

Archives Reading Policy in the Archives of Institute of Taiwan History, Academia Sinica

Revised by the 36th Committee of Books and Archives in 2010.06.29

Revised by the 43th Committee of Books and Archives in 2010.09.06

Revised by the 54th Committee of Books and Archives in 2013.06.27

- Article 1 In order to promote the academic value of stored historical materials and open it to the public, the Archives of Institute of Taiwan History, Academia Sinica (the ITH Archives) has established the Archives Reading Policy in the Archives of Institute of Taiwan History, Academia Sinica.
- Article 2 Those who are at least 18 years of age and are carrying a valid photo ID may enter the ITH Archives.
- Article 3 Opening times: The reading room is open from 9:00 to 17:00 from Monday to Friday and closed on weekends and on national holidays.
- Article 4 Archives management and retrieval policies:
1. In order to protect the cultural heritage, our archives including old books, records, images and Japanese rare books are kept in closed sacks.
 2. In light of the differences in data forms, collecting agreements, the Copyright Act and other regulatory restrictions, the archives are classified into three levels: Level I can only be viewed and transcribed in the ITH Archives; Level II can be viewed and printed in the ITH Archives; Level III can be just read online and printed without limitations.
- Article 5 Apply for the archives retrieval service, the photocopy service, and the digital archives service:
1. To access original items and restricted digital images, please fill out the Archive Request Form and wait for the permission from the ITH Archives.
 2. To copy or print documents, please follow the Photocopying Services Policy in the Archives of Institute of Taiwan History, Academia Sinica and make an application.
 3. To view and print Level III digital archives, please follow the Online Digital Images Usage Policy in the Archives of Institute of Taiwan History, Academia Sinica and make an application.

Article 6 Regulations on the retrieval quantity:

1. Readers can retrieve a series of reproductions at one time; 10 series of reproductions are available to retrieve in total within a day.

2. Original items:

(1) Archives: Readers can retrieve 3 archives at one time and retrieve another one after returning the archives on hand.

(2) Rare books: Readers can retrieve 5 books at one time and 10 books in total within a day.

3. Restricted digital images:

Please fill out the Archive Request Form first and wait for the permission from the ITH Archives. Readers who get the permission shall view the images by a designated computer.

Article 7 Original items are not allowed to be retrieved if the following circumstances happen. However, a special application is exclusive to this policy.

1. The original documents have been reproduced and thus copies or digital images are available.

2. The original items are in poor conditions. For instance, the papers are fragile and tattered; worms caused damage to documents; sheets are stick together; the bookbinding is easily to be damaged.

3. The contents of documents are related to national security, criminal records, personal privacy, trade secrets and other regulatory restrictions.

4. The copyright owners, document collectors and providers have required to restrict the access to the archives.

5. The archives are still being organized.

6. The ITH Archives believes that the archives are inappropriate to be retrieved.

Article 8 In order to preserve precious historical materials and maintain the quality of reading environment, please follow the regulations as follows:

1. Except for necessary books, notebooks or laptops, please do not bring a video recorder or a camera to the reading room.

2. Except for a special permission, photography is prohibited in the ITH Archives.

3. Without permission, readers are prohibited to connect the Internet system or use electricity in the ITH Archives.

4. The computers in the ITH Archives can only be used for public use as searching, browsing and printing historical sources. Readers are not allowed to use public computers to deal with their personal documents or download personal files.

5. Readers shall view the archives carefully and shall not deface, write, fold, underline on the documents. Readers shall not break the binding of the archives or take the archives out of the reading room.

6. The original items must be viewed in the designated area.

7. If necessary, the ITH Archives can check readers' personal belongings when readers are about to leave.

Article 9 Readers shall follow the regulations formulated by the ITH Archives. The ITH Archives can take back readers' privileges if readers violate regulations or reject admonishments. Violators with serious consequences will be reported to a law enforcement agency.

Article 10 This policy will be announced and executed after being approved by the Committee of Books and Archives of Institute of Taiwan History. If there is a change, the policy has to be approved again.