

Photocopying Services Policy in the Archives of Institute of Taiwan History, Academia Sinica

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Article 1 In order to respond to readers' needs of research and support academic research, the Archives of Institute of Taiwan History, Academia Sinica (the ITH Archives) has established the Photocopying Services Policy in the Archives of Institute of Taiwan History, Academia Sinica.

Article 2 According to the policy, readers with a valid photo ID can request photocopying services of stored items and digital images in the ITH Archives. However, some of the materials are restricted because they are related to national security, personal privacy or restricted by the collecting agreements. Hence, the materials can only be viewed and transcribed in the ITH archives.

Article 3 To request a copy, readers shall fill out an application form and sign an affidavit letter. After obtaining permission from the ITH Archives, the applicants must follow the Archives' policies of photocopying.

Article 4 Photocopy Quantity

1. Archives

(1) Folk Papers, Personal and Family Papers and Topical Collections are limited to a maximum of 100 pages per day.

(2) Institutional Archives are limited to a maximum of 500 pages per day.

2. Rare books: The applicants must follow regulations stipulated in the

Copyright Act when photocopying rare books.

Article 5 Applicants shall pay for the printing fee. The photocopy fees are as follows:

1. Photocopying and printing

(1) Black and white photocopying/printing: NT\$2 per page.

(2) Color photocopying/printing: NT\$10 per page.

2. Digital archives

(1) Institutional Archives: each image costs NT\$250.

(2) Personal and Family Papers and Topical Collections: each image costs NT\$500.

Article 6 The restrictions of Archives Photocopying:

1. The reproduction must only be used for personal academic research. The applicants must fulfill their original purpose to use the materials each time. Also, the copies are neither reusable and nor transferable.

2. Readers who apply the materials to publish, exhibit and transmit the research result publicly have to fill out an application form and sign an affidavit letter. A group of applicants shall follow this rule accordingly.

Article 7 If readers cite data, such as old books, archives, images and rare books, from the ITH Archives, it is needed to claim the data is quoted form “Collections of the Archives of Institute of Taiwan History, Academia Sinica.” Readers shall provide the Archives of Institute of Taiwan History with a copy of their dissertations, monographs and papers.

Article 8 Readers must comply with the Archives Act, Copyright Act and relevant ordinances when reproducing and using the materials of the ITH Archives. The materials are only for personal academic research. Readers must not reproduce and publish the materials without the ITH Archives’ permission. Readers assume all responsibility for violating the Archives Act, Copyright Act or infringing on the third party’s rights.

Article 9 The ITH Archives has the right to disqualify readers from using the archives if one of the following situations arises:

1. The reader’s actual using of the archives is not conformed to the original applying purpose.

2. The reader transfers the materials to a third party without the ITH Archives’ permission.

3. The reader did not claim the quoted source is from the ITH Archives or did not cite the materials appropriately.
4. Other circumstances or behaviors that infringe the ITH Archives' rights and interests.

If users cause damage to the ITH Archives, the ITH Archives has the right to request compensation.

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