

# Guidelines for Collection Management of the National Chiang Kai-shek Memorial Management Office

Amended per Letter under Zheng-Zhan-Zi No. 0960001611 dated April 9, 2007

Amended per Letter under Zheng-Zhan-Zi No. 1000004956 dated December 16, 2011

Amended per Letter under Zheng-Zhan-Zi No. 1010001619A dated April 24, 2012

Sub-paragraph 2 of Section 6 amended per Letter under Zheng-Zong-Zi No. 1023000390 dated March 4, 2013

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

Attachment 11 amended per Letter under Zheng-Yan-Zi No. 1032004683 dated August 8, 2014

Paragraph 3 of Section 6 amended per Letter under Zheng-Yan-Zi No. 1043000948 dated May 14, 2015

Sub-paragraph 4 of Paragraph 3 of Section 5 amended per Letter under Zheng-Yan-Zi No. 1053003152 dated December 28, 2016

Attachment 2 in sub-paragraph 3(1) of Section 5 amended per Letter under Zheng-Yan-Zi No. 1063001176 dated June 18, 2017

Attachment 3 in subparagraph 4(3) of Section 5 amended per Letter under Zheng-Yan-Zi No. 1062006882 dated November 21, 2017.

Amended per Letter under Zheng-Yan-Zi No. 1113001389 dated July 19, 2022

Attachment 1 amended per Letter under Zheng-Yan-Zi No. 1032000019 dated January 11, 2024.

- I. In order to handle collection management operations, the National Chiang Kai-shek Memorial Management Office (hereinafter referred to as the “Office”) hereby establishes these Guidelines.
- II. The collection management operations stipulated in these Guidelines include solicitation, accession, preservation and maintenance, inventory, check and handover, cancellation, loan and return, use of image materials, and other related works.
- III. The scope of solicitation for the collection of the Office includes:
  - (I) President Chiang Kai-shek collection and other related cultural relics.
  - (II) Artworks.
- IV. The methods of solicitation include allocation by a government entity (organization), social donations, purchase, and other means.
- V. The Office may solicit cultural relics and artworks that meet the following principles:
  - (I) Satisfying the provisions of Article 3;
  - (II) With value worthy of research;
  - (III) In good condition;
  - (IV) Products of cultural assets or endangered species and rare wildlife, which shall be reviewed by the relevant competent authorities;
  - (V) Having clear source and with proof of ownership or legal acquisition;
  - (VI) Other Collection Review Committee deliberations and approvals.

The Collection Review Committee pertaining to Subparagraph 6 of the preceding Paragraph shall be composed of relevant scholars and experts appointed by the Office; the Guidelines of its establishment shall be determined by the Office separately.
- VI. The Office encourages society to donate cultural relics, historical materials, or artworks; the donation procedures and related operations are stipulated as follows:
  - (I) Donations shall comply with Article 5 and the donor shall sign the “Donation Consent.” (Attachment 1)
  - (II) Donations shall be deliberated by the Collection Review Committee; the results of deliberations are divided into collection accession (including archives, library collections, and collections owned by the Hall, hereinafter referred to as accession

levels) or non-accession.

- (III) If the result of a deliberation is accession, the Collection Review Committee shall appraise the value of the item; after approval in accordance with the administrative procedures, the accession and property registration operations will be carried out.
  - (IV) After completing the accession process stated in the preceding Subparagraph, the Office shall issue a Certificate of Appreciation (Attachment 2) to the donor. If the donor requires a certificate of value of the donated cultural relic, the Office shall handle the process in accordance with the relevant provisions of the “Notes to Government Entities’ (Organizations’) Acceptance of Donation of Cultural Relics with Value of Cultural Assets” promulgated by the Ministry of Culture.
  - (V) After the work undergoes accession upon review and approval, the donor shall not withdraw the donation.
  - (VI) Where it is decided upon review that an item will not be accepted for accession, the Office will notify the donor of the result in writing and return the item as is, and the donor shall not have objections. However, under certain special reasons or circumstances, the donor will not be notified and the shall not be returned to the donor.
  - (VII) Cultural relics and historical materials or artworks that are exempt from being returned as stipulated in the proviso of the preceding Subparagraph may be used by the Office for education, exhibition, or other public welfare purposes.
- VII. The procedures and operations for the purchase of collection items by the Office are stipulated as follows:
- (I) For cultural relics and historical materials or artworks, in accordance with the relevant business needs of the Office or upon recommendation by the Collection Review Committee, complying with the provisions of Article 5 and after being evaluated by the relevant researchers or collection management staff of the Office, the Collection Review Committee will be convened for deliberation.
  - (II) Those intending to purchase according to the review results of the Collection Review Committee shall draw up the purchase reference price and level of collection accession.
  - (III) After the review results are approved in accordance with the administrative procedures, the purchase shall be handled in accordance with the Government Procurement Act and relevant regulations; and after completing the acceptance, the operations of accession and collection registration will be carried out.
- VIII. For works entrusted to or loaned to the Office by government entities (organizations) or NGOs (hereinafter collectively referred to as entities (organizations)) in accordance with administrative procedures, these Guidelines shall apply *mutatis mutandis* to their preservation, maintenance, and inventory.
- IX. The procedures and operations for stocking collection items by the Hall are stipulated as follows:
- (I) The information on collection items shall be registered in the cultural relics collection management system and the general collection files.
  - (II) The works shall be classified according to the order in which they were collected and assigned registration numbers; the numbering method for collection items shall be handled in accordance with the “National Chiang Kai-shek Memorial Management Office Principles for Coding and Registration of Collections.”

- (III) A coding number shall be assigned to digital images of any collection item, if any, in accordance with the “National Chiang Kai-shek Memorial Management Office Principles for Coding of Collections in an Electronic Form.”
- X. Collection management personnel shall handle the data backup operation for the cultural relics collection management system every six months, to ensure safety.
- XI. The collection items shall be managed under classification and placed in appropriate positions in the warehouse according to their materials, and the storage positions of the collection items shall be identified on the shelves; if there are special circumstances, they shall be carefully packaged and stored in a manner preventing damage.
- XII. The Office shall establish a list of cultural relics that are prioritized for rescue, and in case of emergency, give priority to protecting these most important collection items of the Office, and shall properly maintain the safety of the collection items and repositories in accordance with the “National Chiang Kai-shek Memorial Management Office Guidelines for Management of Collection Storerooms.”
- XIII. The Office may appoint non-governmental experts and scholars, schools, organizations, legal persons, or groups to conduct research and restoration of collection items, and shall sign a written contract with these assignees on a case-by-case basis.
- XIV. The procedures and operations for the inventory and inspection of collection items by the Hall are stipulated as follows:
- (I) An inventory shall be carried out every year: the inventory method is divided into a comprehensive inventory and a partial inventory, with a comprehensive inventory to be carried out every two years.
- (II) The results of the inventory will be recorded by the collection management staff and reported to the Commissioner for approval.
- (III) When taking inventory, the status of important collection must be checked; upon finding that the state of preservation of any collection item is not adequate, professionals must be invited to conduct an evaluation and to repair it or adjust the storage environment according to actual conditions.
- XV. In the event of duty transfer among the Commissioner, research and collection director, and collection management staff, a handover list of collection items must be prepared to confirm accurate handover.
- XVI. In the event of any of the following situations occurring in regard to a collection item, the collection item’s information may be permanently removed from the collection system (hereinafter referred to as deregistration); the conditions for deregistration are as follows:
- (I) Not satisfying the provisions of Article 3;
- (II) The collection item is no longer worthy of archiving, as the collection item has deteriorated and become damaged over time or has been stolen, lost, or damaged due to natural disaster or *force majeure* and is unrecoverable.
- (III) More than one collection item signifying the same meaning is decided by the Collection Review Committee not to be worthy of repeat archiving upon review.
- (IV) The collection item is no longer worthy of research, exhibition, or education.
- (V) The source of the collection item is controversial, and the item is judged not suitable to be archived continuously based on ethical or legal considerations.

- XVII. The procedures and operations for the deregistration of a collection item by the Hall are stipulated as follows:
- (I) Before deregistration, a deregistration evaluation shall be carried out to confirm whether the Office has the authority for handling; and if there is no doubt, a Collection Review Committee meeting shall be held for deliberation.
  - (II) If the results of the deliberation confirm that deregistration shall be performed, upon approval in accordance with the administrative procedures, the deregistration and impairment of assets procedures will be handled.
  - (III) The relevant information and files related to the deregistration of a collection item and disposal process shall be recorded permanently.
- XVIII. The handling methods, procedures, and operations for collection items after deregistration are stipulated as follows:
- (I) Re-registration: A collection item is positioned for other purposes after canceling the original registration.
  - (II) Relocation: A collection item is donated to another entity (organization) for research, collection, exhibition, education, or public welfare.
  - (III) Exchange: An exchange of items with another entity (organization) for acquisition of cultural relics and historical materials and artworks required for research and collection by the Office.
  - (IV) Destruction: Destruction based on the condition of the collection item and safety considerations.
  - (V) Other disposal methods proposed by the Collection Review Committee.
- XIX. Entities (organizations) other than the Office who seek to borrow collection items from the Office for purposes of research, exhibition, public welfare, or exchange shall do so in writing, and submit the plan and “Application Form for Loan of Collections” (Attachment 3) to the Office for application.
- After the application in the preceding Paragraph is approved by the Office, the applicant unit shall submit the “wall-to-wall” all-risk insurance policy for the works, and the Office may only loan the collection items after the applicant unit signs a contract with it, with the loan period not exceeding three months. If it is necessary to extend the period, a written application for extension shall be submitted to the Office before the expiry of the period.
- The content of the plan stated in Paragraph 1 shall include the collection item name, quantity, period, protection measures, and other related matters.
- XX. Where any unit of the Office wishes to engage in the loan of a collection item for research or performance of duty, it shall complete the “Application Form for Loan of Collection Items” and obtain approval in accordance with the administrative procedures in order to do so.
- XXI. Upon the loan of collection items as mentioned in the above two paragraphs, the collection management staff shall review the collection items with care and produce the “Report on Status of Collection Items” (Attachment 4) to help with the verification by the loaning unit when the collection items are loaned and returned.
- XXII. The loaning unit shall send its staff to count and claim the collection items. If the unit appoints a third party to do so, power of attorney must be issued.
- During the loan period, the borrowing unit shall be responsible for safekeeping; and when returning the collection item, the collection management

staff of the Office shall perform inspection and counting, and the aforementioned personnel shall fill in the “Report on Status of Collection Items” to complete and close the return procedures.

When the collection item is handed over, if the number of pieces is inconsistent or if there is any deterioration, damage, theft, loss, damage due to natural disaster, or other damage by *force majeure*, the borrowing unit shall be responsible for compensation or repair. The damages shall be calculated based on the insured value offered by the Office, and no objections may be raised by the borrowing unit.

- XXIII. The use of image data for collection items of the Office and the relevant regulations and charges shall be handled in accordance with the provisions of the “Guidelines for Authorization of Image Usage and Charging for Collection Items of the National Chiang Kai-shek Memorial Management Office.”