

Visitor Rules for the Archives Access Center of the National Archives Administration, National Development Council

1 March 2002

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1. The National Archives Administration (NAA) of the National Development Council has established the Archives Access Center (AAC) to provide consulting, viewing, hand-copying and duplication services with respect to archives and to publications that focus on archives management and related research.
2. The AAC is open to the public Monday to Friday from 9:00 a.m. to 5:00 p.m. (except on national and regular holidays). Requests to retrieve archives must be submitted no later than 4:30 p.m. If the AAC is closed for any other special reason, an announcement will be made.
3. Non-NAA personnel who intend to enter the AAC premises must register before an access card. The access card is valid only for the current day, and must be issued and used in accordance with the following requirements:
 - (1) A first-time visitor must register at the front desk and provide his/her full name, telephone number, the last five digits of an ID number (e.g. national ID card, passport, or alien resident certificate), the purpose of the visit, and a valid identification document. After checking this document, the NAA will issue an access card. On any subsequent visit, the visitor need only use an NAA computer to indicate the purpose of the visit (by selecting from a preset

list of options), after which a staff member at the front desk will print out an

access card. If there has been any change to registered information, the visitor must contact a staff member at the front desk to update it.

- (2) If an access card cannot be used due to loss or damage, the holder must report it lost or turn it in to a staff member at the front desk. After the NAA has cancelled the original access card, it will issue a new card to enable access.
 - (3) An access card must not be counterfeited, altered, or lent for use by another person, and will be cancelled if any such action is discovered. If any harm is incurred due to the loss or misuse of an access card, the responsible party will be legally liable for damages.
4. The following principles apply regarding what items a non-NAA personnel may or may not take into the AAC:
- (1) Items that can be taken into the AAC, but must be kept in a transparent container: Valuables (e.g. wallets, etc.), important ID documents, personal medicines, pencils not equipped with an eraser, notebooks, earphones, loose blank sheets of paper, etc.
 - (2) Items that can be taken into the AAC, but must be registered at the front desk: portable computers, tablet computers, cameras, and mobile phones with a camera function; the camera function of the aforementioned devices may only be used to photograph accessed originals, and must not be used in such a manner as to disturb other users. For archives that are read or hand-copied following the making of a confidentiality pledge, all the above items other than portable computers and tablet computers should not be taken into the AAC, and the lens on any computer equipped to take photos or film videos must be covered over by a staff member at the front desk. Anyone needing to take photographs must use equipment provided by the NAA, and submit all photos and videos to the NAA for approval.
 - (3) Items that require advance permission: For video camera devices or other

items not mentioned in these Rules, the visitor must explain upon applying for access to archives why such devices need to be used, and they may be taken into the AAC only after the NAA has given permission.

(4) Items that are not allowed in:

- a. Food or drinks; cigarettes, matches, or cigarette lighters; all types of writing implements (except pencils without an eraser); ink; erasers (including erasers attached to a pencil), correction ribbons or correction fluid; scissors or knives; staplers, paper punches, or pencil sharpeners; adhesive compounds or tape; liquid paint or spray paint; umbrellas or rain gear; brief cases, suitcases, backpacks, purses, bags, or other similar containers larger than a sheet of A4 paper; file folders or other paper carrying implements; animals (other than seeing-eye dogs).
- b. Other containers or implements that could damage archives.

A person taking items in or out of the AAC must show those items to the staff. If necessary, a staff member at the front desk may require a visitor to submit to an inspection.

5. When an applicant who seeks to access an archive is a party to the subject matter of that record, the applicant must furnish an identification document; when the party to the subject matter is deceased or disappeared and his/her heir applies to access an archive related to the involved party, the heir shall additionally submit documentary proof of his/her relationship to the involved party.

If the person applying to access an archive is an agent by conduct, the applicant shall furnish a power of attorney and an identification document; if the applicant is a statutory agent, the applicant shall declare his/her relationship with the involved party and furnish relevant documentary evidence.

A foreign national who applies to access an archive shall furnish a photocopy of

his/her alien resident certificate, passport, or other proof of identity.

6. A party who intends to apply for access to archives must first check a catalog or an index, then fill out or print out the Application for Access to Archival Records and submit it to a staff member at the front desk of the AAC. Alternatively, one may apply by: (a) filling out or printing out the Application for Access to Archival Records and submitting it to the NAA via mail or fax; (b) scanning an image of a filled out application form and sending it in via email; or (c) using a citizen digital certificate to apply via the NAA website.
7. The archives to which access is granted shall in principle be reproductions. If it is necessary to access an original, the applicant must state the reason on the application form.

Once an application to access an archive has been approved, the AAC will call up the volume as quickly as possible and either provide it on the spot or notify the applicant to come and access it.

If it is necessary to mail a record, once the NAA has received payment for the related fees, it shall mail a receipt and a reproduction of the record.

8. Whenever an archive is viewed, hand-copied, or duplicated, it must be done on-site at the AAC. The visitor must fully discharge the responsibility to safeguard the record, and must not misuse it in any of the ways set out in Appendix 1.
9. An applicant who obtains archives at the AAC must first check the quantity of the records and confirm their legibility, then affix a signature to the Sign-Out Form for Access to Archives.

Where a visitor intends to retrieve the originals of archives, the originals shall in principle be provided ten volumes at a time, and the visitor will not be able to retrieve other originals of archives until after he/she has finished examining the

records on hand and returned them, and a staff member has confirmed that all are accounted for.

An applicant who needs to leave the premises temporarily must first handle the following matters before leaving:

- (1) A visitor who uses the originals of archives must leave the records in the custody of a staff member at the front desk, and must not take it out.
 - (2) A visitor who uses an NAA computer to log into a member account of the Archives Access service must log off after finishing.
 - (3) A visitor who uses an NAA computer to view an electronic audiovisual file must log off after finishing.
10. A visitor who accesses the originals of an archive must return the record on the same day, and must not leave the premises until after a staff member at the front desk has checked the record and confirmed that all is in order.
- A visitor who uses an NAA computer to log into a member account of the Archives Access service must log off when preparing to leave the premises.
- A visitor who uses an NAA computer to view an electronic audiovisual file must, after finishing, notify a staff member to handle related follow-up matters.
- A visitor who needs to continue accessing an archive need not re-apply if he/she accesses the record within 60 days from the day next following the day when notification of approval was delivered.

11. The AAC will provide the following equipment and other items free of charge:
- (1) Lockers.
 - (2) Cameras, camera stands, and other photographic equipment.
 - (3) Computers, image magnifiers, and other such viewing devices.
 - (4) Clear paper holders, paper bookmarks, and other such office supplies.

- (5) Pencils, loose blank sheets of paper, and other stationery items.
- (6) Gloves, dust masks, earphones, transparent container pouches, wheelchairs, reading glasses, and other such items.

Visitors will be allowed in principle to use the equipment, office supplies, stationery, and other items set out in the preceding paragraph on a "first come, first served" basis. Visitors will be allowed in principle to use computers, cameras, camera stands, image magnifiers, earphones, and other such equipment for two hours per person per use, but they may continue to use them if no one else is waiting. Such items may only be used to access archives and publications at the NAA.

A visitor who uses the NAA's equipment may not arbitrarily move or dismantle its parts. Other use principles must be in line with the provisions of Appendix 2.

12. Anyone who has a question regarding the use of equipment or other items must ask a staff member at the front desk. Anyone who causes damage through vandalism or misuse will be legally liable for damages.
13. Publications at the AAC must not be lent out to or carried out by anyone other than NAA personnel. Non-NAA personnel who view or photocopy such publications must do so at the AAC.
14. No fee is charged for viewing, hand-copying, or searching for archives, publications, or databases.

Anyone seeking to duplicate a national archive must obtain it in accordance with the Fee Standards for Viewing, Hand-copying or Duplication of Archives. Anyone who duplicates publications or loose sheets in black-and-white, whether by making photocopies from a hardcopy version or printouts from an electronic version, will be charged NT\$2 per copy for each A4 black-and-white

sheet, or NT\$3 for each A3 sheet.

15. A person who uses AAC publications must not damage them by circling text, adding notes, leaving smudge marks, or folding or tearing the paper; anyone who violates this restriction will be legally liable for damages.
16. Visitors to the AAC are not allowed to smoke, eat, drink, engage in boisterous activity, misuse equipment, or hinder others who seek to view records; the NAA reserves the right to prohibit further use by anyone who violates this restriction.

Unless permission has been granted, visitors are not allowed to engage in photography or filming at the AAC.
17. All matters on which these Rules are silent shall be handled in compliance with applicable legal requirements adopted by the government.

Appendix 1 Directions for the Use of Original Archives at the Archives Access Center

| Category | Remarks |
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| Use of original archives | <p>The user must wear gloves and a dust mask if necessary, must fully discharge the duty to protect records, and must not engage in any of the following improper uses:</p> <ol style="list-style-type: none"> 1. Add notations to a record or alter, switch, remove pages, mark up, smudge, fold, or tear it; change the order of sheets in a record that consists of loose sheets, or unbind a record that is already bound. 2. Lay out a record over a viewing table in such a manner that part of it hangs off the end of the table for a long time. 3. Examine a photo, a negative, or a brittle paper record without wearing gloves. 4. Touch an archive with wet hands, or view it in a way that is likely to damage it, e.g. by using a tool or turning the pages at high speed. 5. Fail to use a wedge-shaped support device to support the spine of the record, or to rest some heavy item other than a support device on a record. 6. Produce a tracing with permission from the AAC, but do it without using a clear plastic board for protection. 7. Use a stationery item other than a paper bookmark provided by the AAC to mark the place in a record that needs to be copied. 8. Use a flash while photographing a record. 9. Damage or alter a record in some other way. |

Appendix 2 Principles Regarding the Use of Equipment, Office Supplies, Stationery Items, and Objects at the Archives Access Center

| Category | Remarks |
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| Locker | <ol style="list-style-type: none">1. Each user is in principle allowed to use only one locker. A user who needs to use a locker must contact the front desk to obtain a key, and must personally store his/her items. The AAC will bear no liability for damages in the event anything is lost or damaged.2. The user must retrieve stored items and return the key on the same day before the conclusion of AAC customer service hours. If the key is lost or damaged beyond repair, the user must pay for the cost of making a replacement.3. Valuables, animals, food, or items that might make a locker dirty are not to be kept in a locker, nor are visitors allowed to keep hazardous, illegal, stolen, or perishable items in a locker.4. If items are left in a locker after the conclusion of AAC customer service hours, the AAC has the right to photograph the content as evidence before emptying the locker and notifying the user to retrieve the items. If there is food or anything else that would likely affect public health if it remains in storage, the AAC may dispose of it, and the offending party will have no right to contest the matter. Within 15 days of the day next following delivery of the AAC's notification, the user must contact the AAC front desk to retrieve the stored items, and the AAC may dispose of items not retrieved by the deadline. The AAC will bear no liability for damages in the event anything in its custody is lost or damaged.5. If a user has a locker key copied or uses a locker to conduct illegal transactions or engage in criminal activity, the AAC has |

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| | <p>the right to revoke user privileges and require the user to pay for the cost of having the lock changed, and it may also report the matter to the police station with the relevant jurisdiction.</p> |
| Viewing equipment | <ol style="list-style-type: none"> 1. NAA computer equipment is in principle to be used only to check catalogs of archives or other related information, or to view archives. Users are not allowed to install files, software, or programs not provided or approved by the NAA, nor may they take equipment or external storage media not provided or approved by the NAA and plug into computer equipment. 2. Anyone who uses a portable computer, tablet computer, or another such personal device must do so at a location designated by a staff member at the front desk. 3. When using an NAA computer, a person must abide by the NAA's information security policy and related Internet usage rules, and must not use the Internet to engage in illegal activity. In the event of a violation, or improper use as listed below, the NAA may revoke user privileges, and the user shall bear any legal liability. <ol style="list-style-type: none"> (1) Interfere with or damage either the software or hardware systems in NAA information and computer equipment. Arbitrarily change computer settings or take other actions that affect information security, e.g. spreading computer viruses or malware, or attempting to intrude into a system that one is not authorized to access. (2) Engage in acts that violate the Copyright Act or otherwise infringe upon intellectual property rights. (3) Steal another person's account and password, or engage in any sort of Internet-based transactions; play online games, engage |

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| | <p>in online chats, or visit dating sites; spread or collect rumors, salacious text, images, videos, or audio; or browse documents or websites that feature pornography, gambling, or other content that is contrary to public order or good morals.</p> <p>(4) Interfere with other users, or hinder information security or viewing order.</p> |
| Photocopiers | <ol style="list-style-type: none"> When using photocopying equipment, one must respect the intellectual property of others, abide by the provisions of the Copyright Act, and bear related legal liability. To have an archive photocopied, contact a staff member at the front desk for assistance; users may photocopy books or publications themselves. A fee will be charged. |
| Photography equipment | <ol style="list-style-type: none"> Users may take in their own cameras or borrow from the NAA, but are required to use a camera stand provided by the NAA to photograph original archives. A user must not use a flash, and photographic equipment must be set to the mute setting. A visitor who needs to borrow a camera from the NAA must contact a staff member at the front desk to borrow a camera and handle matters regarding storage of the photos of records. A visitor who finishes using a camera prior to close of business on the same day, or who needs to leave the premises temporarily, must return the camera to a staff member at the front desk. The light bulb or light tube on a camera stand may be turned on only while photographs are being taken, and must be turned off immediately after photographing is finished in order to reduce wear. |
| Office supplies, stationery, | <ol style="list-style-type: none"> A visitor who needs to use a transparent container or borrow reading glasses or headphones from the NAA must contact a staff member at the front desk to borrow the item, and must return it |

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| and other items | <p>the same day after one has finished using them.</p> <p>2. A visitor may directly take and use clear paper holders, paper bookmarks, pencils, loose blank sheets of paper (and other such office supplies and stationery), gloves, dust masks, and other such items; clear paper holders, pencils, and unused loose blank sheets of paper must be returned to place from which they were originally taken, but the other items need not be returned.</p> |
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