

Management Operation Guidelines for Valuable Chattels of National Taiwan Arts Education Center

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1. To render the storeroom, exhibition, photographing, copying, reproduction, and loan management operation of valuable chattels comprehensive, the National Taiwan Arts Education Center (hereinafter referred as the NTAEC) has, based on article 11 of “Directions for Valuable Chattel and Real Estate Properties of Central Government,” formulated the Management Operation Guidelines for Valuable Chattels (hereinafter referred as these Guidelines).
2. The valuable chattels indicated in these Guidelines refer to folk and cultural relic, artwork, book and publication, and historical materials given with cultural, historical, artistic, and rare quality, and they have been affirmed by the Valuable Chattels Committee, and affirmed with recognition and record by the Collections Review Committee of NTAEC before these Guidelines are implemented.
3. Acquisition of Collections
 - (1) If objects are reckoned as valuable chattels as obtained from various units of the NTAEC in their implementation business, they have to be reviewed by the Valuable Chattels Committee of NTAEC, and have to be taken in for storage once endorsed by the director general. The establishment guidelines for Valuable Chattels Committee are further stipulated.
 - (2) The collections to be received for reception has to meet the mission and duty for the NTAEC establishment, while its source has to be precise, legal, and clearly stated with property rights. Besides, it should be attached with legitimate or fully authorized document.
 - (3) For the authorization mentioned above, its relevant utility or disposal should, under

no particular scenario, be conducted according to the principle free from any constraint.

- (4) Works that have not met the criteria for valuable chattels should be conducted according to related regulations of business management.

4. Collections management and maintenance

- (1) Works to be taken in as collections have to be arranged with file and indexed with catalog by staff in charge of, while inventory inspection and check will be supervised by staff assigned by director general, and results will be produced into inventory record.
- (2) Collections should be insured and maintained with regular intervals; for collections of less favorable conditions, they can, base on the needs, be carried out of repair, and NTAEC can commission or invite external repair professionals for assistance, if necessary.
- (3) The storeroom of valuable chattels of NTAEC should be provided with favorable safety and protective measures.
- (4) The competent staff for valuable chattels should produce incoming and outgoing registration book of personnel of valuable chattels storeroom, which will register the historical record regarding the name of the personnel in and out, cause, time, and relevant items of business.
- (5) When there is change with the competent staff, it is necessary that NTAEC has to join with relevant section and office to conduct business of transfer.

- 5. Exhibition management: for exhibition of valuable chattels planned and sponsored by NTAEC, the staff in charge of the exhibition should indicate the summary of the exhibition, exhibition time, location, insurance, protective measures of exhibition venue, time of transportation and delivery, way of turn-over, and other relevant business. Upon the approval from the director general, the staff in charge of the valuable chattels is

informed to work on conjunction for the administration of related business.

6. Management of loan collections

- (1) Of targets for loan collections from NTAEC, they are limited, unless with special scenario and with approval from the director general, to government authorities, public and private schools, and non-profit making organizations, and the exhibition is intended for non-profit making purpose.
- (2) For collections of NTAEC to be loaned, the borrowing authority has to submit official document to NTAEC two months ahead, stating the purpose, time, location, protective measures, time of transportation and delivery, inspection personnel and measures, and repair compensation and relevant business. NTAEC will conclude and sign “Loan for Exhibition Contract of Collections from National Taiwan Arts Education Center” (appendix 1) after review and approval. However, collections which are not suitable for loan should not be loaned.
- (3) For collections to be loan, the borrowing authority should bear all of the expenses on its own, while NTAEC is made as the beneficiary of the loaned collections as each collection is insured with wall-to-wall insurance.
- (4) When the collection is to be loaned, NTAEC should check and inspect the conditions of the collection personally, and confirm all is right. Then, both parties should fill in “Borrow Application/Return Slip for Collections of National Taiwan Arts Education Center” (appendix 2) before the procedure of borrow/return is completed.
- (5) Regarding the copyright and intellectual property right of loan collections, the borrowing authority is requested to conduct for administration according to the regulations and terms of the loan for exhibition contract.
- (6) During the period of loan for exhibition, the borrowing authority is requested that if there is any event of damage, smear and taint, and loss, the borrowing authority should inform the competent staff of NTAEC and insurance company as soon as

possible to verify the status of collections. Besides, the borrowing authority has to fill in “Report on the Status of Collections Damage/Loss” (appendix 3) and be responsible for repair and compensation liability.

- (7) For appendixes as found in aforementioned paragraph (2), (4), (6), it should be kept by the staff in charge of valuable chattels with special file for at least 10 years.

7. Deaccession of collections

- (1) The collections of NTAEC may be deaccessioned for the following reasons:

- A. Insufficient space of storeroom for collections: since the space of storeroom is inadequate for storage, and to achieve management for best effect collections with less favorable conditions can be written off and changed into other utility.
- B. Collections damaged or lost: if collections have been seriously damaged beyond repair, or lost or stolen, they will be written off.
- C. If it is found that the obtainment of collections is illegal or in violation of contract.

- (2) Deaccession of collections has to be scrutinized by Valuable Chattels Review

Committee and approval by NTAEC director general before deaccessioning. If there is no constraint upon the deaccession for the collections, it can be deaccessioned based on the measure put forth by the Review Committee for deaccessioning.

- (3) The deaccession procedures of collections have to be kept with comprehensive record, and retained permanently for inspection.

8. Collections reproduction and management of intellectual property rights

- (1) Property rights of collections and its image information belong to NTAEC, and they cannot be reproduced, photographed, published without the approval of the director general or authorized personnel, and its copyrights should be affirmed based on the our relevant legal provisions of intellectual property rights.

- (2) Of the aforementioned reproduction and photographing, NTAEC will only provide

the electronic file of the collections, while the borrowing authority should indicate the purpose of utility, time, location, and other relevant items of business.

Loan for Exhibition Contract of Collections from National Taiwan Arts Education Center

This contract is made by and between:

National Taiwan Arts Education Center (hereinafter referred as Party A)
(hereinafter referred as party B)

Both parties have agreed to conclude this contract for business of exhibition of arts education, and articles are found as follows:

- Article 1 For the sponsoring of _____ (name of the exhibition), Party B will borrow a total of ____ pieces from party A (details of collections are found as appendix ____)
- Article 2 Time of borrow and location of exhibition: ____ year ____ month ____ day to ____ year ____ month ____ day, and the location of exhibition is:
- Article 3 Party B cannot, without consent from party A, reproduce, re-loan, violate any regulations regarding Copyright Law, change and tear frame, change sitting, clean, and repair the original state of the collections.
- Article 4 Party B must conduct “wall-to-wall” (entirety of time from the collections is officially turned over and the time it is returned to NTAEC) art comprehensive insurance for party A, and the insurance expense will be beared by party B. Before the collections are to be loaned, a copy of insurance policy must be handed over to party A for possession.
- Article 5 Party B is responsible for the borrow and return of collections, and it has to employ the package measures of transportation standards in compliance with favorable artworks, and bear such expenses. As for measures for relevant administration, party B must first obtain consent from party A before implementation.
- Article 6 Since it is the need for loan exhibition of party B, party A will conduct commensurable framing, sitting production, and special casing administration on the collections, while such expenses have to be paid by party B.
- Article 7 During the period of borrow, party B is responsible for safety maintenance of the collections. Be there any loss or damage, party B should inform party A and the insurance company within 24 hours. Party B has to confirm the status of collections, and fill in “Report on the Status of Collections Damage/Loss,” while the person who does the damager has to be taken of photo for record. Besides, party B is obliged to follow the stipulation of article 8 to conduct damage repair or compensation for loss.

- Article 8 Of damage repair, party A will invite profession repair technician to carry out repair work, and the expense will be paid by party B. For loss of collections, it will be calculated based on the amount of insurance money, and party B cannot find any objection to it.
- Article 9 Party B should, at suitable and prominent location, indicate the statement that collections are from this center at exhibition title, publicity materials, and explanation cards, and other document materials.
- Article 10 Party B should return all of the loaned collections within the deadline of expected return date.
- Article 11 Be there any legal pursuit, party A and B have agreed to resort to Taiwan Taipei District Court as the first court of trial for jurisdiction.
- Article 12 The contract is made with two authentic copies, while party A and B should hold possession of one copy .

Parties to the contract

Party A: National Taiwan Arts Education Center

Representative:

Address: No. 47, Nanhai Rd., Taipei City 10066

Party B:

Representative:

Address:

Date:

Details of Loan for Exhibition of Collections from National Taiwan Arts Education Center

[illegible]

total of ____ piece (s)

Borrow Application/Return Slip for Collections of National Taiwan Arts Education Center

Date of filling:

Series No.:

Borrowing individual/Authority: Address/Tel. No.:											
Collections information											
Reason and utility of borrow											
Time of borrow						Expected time of return					
Destination of borrow											
Collections conditions when loaned											
Collections conditions when returned											
Time of return											
Note		1. For application to borrow collections from NTAEC, it has to be conducted according to the Management and Operation Guidelines for Valuable Chattels of NAEC. 2. Collections borrowed cannot exceed time of loan, and written application has to be conducted for extension if necessary 3. Borrowing party must be responsible for the maintenance of the collections, and is liable for comprehensive responsibilities of compensation for any damage or loss. 4. During the period of loan, the borrowing party cannot, without consent from this center, use any measure to reproduce, re-loan, or violate relevant regulations of Copyright Law. 5. When the collections are returned, the borrowing party has to inform the person of NTAEC in charge of, and the competent personnel will inspect the status of the collections and furnish with return procedures.									
Return	Application	Borrowing Individual/Authority		Undertaker		Unit		Secretary		Director-General	

Report on the Status of Collections Damage/Loss

Date of filling

Series No.:

Author/work title			
Serial number		Measurements	
Site of damage		Date of damage	
Status of damage			
Status of insurance			
Borrowing authority/borrowing individual (the column does not need to be filled if it is not borrowed)			
Reason and process of damage/loss			
Status of administration			
Photo			