Taiwan Archival Information System Manual



Table of Contents

I. Introduction to Taiwan Archival Information System	4
(I) Collecting Scope	4
1. Personal Papers	4
2. Family Papers	4
3. Organizational Archives	4
(II) Guide of TAIS Main Page	5
(III) Apply an Account	6
1. Application Qualification	6
2. Application Procedures	6
3. Expiration of the Account	7
4.The Levels of Retrieving Archives	7
II. Archives Catalog and Digital Images	8
(I) Constructions of Archives Catalog	8
1.Levels of the Archives	8
2.Instruction for Metadata Column	9
(II) Browsing Digital Images	12
III. Search Archives	13
(I)Instruction to Archives Search	13
1. Search Function	13
2. Search Result	
(II)Search History	20
IV. Contact Us	20

I. Introduction to Taiwan Archival Information System

(I) Collecting Scope

The Taiwan Archival Information System (TAIS) contains physical and digital records which were collected by the Historical Record Office since the 1990s. TAIS includes folk papers, personal papers, family papers, and organizational archives, accumulating nearly 120,000 items and eight million digital images. According to the source of the records, the archives are categorized into three groups. The contents and features of each group are described as follows:

1. Personal Papers

Personal Papers were the first hand record related to work and life created or preserved by individuals. The types of Personal Papers are abundant, including diaries, manuscripts, case files, correspondence, postcards, photographs, and paintings. For example, Miyoshi Tokusaburou Papers (1888-1940), Yoshioka Kisaburou Papers (1907-1939), Hasegawa Kiyoshi Papers (1927-1994), Sun Jiang-huai Papers (1906-2003), Yang Zhao-jia Collection (1910-1973), Kao Ci-mei Papers (1910-2006), Chen Cheng-po Paintings and Papers (1904-2003), and Yang Yun-ping Papers (1929-1997) are all in this category. These records directly documented local people and foreigners' lives in Taiwan.

2. Family Papers

Family Papers are the first hand record concerning clan kinship and asset certificates. The document types include land contracts, allotment agreements on family property, personal contracts, family rules, account books, genealogies, correspondence etc. For instance, the Qin Family Papers in San-jiao-yong (1755-1949), the Pan Family Papers of Anli Tribe (1732-1888), the Liu Family Papers in Xihu, Miaoli (1753-1916), the Wang Jun-zheng Family Papers in Hainan (1712-1948), the Chang Da-jing Family Papers (1769-1906), the Hsu Zhi-hu Family Papers in Lugang (1895-1898), and land records in other regions.

3. Organizational Archives

Organizational Archives were the original records of organization operations. Its type evolved in different time period. By collaborating with other institutions, we digitize and open the archives to the public for application. For example, Records of Japan Kangyo Bank's Branch Office in Taiwan (1922-1949), Forestry Records (1895-1975), Registry of Passports Issued by Taiwan Government-General (1897-1934), The Former Records of Civil Cases Preserved (and moved to Taiwan in 1949) by the Supreme Court of the Republic of China (1934-1953), Records Preserved by Bank of Taiwan in the Japanese Colonial Period (1897-1960) are in this category.

Browse "Record Groups"(全宗瀏覽) to see more records collected in this database.

(II) Guide of TAIS Main Page

<u>Taiwan Archival Information System</u> can be linked at the <u>Archives of the Institute of Taiwan History</u>.



The main page of <u>Taiwan Archival Information System</u> includes four sections.

A: Login Section

Register an account/Login/Forget Password

B: Main Menu Links:

Browse Record Groups/Search Records/ System Instructions/ Contact Us/FAQs.

C: Search Bar

Simple Search/Advanced Search/Search Tips

D: List of Open Record Groups

(III) Apply an Account

The catalog of TAIS is open to the public. After register an account, users can view digital images of the archives. In addition, the account of <u>Taiwan Archival Information</u> <u>System</u> is same as <u>Taiwan Rare Book Collections</u>, registering either one can log in both systems.

1. Application Qualification

Users in Taiwan or from abroad can register an account with a valid e-mail.

2. Application Procedures

(1) Online Application

Click on "applying an account"(帳號申請) and confirm *Personal Information Collection Statement and Authorization Agreement*. Click on "Agree"(同意) and fill the application form.



(2) E-mail Verification

After you submit the application form, you will receive a verification e-mail. Please click on the URL in the mail to confirm your e-mail is valid. If you do not receive any mail send from TAIS, please check your spam folder or put twharch@gate.sinica.edu.tw in your whitelist. Please note that the URL is valid within a month. If you did not click on it before it is expired, you have to apply an account again.

(3) Application Result

After you click on the URL, staff members of the Archives will verify the information you provide in the application form and send you a confirmation letter within three days.

3. Expiration of the Account

The expiration of the account is one year. On the seventh date prior to the expiry date, the system will automatically send a mail remind you to extend the account for the next year. If you did not click on the URL to extend your account, it would be ceased until you contact us to reactivate your account.

4.The Levels of Retrieving Archives

According to collecting agreements and Copyright Law, the archives are categorized into three access levels:

Access Level	Descriptions
Viewing online (線上閱覽)	Digital images can be viewed and printed
	by personal computer after logging in the
	system.
Viewing in the ITH Archives (到館閱覽	Digital images or archives in other
列印)	formats can be viewed and printed in the
	Archives of the Institute of Taiwan
	History.
Transcribing in the ITH Archives (到館	Digital images or archives in other
抄錄)	formats can be viewed and only be
	transcribed in the Archives of the Institute
	of Taiwan History.

The access level (取用形式) of the archives is presented in the second level of each record group.

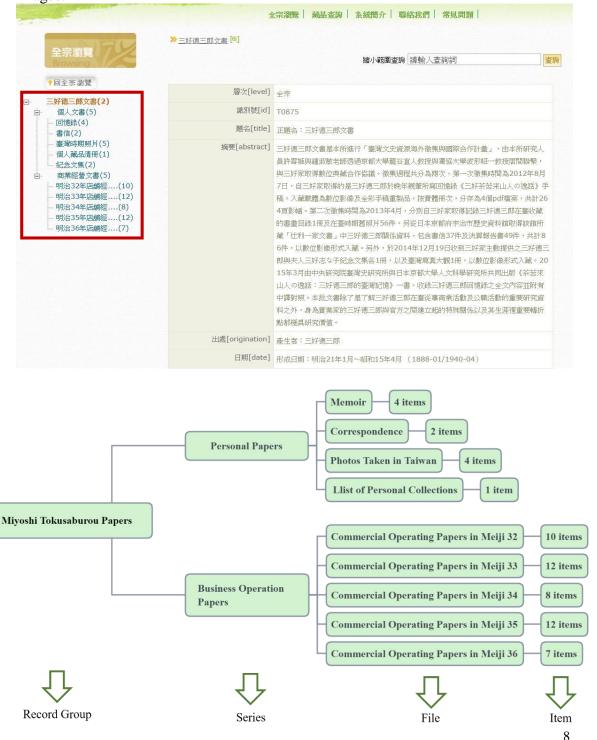
II. Archives Catalog and Digital Images

(I) Constructions of Archives Catalog

In <u>Taiwan Archival Information System</u>, archives from the same source are compiled into one record group. Archives are organized into four levels: Record Groups, Series, Files, and Items, providing context and descriptions of each archive.

1.Levels of the Archives

Take Miyoshi Tokusaburou Papers (1888-1940) as an example. This record group has two series: Personal Papers and Enterprise Operation Papers. Under the series of Personal Papers, there are four files: memoir, correspondence, photos taken in Taiwan, and catalog of personal collection. Under the file level are items which present digital images.



2.Instruction for Metadata Column

(1) Information of Catalog:

Level (層次) Describes the level of the archives, including record group, series, file, and item. Identifier(識別號) Describes the specific number of the archives. Title(題名) Describes the name the archives. It features the creator or content of the archives. Abstract(摘要) Describes the collecting and storing process of the archives. Origination(出處) Describes the time scope of the archives. Date(日期) Describes the time scope of the archives. Describes detailed information about the archives. Describes the access level of the archives as well as browsing and photocopy principles. This information presents in the "series"(系列) level of each record group, including viewing online, viewing in the ITH Archives, and transcribing in the ITH Archives. Organization(組成) Arrangement(編排) Describes the categories and the orders of the archives. Lists the category of the archives. Take Miyoshi Tokusaburou Papers as an example, the record group is categorized into two subgroups in series level: Personal Papers and Enterprise Operation Papers. Biography and Histories(傳記或歷史) Describes the history of the archives or detailed biography of the creator, introducing the context of the records. Chronology(年表) Describes the copyright of the catalogs and digital images. Preferred Cite Way(較佳的引用方式) Bibliography(書目) Relevant publications of the archives.	Title	Description
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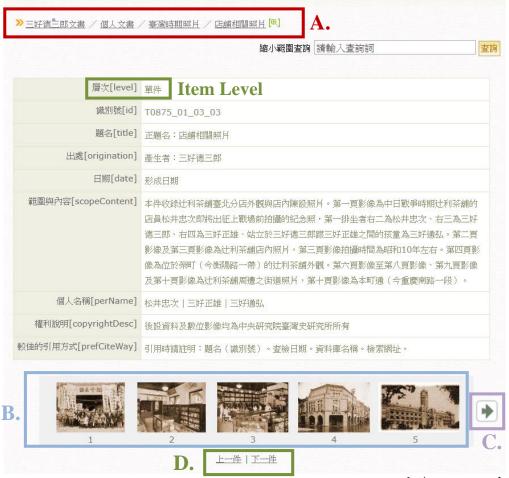
(2) Browsing Function

<1> Refine a search field. Enter a keyword and find archives in the record group you are browsing.



<2>Browse archives in item level





- A. Records are organized by the following levels: Record Group(全宗), Series(系列), File(案卷), and Item(單件). "Miyoshi Tokusaburou Papers/Personal papers/Photos taken in Taiwan/Photos taken in operating Tsujiri Tea Shop" shows that users are browsing the item level.
- B. In the item level, users can view the digital images by clicking on the thumbnails.
- C. Every row has five thumbnails. Click on the arrow to see the next set of photos.
- D. Click on "上一件" or "下一件" to see the previous item or the next item.

(II) Browsing Digital Images





The function of each icon of the viewing mode are instructed as follows:

Icon	Description
ithda-arch-T0875_0007-0001-i.jpg	The serial number of the digital image.
第1張/全部10張,跳至第 張 確認	Shows the first image of all the ten photos. Key in the number and press "confirm"(確認) to see the specific
	page you retrieve.
店舖相關照片 T0875_01_03_03	Shows the title and identifier of the photo you are retrieving.
	Press the print icon to print out images.
	Use magnifier icons to zoom in or zoom out images.
00	Use narrow icons to rotate images.
	Press the icons to go to the previous or
	the next images.

III. Search Archives

(I)Instruction to Archives Search

1. Search Function

Enter the keyword to browse the result directly or click on "search archives"(藏品查詢) for advanced search.



(1) Simple Search

Click on "search archives"(藏品查詢) and click on "simple search"(簡易查詢). Enter a keyword to browse related result.

(2) Advanced Search:

Click on "search archives"(藏品查詢) and click on "advanced search"(進階查詢).



- A. Enter keywords to look for related archives. Reader can enter three keywords at most per search.
- B. Using Boolean Operators to conduct advanced searching:
- ➤ Key in 三好德三郎 and 榮町 can narrow the search result only containing both terms
- ➤ Key in 三好德三郎 or 榮町 can broaden the search result containing either or both terms.
- ➤ Key in 三好德三郎 not 榮町 can restrict the search result to the first item.
- C. Select a searching field such as title(題名), identifier(識別號), organization name(團體名稱), family name(家族名稱), personal name(個人名稱), location(地理名稱), land name(土地名稱) to search archival descriptions that contain your keyword.
- D. Key in the year range to narrow the search within a specific period.
- E. Select a record group to search archives in the particular record group. If you select 三好德三郎文書, the results would be limited in this record group.

(3) Exact Search / Fuzzy Search

Exact Search means the Chinese characters you entered would be seemed as one term and connected altogether. For example, if you enter "圖書館自動化" and select "exact search" mode, the system will not show "圖書館流通自動化." It will only show the result of "圖書館自動化". In contrast, Fuzzy Search means the results do not exactly correspond to the target word. The system will show relevant results of your searching. Through proximity and weight function of the algorithms, the search results will show possibilities related to your keyword. For instance, if you enter "電子化圖書館" under the mode of Fuzzy Search, you would see the results of "電子化圖書館" and "電腦化圖書館." The results would be arranged in the order of the relevance.

2. Search Result

(1) Viewing Modes

Take "明信片" as a keyword to see the viewing mode:

<1> View the results in Simple view

The Simple view shows level(層次), identifier(識別號), title(題名), created time(時間範圍), and source of records(出處). Click on the up or down arrow to sort the level, identifier or title in ascending or descending order.



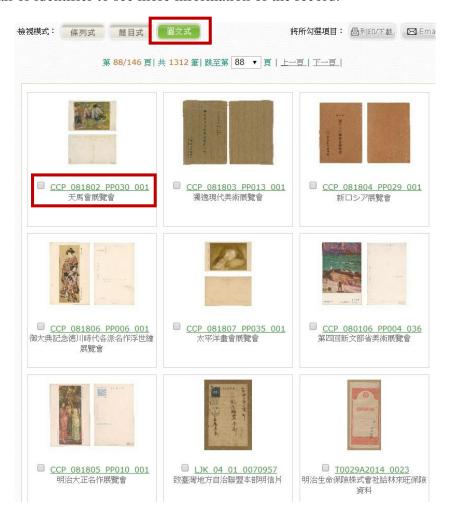
<2> View the results in Detailed view

The Detailed view shows title, identifier, level, created time and other metadata of records. Click on the title to see further information of the record.



<3> View the results in Icon view

The Icon view shows the identifier, title, and thumbnail of digital images. Click on the thumbnail or identifier to see more information of the record.



(2) Instruction for the Toolbar

<1>The following image shows the search result has 132 page and 1312 items. Users can click on $\neg \neg \equiv$ to see the next page or use the drop-down-list to browse results on the other page. In addition, users can also select 10, 20, or 30 to see the items per page.



<2>To save the search results, users can select the icon to print, download, and email to mailbox.



<3>Click on 重新查詢(search again) and go back to the page of simple search to start a new search.



(3) Browse the records

Click on the title to see detailed metadata of the records.







Click on 回查詢結果 (go back to the search result) to browse former results and continue to view the relevant records.

(II)Search History

This system provides "search history" below the search function page. It records the searched keywords. Users who registered an account can also save the results which can be browsed next time.



IV. Contact Us

Should you have any questions or suggestions of the system, feel free to contact us.

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