

Management guidelines for Academia Sinica Institute of Ethnology Museum's Valuable chattel

2010.04.07 Passed at 6th Academia Sinica Valuable chattel, and real estate properties management and accreditation meeting

1. Academia Sinica Institute of Ethnology Museum (hereinafter referred to as the museum) will facilitate appropriate management of its valuable chattel with adherence to (Academia Sinica Valuable chattel, and real estate properties management regulations) Article XI schedule of management guidelines.
2. Designation of valuable chattel in this guidelines
 - (a) Relics of cultural, historical, and artistic value, folk artifacts, works of art, books and historical material will be submitted by the museum for deliberation by museum committee. Upon approval by Academia Sinica valuable chattel and real estate properties Evaluation Committee (hereinafter referred to as the Committee) the said item will be listed as the valuable chattel of Academia Sinica Institute of Ethnology Museum.
 - (b) Joint recognition by the Presidential Office committee and responsible management organizations.
3. The classification of the valuable chattel should be recorded in detail; name of cultural relic, serial number, source of specimen, location of storage, medium, dimensions, condition of said relic, and relevant explanatory documentation and a photographic file of the valuable chattel should be made for reference. Archivists in charge of collection, preservation, and loaning of said relics should have on file quarterly inventory.
4. The custody of the collection of which the environment and facility should be consistent with maintenance and security needs of the cultural relic. Management personnel should conduct ad hoc periodic inspection of special needs and assessment of necessary improvements.
5. Once classified as the valuable chattel, its use shall be met as much as possible by replicas, photographs or digital files. Usage of said replicas, photographs or digital files should conform to "Guidelines for borrowing, exhibiting and using the collection of the Museum of Institute of Ethnology of the Academia Sinica". Any demand in kind shall be subjected to the following provisions:
 - (a) Requests by Institute personnel to the committee for purposes of display, research, and photographing, should be accompanied by an application. Said loan shall proceed upon approval by the museum Director accompanied by museum staff at designated locations within the museum.
 - (b) Applications made by outside institutions and persons engaged in relevant academic research for the usage of the valuable chattel shall be in accordance to the museum's (Guidelines for borrowing, exhibiting and using the collection) Article III. Applications must be accompanied by detailed plan submitted to the museum committee and the institute Director for approval.
 - (c) Loan requests made by domestic or foreign museums should be accompanied by application and proper documentation three months in advance, for review by the museum committee and institute Director. Upon approval, contracts, security measures, relevant insurance shall be implemented in accordance to the museum's (Guidelines for borrowing, exhibiting and using the collection) Article IV.
6. In case of damage, destruction, or disappearance of the valuable chattel, immediate photography and detail recording of situation shall be submitted to the Committee to deal with the issues of responsibility, as well as repair and recovery of the said item.

7. Upon examination and approval by the museum committee, the institute affairs meeting, and the Committee these said guidelines should be implemented without exception.