

Content

Title :	Guidelines for Readers' Use of the Art Library of the National Taiwan Museum of Fine Arts 
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Legislative :	1.Amended on August 12, 2009 (NTMoFA Guo-Mei-Tu-Zi No. 0980004080) 2.Amended on July 23, 2025 (NTMoFA Guo-Mei-Tu-Zi No. 1143001227)
Content :	I. These Guidelines are hereby established to facilitate readers' use of the Art Library (hereinafter referred to as "the Library") of the National Taiwan Museum of Fine Arts (hereinafter referred to as "the Museum"), to promote readers' rights to access and utilize the resources and facilities of the Library, and to maintain a proper reading environment. II. Opening Hours: (1) According to the opening hours announced by the Museum. (2) In the event of exceptional circumstances, the Museum may adjust the opening hours after making a prior public announcement. III. Eligible Users: Both the staff of the Museum and readers from outside are permitted to enter the Library. IV. Application for a Library Card (1) A Library Card applies to the services provided by the Library that require card deposit as well as to online access to electronic resources. (2) Required documents: 1. Application Form: Applicants may complete a Library Card Application Form at the Library or on the Museum' s official website. 2. Nationals of the R.O.C.(Taiwan): A National Identification Card, driver' s license, or National Health Insurance card with photo must be presented. For children under the age of twelve, applications shall be made by a parent or legal guardian, who must provide their own National Identification Card along with the household registry or a Household Registration Transcript issued within the past three months. 3. Foreign Nationals and Foreign Residents: A passport or Alien Resident Certificate must be presented. 4. Residents in Hong Kong, Macau, and Mainland China: An Entry/Exit Permit for the Taiwan Area of the R.O.C. or Resident Certificate must be presented. (3) Methods of Application: 1. On-site application: Submit the Library Card Application Form together with the required documents listed above, pay the fee, and collect the card at the Library. 2. Remote application: Complete the application form on the Museum' s official website, attach scanned copies of the required documents, and pay the fee online. Upon confirmation and activation of the card number, online resources may be accessed by using the card number. The physical card must be collected at the Library. (4) The Museum shall separately prescribe the fee standards for the Library Card. V. Use of the Materials in the Library (1) All materials housed in the Library are restricted to on-site reading and use only, and they may not be taken out. Exceptions may be made for those which meet the borrowing requirements set forth in the "Regulations on Borrowing Materials from the Art Library of the National

Taiwan Museum of Fine Arts.”

(2) The Library may designate the reading location and manner of use for certain materials, depending on their nature and preservation needs. For closed-stack materials: a request form must be completed, and a Library Card or one of the valid identification documents listed under Article IV(2) must be deposited.

(3) After use, materials should be placed on the book cart or at the designated location.

VI. Borrowing of Equipment and Items

(1) For readers applying to use the space or seating of the information equipment and digital resource experience area at the Library:

1. Each session is limited to one hour. A reader may apply for only one piece of equipment, one space, or one seat at a time. For the same type of equipment, space, or seat, a maximum of two sessions per day may be reserved.

2. Failure to check in within fifteen minutes of the reserved start time will be deemed a forfeiture.

3. If no other reader has applied for the next session, one renewal may be requested.

4. Usage in connection with the Museum's operations or activities is not subject to the above restrictions.

(2) For borrowing portable items (such as headphones, magnifiers, or reading glasses), a Library Card or one of the valid identification documents listed under Article IV(2) must be deposited.

VII. Reproduction of Materials

(1) Readers shall not violate the Copyright Act or other relevant laws by engaging in unauthorized reproduction, publication, sale, distribution, or other acts beyond the scope of fair use. Should such actions infringe upon the rights of authors, the Museum, or any third party, readers shall bear full responsibility.

(2) Depending on the condition of the materials (e.g., fragile paper, damage, missing pages), the risk of damage to binding, copyright restrictions, or other specific circumstances, the Library may designate, restrict, or prohibit the reproduction of materials and the means of reproduction.

(3) Readers must pay the applicable fees when using the Library's equipment for photocopying or printing.

VIII. Compensation for Loss or Damage of the Materials and Equipment of the Library

(1) Readers shall manage with care all materials, equipment, and facilities of the Library, and comply with these Guidelines and related regulations. Those who fail to do so and refuse to correct their behavior after being advised may have their usage rights suspended or terminated, may be asked to leave the Library, and may be required to provide compensation depending on the severity of the violation.

(2) Readers shall be liable for compensation in the event of damage to the materials of the library, including but not limited to annotations, underlining, stains, cutting, tearing, folding corners, or other forms of damage, as well as for loss or theft.

(3) In principle, compensation shall be made by the reader through replacement with the same or a newer version of the material. If the material includes supplementary items, such items must also be replaced. For audiovisual materials, compensation shall include versions within the scope of authorization originally obtained by the Library.

(4) If replacement is not possible, compensation shall be paid in cash according to the following principles:

1. If the Museum's purchase price for the material (or the list price, if the purchase price cannot be verified) is available, compensation shall be calculated at twice the amount which shall also be adjusted by the consumer price index. For items priced in foreign currency, the amount shall be converted at the Central Bank's closing exchange rate on the day prior to compensation and then doubled.

2. If neither the purchase price nor list price can be verified, or if

only a base price is known:

Books and periodicals: compensation shall be calculated per page, at NT\$5 per page for books in Chinese and NT\$10 per page for books in foreign languages. If the page count is fewer than 100, compensation shall be calculated as 100 pages; if the page count is unknown, compensation shall be calculated as 300 pages.

Audiovisual materials: NT\$1,000 per audio item; NT\$3,000 per video item or CD-ROM published in Taiwan; NT\$5,000 per video item or CD-ROM published abroad.

3. For attachments of a single-volume book or of one or more volumes from a multi-volume set, compensation shall be calculated based on the price of the single volume or the entire set, which shall also be adjusted by the consumer price index. The person providing compensation shall not claim the ownership of the remaining volumes or parts of the set.

(5) For each volume (or item) compensated, an additional handling fee of NT\$50 shall be charged.

(6) For special collections, other types of audiovisual materials that cannot be replaced, or cases deemed by the Library unsuitable for handling with the above methods, compensation shall be determined on a case-by-case basis according to their value.

(7) Readers shall complete the compensation process within thirty (30) days from the date of notification by the Museum.

(8) In cases where equipment or items are lost or damaged due to mishandling, compensation shall be made by replacing the original item in principle. If a newer model is available, it may be substituted, or compensation may be made according to the Museum's purchase price for the item.

(9) Theft of materials, equipment, or items of the Library shall be managed in accordance with the law.

IX. Other Notes

(1) The spaces, seats, and equipment of the Library are provided solely for readers to access the Library's collections and electronic resources. Occupying seats, reading personal books, browsing websites that endanger public safety, violate social morals, or contravene laws (such as pornography), playing computer games, chatting on social networking platforms, installing unauthorized software, or any other improper use is prohibited. Readers who violate the above rules and fail to comply with the regulation after one warning will have their usage rights terminated.

(2) Readers shall maintain quietness and cleanliness. Smoking, sleeping, eating or drinking, running, loud talking or laughing, using mobile phones, making internet calls, or engaging in any behavior that disturbs other readers is prohibited.

(3) If a reader leaves his/her space or seat for more than thirty minutes, it will be considered as occupying the seat. The Library reserves the right to reassign the space or seat to others. The Library is not responsible for any personal belongings left behind and collected by our staff.

(4) Lockers are available for readers' use:

1. Readers are responsible for safeguarding their valuables.

2. Food and beverages must be stored in the lockers and may not be brought into the Library.

3. Items stored in lockers must be retrieved on the same day.

4. At closing time each day, the Museum may open and inspect lockers, notify owners as appropriate, and manage items which are left behind in accordance with the "Guidelines for Handling Lost and Found Items at the National Taiwan Museum of Fine Arts."

(5) A reader shall keep his/her Library Card in good condition. In the event of loss, the Library must be notified immediately to suspend the card. If misuse occurs due to failure to suspend the card, the reader shall bear full responsibility, and the Museum may suspend or terminate the reader's usage rights.

(6) For services requiring the deposit of a Library Card or identification document, a reader must retrieve his/her documents before leaving the Museum. If the documents are not retrieved, the Library may notify the owner and manage them in accordance with the "Guidelines for

Handling Lost and Found Items at the National Taiwan Museum of Fine Arts.”

X. Any matters not covered by these Guidelines shall be managed in accordance with the Civil Code, the Criminal Code, the Copyright Act, the Library Act, and other relevant laws and regulations.

Data Source : Ministry of Culture Laws and Regulations Retrieving System