

National Taiwan Normal University Guidelines for Establishing an Evaluation Panel 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”), for the purpose of collection of historical school artifacts and enrichment of the university collection, hereby sets out these Guidelines for Establishing an Evaluation Panel for the Collection of Historical School Artifacts (hereafter the “Evaluation Panel”).
2. The Panel has the following missions:
 - A. Evaluation of items for the collection.
 - B. Evaluation of items donated by private persons or organizations.
 - C. Evaluation of co-published items.
 - D. Evaluation and consultancy on other related items.
3. The members of the Evaluation Panel shall be made up of experts and scholars both from NTNU and drawn from outside the university, appointed through Collection of Historical School Artifacts evaluation or consultancy meetings or other related meetings. In principle, the panel should be made up of three to five members. External representatives are to be hired by the Library and should comprise not less than one third of the panel.
4. The Evaluation Panel shall have one convener, said position to be assumed by the Head Librarian.
5. For an evaluation meeting to commence more than half of the panel members should be present. In the meeting, the convener shall act as chair and participate in evaluation voting. A motion shall be deemed passed if the convener and more than half of the panel are in agreement.
6. During the evaluation process, the Evaluation Panel should use the evaluation form provided by NTNU. Where necessary, include written comments.
7. The members of the Evaluation Panel should be fair and objective in the

exercise of their duties. During the evaluation of an artifact, the principles of recusal shall be followed.

8. When there is an external evaluation member participating in the evaluation, attendance fees and travel expenses shall be provided for according to regulations.
9. These guidelines have been passed in an NTNU Administrative Meeting; the same shall apply to all subsequent revisions.

National Taiwan Normal University Collection of Historical School Artifacts Evaluation Form

Year Month Date

Name of the provider of the artifact					
Name of the artifact	(1) (2) (3) (4) (5)				
Evaluation items	1. Is the artifact related to the history of NTNU? 2. Is documentation of the artifact clear and legal? 3. Condition of the artifact. 4. Has the artifact previously failed evaluation? 5. Ability of NTNU to preserve and maintain this item.				
Artifact number	(1)	(2)	(3)	(4)	(5)
Evaluation results	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Reasons for failing the approval process	<input type="checkbox"/> 1. This artifact is not related to the history of NTNU. <input type="checkbox"/> 2. The documentation of the artifact is unclear. <input type="checkbox"/> 3. The artifact is in poor condition. <input type="checkbox"/> 4. The artifact has previously failed evaluation. <input type="checkbox"/> 5. Other:				Signature of the panel: _____