ作成)”
in the processing menu of the Goods Billing System (物品請求システム).

Request Classification in the Goods Billing System (物品請求システム)	Itemized Material	Description	Place of Acceptance Inspection
Books and Material Handled by the Contract Div.			○Delivery Acceptance Inspection Center (Tottori, Yonago) ○Contract Div. ○Accounting Procurement Div.
○What needs to be classified as “Consumables(消耗品)”	○Newspaper	Those ordered by the Contract Div. (periodicals)	
	○Electronic books		
	○Material used when attending academic conferences (a collection of academic papers, media material, text, etc.)		
	○A sheet of material	Map, periodic table of the elements, etc.	
	○E-resources (software)		
	○Loose-leaf type addenda or replacement		
	○Office books and magazines used by office staff		
○What needs to be classified as “Service(役務)”	○Excerpts, photocopies of material		
	○Proofreading research papers	Proofreading fee	
	○Electronic journals		
	○Pamphlets, leaflets, etc.	Those produced as printed material	
	○Simple bookbinding	A compilation of material or research papers	

○This table is based on “the Standards of Acceptance of Material by Tottori University Library (鳥取大学附属図書館資料受入基準).”