

National Chung Hsing University Guidelines for Collection of University Archives

Established by 1st School History Compilation and Development Committee on 29 March 2012

1. The National Chung Hsing University (hereinafter referred to as the “University”) has established these guidelines in order to collect valuable information and to record the history of the University during the university development.
2. The School History Office of the Library shall be responsible for the collection of University Archives. Other departments may provide assistance and cooperation as required.
3. The university archives collection covers official documents, relics, academic publications, graphic and video records, news coverage and other relevant historical information from various departments of the University. Collection may also be through donation, transfer, purchase or exhibition from loan.
4. University Archives will be collected based on the principle of historical significance or memorabilia.
5. Donors of university archives relics should sign the “Donor’s Consent” to agree to the permanent donation. If the owner only agrees to a lease, negotiation should be carried out for collection and display in the manner of photograph or scan. The University will issue certificates of gratitude to express its gratitude.
6. In case of difficulty of selection or dispute with regard to any relic to be collected, the object should be submitted to the University Archives Compilation and Development Committee for collection appraisal. Objects that are not selected should be returned to the original collector or provider.
7. Following selection, the collected files and relics should be placed in the University Archives or the Special Collection Room of the Library depending on the type of the material.
8. In order to maintain precious relics, the objects should be reproduced or digitalized for maintenance and exhibition.
9. These guidelines are implemented after approval by the National Chung Hsing University University Archives Compilation and Development Committee and verification by the Principal.