

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

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) hereby sets out the following guidelines for the preservation, maintenance and management of the historical school artifacts collection.
2. The NTNU Historical School Artifacts Collection shall be maintained by a designated staff member qualified in archiving, preservation, maintenance and other related matters.
3. Collection item archive and storage:
  - A. Obtain the archive and storage number: after an artifact has been confirmed for collection, it must be given an archive and storage number which should also be affixed in a suitable location on the item or as deemed appropriate.
  - B. Photo of the artifact: all artifacts must be photographed and the image archived.
  - C. Archive: all artifacts must be entered electronically into the Library collection archive system, to ensure complete, factual and secure data management.
  - D. The collected item should be registered as the property of NTNU and processed according to the relevant regulations of NTNU.
  - E. Cleaning of the item and checking of item condition: Before the item is entered into storage, cleaning and other related actions must be done first. Should repairs or pest extermination be needed, a repair plan should be submitted and approved; after the repair, check and accept the item back into storage within the time stipulation. An item which has not been examined, cleaned or undergone pest extermination shall not be put into storage.
  - F. Storage: please shelve according to the type and designated area.

4. According to its value and preservation status, an item is to be duplicated if necessary.
5. Stocktake of collection should be divided into two types; routine and unscheduled:
  - A. Routine stocktaking: collection staff are to perform routine stocktakes.
  - B. Unscheduled stocktaking: the supervisor of the collection unit should use the results of the routine stocktake to do a repeat check; or to perform unscheduled random spot checks. All records of the stocktaking should be compiled by the collection staff and presented to the Head Librarian for approval.
6. All handling of the artifacts must be done with extreme care, when necessary related fittings and accessories should be handled separately, to prevent falling or dismantling of the item.
7. Application must be submitted for relocation of a collection item, after approval the collection staff can proceed with the relocation process. Collection items cannot be removed from storage without a relocation application.
8. Relocated items should be returned within the same day, in principle. Unless due to repair or exhibition needs, approval must first be granted and the item returned after the repair or the end of the exhibition period.
9. When processing the relocation or return of an collection item, check and verify the relocated item according to the relocation content.
10. For the usage and lending of collection items, please refer to the "National Taiwan Normal University Collection of Historical School Artifacts Usage and Lending Guidelines" (draft).
11. These guidelines have been passed in an NTNU Administrative Meeting; the same shall apply to all subsequent revisions.