

National Taiwan Normal University Guidelines for the Collection of Historical School Artifacts

Amended and passed at the National Taiwan Normal University Library Affairs Meeting held on 29 May, 2012

Passed by the 30th National Taiwan Normal University Library Affairs Council on 1 June, 2012

Presented and passed at the 1st National Taiwan Normal University Administrative Meeting held on 31 October, 2012

1. National Taiwan Normal University (hereafter “NTNU”) has set out the following guidelines for the collection of historical school artifacts.
2. The objective of these guidelines is to encourage collection of historical artifacts and relics which can present the history of the university from the past to present, for the purpose of research, display and promotion of the history of NTNU, as well as for preservation and maintenance.
3. Artifact types to be collected should present the development of the history of NTNU; all documents, letters, photographs, books, periodicals, newspapers, audio and visual materials, relics and other objects related to NTNU history are to be included in the collection.
4. Artifacts should be obtained principally through donation, exchange or duplication. Donors must complete the donation consent form and confirm the use or management, in principle with unrestricted conditions, after the artifact has been added to the collection.
5. The following criteria should be considered before acquiring an artifact:
 - A. Conformance to the collection objectives.
 - B. Artifacts must be obtained legally, from an identifiable source, with clear property rights, and with legal or substantiating documents or certification.
 - C. In principle, replicas of publications will not be accepted. If necessary, the collection is to be duplicated but to a maximum of 3 volumes only.
6. The procedures for obtaining an artifact for collection is as follows: the collection staff must catalogue it, assess the condition of the artifact and the maintenance capabilities of the Library, report to the Head Librarian for approval to enter the collection. If there is any controversy regarding a donated item, according to the type of artifact, three to five experts or

scholars can be invited for evaluation on whether the item conforms to the collection objectives of the Guidelines, the condition of the item and the maintenance capabilities of the Library. Once evaluation is passed, report the artifact to the Head Librarian for approval to enter the collection. Items which have no collectible value should be refused in part or in whole.

7. Once the item has been approved by the Head Librarian or has passed the evaluation of the evaluation panel, the collection staff are to proceed with the collection procedures and to apply preservation or maintenance or usage procedures according to the collection management guidelines.
8. After confirmation the donated artifact has been entered into the collection, the collection unit is to report to the university and hold a Donation Presentation Ceremony, or issue a letter of thanks to show its gratitude and appreciation.
9. These guidelines have been passed in an NTNU Administrative Meeting; the same shall apply to all subsequent revisions.

National Taiwan Normal University Historical School Artifacts Donation Consent Form

For the promotion of the outstanding history and traditions of National Taiwan Normal University, and the preservation and maintenance of historical school artifacts, I hereby unconditionally donate the following item to National Taiwan Normal University. I/We hereby declare that all donated items are the personal and private property of the donor acquired from an identifiable source and with clearly defined property rights. National Taiwan Normal University is entitled to exercise full rights over the item.

Code	Name of donated item	Number	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Name of the Donor:

TEL:

Address:

Signature of the Donor:

Date of Donation:

National Taiwan Normal University hereby express their thanks and gratitude for the donation of this item.

Handling officer:

Unit supervisor:

Head Librarian: