

# National Cheng Kung University Library Guidelines for Use of Special Collections

Approved by Library Affair Meeting on May 31, 2018

Submitted to University Library Committee on Oct. 24, 2018

- I. National Cheng Kung University Library (hereinafter referred to as Library) constitutes the guidelines with the purpose of providing patrons to use of the Library special collections, and to take into account the task of properly preserving original documents.
- II. Special collections mentioned in the guidelines refers to the materials preserved at the Library Special Collections Room on the 2nd floor underground of the main building, which includes:
  - (i) Earlier collection of Japanese books acquired by the Library before 1946 (inclusive).
  - (ii) The collection items that experts or teachers of this university suggest to be preserved at closed stacks and then have been stored in this room after the Library assessment.
  - (iii) The collection items that are judged to have to be preserved in this room by the Library.
- III. The special collections are preserved at closed stacks, and all items are non-circulating. If patrons wish to use special collections, they must fill out the application form prior using then wait for the approval of the Library; once approved, the applicant will be notified by the Collection Management Division to access the collection items within the retention period.
- IV. The services for using special collections are as follows:
  - (i) Application for item access: applying online or visiting the library to fill out the application form, the applicant shall hand the form to the Collection Management Division office on the 5th floor or the circulation counter on the 1st floor.
  - (ii) The access time: when the application has been approved, the applicant may access the approved items from 9:30 to 16:30 on Monday to Friday within the retention period; the items must be used at designated location and returned to the Collection Management Division by 16:30 of the day.
  - (iii) In case of special circumstances, the Library may change the access time after it is announced in advance.

- (iv) Retention period: after each application has been approved, the retention period is 3 days (excluding holidays) from the next day after being notified by the Library; if failed to access the materials before the deadline, it is considered waiver of right.
- (v) Number of items to access: the number of items to be requested each application is limited to 10.
- (vi) All applicants who are approved to access of special collections items must bring valid certificates such as the NCKU ID card, student ID card, national ID card, driver's license, health insurance card, teacher's license, passport to prove your personal identity.

V. In principle, the following originals of special collections are not available to access, except for this university faculty and students who apply as special projects and are approved by the Library:

- (i) If the collection item condition is not good, such as the paper is too thin, seriously moth-eaten, stiff and sticky, easy to damage with bookbinding, damaged, or has missing pages.
- (ii) If the collection items already have digital resources, photocopies or other reproductions.
- (iii) Rare books.
- (iv) If the collection items are already examined by the Library to prohibit the access.

VI. Patrons must take care when handling the special collections materials and should comply with the following rules:

- (i) If necessary, wear gloves and masks before using the requested items according to the requirement of the library.
- (ii) To access the collection items at designated location.
- (iii) Anyone who wishes to photocopy the collection items shall be limited to using cameras, mobile phones and other equipment related to photography, and shall not be photocopied or reproduced in other ways that impair the originals, and shall comply with the relevant legislation on copyright and data protection.
- (iv) Do not write upon or mark any collection items.
- (v) Please do not rest anything on the items or place strain on them. Except for pencils, other writing utensils should be kept away from special collections to avoid defacement of the

originals.

- (vi) When using the collection items, they should be placed flat on the table and must not be erected, slanted or fold.
- (vii) When viewing the collection items, it is necessary to carefully turn pages, not too forcefully or quickly, from the bottom of the items.
- (viii) Any act that may damage the special collections materials should be avoided.

If there is any violation of the above rules, the Library will immediately stop the reader's right to access. Those who have been persuaded to be invalid may be given points or asked to leave the Library according to the Library rules for reader violations.

If there is any defacement, damage or improper carrying out of special collections, it will be handled according to the Library rules for reader violations.

VII. The guidelines shall be implemented upon approval by the Library Affair Meeting and reported to the Library Committee. Any amendments shall be processed accordingly.

\* These rules were translated from the original Chinese.

In the event of any discrepancies between the two versions, the Chinese always takes precedence.