

National Taiwan Normal University Collection of Historical School Artifacts Usage and Lending Guidelines

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, in accordance with the scope of preservation and maintenance, for the usage and lending of historical school artifacts, for the exchange of NTNU collection items with the public, and for academic research.
2. The main uses of NTNU historical school artifacts are for purposes of reading, perusal, duplication, photography and exhibition.
3. The lending of NTNU historical school artifacts must comply with the following principles:
 - A. The collection item has completed archiving and cataloguing procedures.
 - B. The collection item is in good condition.
 - C. If the collection item infringes upon personal privacy, it should be processed according to the donation consent form.
 - D. It does not conflict with any legal constraints.
 - E. Lending items are limited to historical school artifacts under the collection of the NTNU Library School History Unit.
4. Eligibility:
 - A. Internal: NTNU staff and students (including alumni) that need an item for research purposes should provide proof of their relationship to the university and apply for relocation of the collection item.
 - B. External: only applications made by institutes and agencies will be processed.
5. Internal university member application for reading, duplication or photographing an NTNU historical school artifact:
 - A. Procedures:
 1. Fill out the "National Taiwan Normal University Collection of Historical School Artifacts Usage Application Form".
 2. Collection staff proceed with processing of the application.
 3. After the applicant receives approval, report to the Library for checking and receiving of the collection item.

4. After use, the collection item is to be returned and checked, the completed application form is to be archived by the collection staff.
- B. Usage location: areas within the Library designated by the Library management.
- C. Special notes:
1. Collection items in usage should be returned within the same day, in principle.
 2. Each applicant is limited to 3 items per day.
 3. The borrower must treat the item used for reading, copying, duplicating and photographing with care. There can be no notes, corrections, changes, taking away of parts, circling or other marks, dismantling, defacing, damage or alteration done to the condition and status of the collection item. Offenders will have their right to collection item usage revoked permanently, in addition, any losses incurred are to be compensated by the offender.

6. The borrower must adhere to the Personal Information Protection Act and Copyright Law as well as other relevant laws.
7. During the lending process, if the collection item is found to not match the content of the application item, the collection item unit has the right to cancel the lending of the collection item.
8. NTNU historical school artifacts can only be used according to the reason stated in the application and cannot be used for commercial purposes, external circulation or other prohibited uses. If found to be used illegally, all legal proceedings will be the responsibility of the borrower/borrowing unit.
9. Exhibition of NTNU historical school artifacts:
 - A. All local and overseas units intending to borrow a collection item from NTNU for exhibition purposes, must at the latest, submit a formal application 6 months before the exhibition date.
 - B. Preference in the lending of NTNU historical school artifacts will be given to those with an excellent collaboration record with NTNU, or those who have past exhibition exchange experience with NTNU, or libraries and museums that have long-term collaboration agreements with NTNU.
 - C. All items in the historical school artifacts collection must comply with the item selection and time limitation stipulations of NTNU.
 - D. All local and overseas borrowing units must apply for full insurance for the borrowed collection item. They will also be responsible for all packing, shipping and exhibition set-up costs.
 - E. All local and overseas units that apply for exhibition items must issue a guarantee for the return of the borrowed item to NTNU. If an overseas unit, the country must ensure there is legal protection that the item will not be seized.
 - F. Local and overseas borrowing units must include at the exhibition site, and in exhibition related announcements, published materials and printed matter, the full title "National Taiwan Normal University".
 - G. To achieve the goal of cultural collaboration, NTNU works on the principle of reciprocity, therefore it is required that the local and overseas borrowing unit offer a reciprocal exhibition of equal quality.
10. 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 Usage Application Form

Application date: Year Month Day

Applicant's name:		ID Number:	
Department		Date acquired	
Contact method:	Contact number Email:		
Reason for application: (subject matter and usage range)			
Information on usage: Details	<ol style="list-style-type: none"> 1. 2. 3. 		
Proposed lending Time	Year Month Date		
Special notes	<ol style="list-style-type: none"> 1. Historical school artifacts are treasured resources of NTNU. The borrower/borrowing unit must take responsibility for care of the borrowed item during the lending period, and return the item with no damage or alteration. If there is any damage, the borrower will be responsible for compensation. 2. During the lending process, if it is found that the collection item does not match the content of the application item, the Library has the right to cancel the lending of the collection item. 3. Historical school artifacts provided by the Library can only be used according to the reason stated in the application and cannot be used for commercial purposes; external circulation or other prohibited purposes. If found to be used illegally, all legal proceedings will be the responsibility of the borrower/borrowing unit. 		
Borrower/ Borrowing Unit (Signature and stamp)	Borrower/Borrowing Unit	Unit Supervisor (leave blank if not applicable) <div style="text-align: right;"><Unit stamp></div>	
Managing unit (Signature and stamp)	Handling officer	Unit supervisor	