

National Chiang Kai-shek Memorial Management Office Principles for Coding of Collections in an Electronic Form

Established per the Letter under Zheng-Yan-Zi No. 1033000443 dated March 20, 2014

Amended per Letter under Zheng-Yan-Zi No. 1113001395 dated July 19, 2022

- I. In order to assist in the management of its collections in an electronic form, National Chiang Kai-shek Memorial Hall (herein referred to as "this Office") hereby establishes the Principles.
- II. The encoding number of digital files refers to an important basis for digitalization. The coding number shall be assigned to photographic, scanned or digital pictures of any collection in accordance with the Principles.
- III. The Principles are established in accordance with the "National Chiang Kai-shek Memorial Hall Principles for Coding and Registration of Collections." Based on the original coding number of the collection, the coding number to be assigned to digital files is arranged in the order of the angles from which the collection is shot. The photo showing the elements of the collection shall be assigned a coding number in a designated manner for the purpose of differentiation.
- IV. Graphic works:
 1. These include photography, paintings, calligraphy, posters and maps, et al.
 2. In principle, for each digital photo of a collection, when "-01" appears after the coding number of the collection it is designated as the digitalization coding number for the collection.
 3. If it is necessary to add close-up photos, additional coding numbers shall be assigned as 02, 03 and so on, for those taken in the order from left to right and from top to bottom.

For example, the oil painting entitled "**The Battle of Ku-Ning-Tou**" shall be assigned the coding number CP09900100.

The digital picture thereof shall be assigned the coding number CP09900100-01.

- V. 3D works:
 1. Primarily, craft arts (including furniture), books and literature.
 2. Multiple digital photos are taken for craft arts. The positive-view photo is assigned the coding number -01, and the photos taken from various angles are assigned the coding number -02, 03, 04, and so on in the order of back, side, top, bottom and inside views.

For example, collection consisting of **a vase with a base** is assigned the coding number OF08304200.

The positive-view digital photo is assigned the coding number OF08304200-

01.

The back-view digital photo is assigned the coding number OF08304200-02.

The side-view digital photo is assigned the coding number OF08304200-03.

3. For photos of books and works of literature, the cover page (positive view) is assigned the coding number -01; the back cover (reverse side) is -02; the spine of the book (side) is -03, and the book title page is -04. The case or dustjacket, if any, is -05, 06, and so on. If a collection consists of multiple books with the same coding number, it is only necessary to take photos of the cover pages and of the collection as a whole.

For example, the book “**PRESIDENT CHIANG KI-SHEK: His Life Story in Pictures**” is assigned the coding number PP10100200.

The digital photo of the cover page is assigned the coding number PP10100200-01.

The digital photo of the back cover is assigned the coding number PP10100200-02.

The digital photo of the spine of the book is assigned the coding number PP10100200-03.

VI. Photos of multiple items

If a relic collection consists of multiple items, each of them is assigned a coding number in accordance with the Division’s principles for coding relics. The primary coding number is the one for which the photo shows all the items.

For example, **writing brushes, a pen holder**, consists of the holder and 4 writing brushes.

The collection coding numbers are OF08303001, OF08303002, OF08303003, OF08303004 and OF08303005.

The coding number for the photo showing all elements is designated OF08303000-1.

A silver coffee utensils package consists of 6 items.

The coding numbers for the collection are CR05800101, CR05800102, CR05800103, CR05800104, CR05800105 and CR05800106.

The coding number for the photo showing the entire package CR05800100-1.