

國立傳統藝術中心傳藝資料館使用須知

國立傳統藝術中心傳藝資料館（以下簡稱本館），為提供讀者館內閱覽及查詢資料等服務，特訂定本使用須知。

一、本館蒐藏之圖書、視聽資料、期刊等採開架式閱覽；本館歷年研究計畫蒐集之特殊資料採閉架式管理。閉架館藏及本中心臺音資料館館藏，皆須透過申請調閱方式使用。

二、服務對象：以傳統藝術相關領域研究或工作者、本中心人員為主要服務對象，館外讀者須於3天前（不含例假日及國定假日）提出預約入館申請。

三、開放時間：週一至週五，09:00-17:00(例假日及國定假日不對外開放)。

四、閱覽服務說明

(一) 讀者可利用本中心典藏資料檢索系統及線上公用目錄查找館藏資源，並辦理預約入館申請及館藏調閱。填寫申請單時，必須詳填 E-mail 帳號，以利通知。

(二) 請憑證入館。館外讀者請於使用資料日，憑本人有照片之身分證明文件進出；本中心人員憑本中心識別證進出。

(三) 本館館藏限館內閱覽、利用，不得外借。本中心人員因業務需要不在此限。館藏閱畢後，請置於指定地點，由館員整理上架。

(四) 為方便讀者收集資料，在不違反著作權法相關規定下，提供付費複印服務。如須於論文中採用以為圖版，或製作出版(含媒體報導、製作節目、網路傳送等)，請另依本中心「典藏資料授權利用作業要點」提出申請。

五、調閱服務說明

(一) 調閱範圍：閉架館藏與本中心臺音資料館館藏。

(二) 調閱時間：週一至週五，09:00-11:00 及 14:00-16:00。

(三) 調閱數量：閉架館藏每次以 10 冊(件)為限；跨館館藏因礙於館際遞送時效須於 3 天前預先申辦，每人調閱數量以 5 冊(件)為限。

(四) 調閱資料應於當日閉館前歸還，經館員清點無誤後，始得離開。

(五) 如需複印、複製翻拍，請洽館員辦理相關作業並註記於申請單。

(六) 如涉及國家機密、犯罪資料、個人隱私、工商機密、著作權以及其他相關法令限制者，除法令另有規定外，不得調閱、閱覽、抄錄、複(列)印或翻拍複製。

六、視聽資料暨電腦設備使用說明

(一) 開架陳列之錄影帶、錄音帶、光碟等視聽資料，讀者應憑證向服務臺辦理借閱使用。如遇電腦設備不敷使用，請依館員分配，一次使用以 2 小時為限。

- (二) 非本館提供之視聽資料禁止使用本館之設備。
- (三) 本館設備不提供私自拷貝或列印具有著作財產權之資料，如有違法，應自負法律責任。

七、圖書資料遺失損壞賠償

- (一) 讀者使用館藏時，應善盡保管責任，如有遺失、毀損、圈點、評註或缺頁等情事，應依下列規定負完全賠償責任：
 - 1. 應自購相同版本館藏以為賠償，如為套書性質者以整套購置為原則。
 - 2. 損壞之館藏仍歸本館所有。
- (二) 如無法購得，依下列標準計價賠償：
 - 1. 有【定價】者，依該定價 2 倍計價。
 - 2. 以【基本定價】者，依該定價乘 50 倍計價。
 - 3. 未標明定價之圖書資訊，依下列原則計價賠償：
 - (1) 中文在 100 面以下者，每件以新臺幣 500 元計價，超過 100 面時，則按面計算，每面以新臺幣 5 元計價。
 - (2) 外文在 100 面以下者，每件以新臺幣 1,000 元計價，超過 100 面時，則按面計算，每面以新臺幣 10 元計價。
 - (3) 國內出版之錄音資料，每件以新臺幣 1,000 元計價；錄影資料每件以新臺幣 3,500 百元計價。
 - (4) 國外出版之錄音、錄影資料每件以新臺幣 5,000 元計價。
 - 4. 無法購得特殊資料時，依其價值專案辦理現金賠償。
 - 5. 附件遺失者，以所屬資料定價之 2 倍計算。

八、注意事項

- (一) 讀者未經本館同意，逕自將本館館藏及設備攜帶出館外，經確認屬實，本館得永久取消其使用權利，並依法訴究。
- (二) 讀者應維護館內環境之清潔與寧靜，本館設有置物櫃，供讀者暫時存放個人物品，食物、飲料等不得攜入館內，並遵守禁煙之規範；貴重物品應自行妥為保管，如有遺失，本中心不負賠償責任。若需使用行動電話等通訊器材，請適度使用，切勿干擾其他讀者。
- (三) 館內電腦提供讀者查詢館藏目錄及資料庫，不得利用其連接電子布告欄（BBS）、收發電子郵件（E-mail）、瀏覽色情或非法網站，以及其他非屬查找資料之利用。
- (四) 為執行行政院及所屬各機關資訊安全管理要點及配合司法機關之調查，本館得安裝網路監控、管制軟體及影像監視系統。
- (五) 凡違反本規則，且不接受勸告，情節重大者，本館得暫停其閱覽資格。如有偷竊行為者，另依相關辦法處置。
- (六) 本中心臺音資料館使用方式另依相關規定辦理。

附件一

國立傳統藝術中心傳藝資料館個人資料保護告知事項

各位讀者您好！

非常歡迎蒞臨國立傳統藝術中心傳藝資料館（以下簡稱本館），本館依據中華民國〈個人資料保護法〉規定，特此向您說明本館的個人資料保護告知事項，以保障您的權益，請您詳閱下列內容：

一、本館暨委外服務廠商得於國立傳統藝術中心範圍及營運期間，基於辦理導覽預約申請、調閱館藏、資料

申請、影音播放及其他營運之特定目的，依您利用本館之不同之服務種類，蒐集、處理及利用您的個人資料，包括但不限於您本人之姓名、住址、聯絡電話及電子信箱等，俾利本館提供讀者各項服務。為方便您隨時前來利用本館服務，如未經您主動要求刪除或停止利用，本館將於營運期間繼續保留您的個人資料，為前開特定目的範圍內之利用。您得自由選擇填具個人資料，惟若提供之資料不足或有誤時，本館將無法核准申辦或提供完整服務。

二、本館依據〈個人資料保護法之特定目的及個人資料之類別〉中「一一五：博物館、美術館、紀念館或其他公、私營造物業務；一四六：圖書館、出版品管理；一五三：影視、音樂與媒體管理；一五九：學術研究」之特定目的蒐集以下類別之個人資料：

1. C○○一 辨識個人者（姓名、住家電話號碼、行動電話、通訊及戶籍地址、電子郵遞地址等）
2. C○六一 現行之受僱情形（僱主、工作職稱）
3. C○五一 學校紀錄
4. C○五四 職業專長

三、根據〈個人資料保護法〉，您得就您所提供予本館的個人資料行使下列權利：

1. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

您可直接將行使權利之書面交付與本館現場服務人員或寄送至本館，本館將於收悉您的請求後儘速依法處理。

四、本館蒐集之個人資料僅限於前開特定目的範圍內之利用，並將遵守「個人資料保護法」之規定，本館絕不會於未經您事前同意或缺法律依據下，將您的個人資料任意提供、出售、交換、或出租給其他團體、個人或私人企業。但有下列情形者除外：

1. 配合司法單位合法的調查。
2. 配合相關職權機關依職務需要之調查或使用。
3. 基於善意相信揭露為法律需要，或為維護和改進服務而用於管理。

五、本館蒐集之紙本個人資料均轉為電子資料儲存，並將紙本資料交由特定保管人妥善保管及定期銷毀。電子資料則採取符合文化部規範之適當安全防護措施，加以保護資料庫及您的個人資料。

六、本告知事項之發布，除通知讀者法定應告知事項外，亦明確宣示本館對於維護個人資料安全之關注，本館全體人員均已確實瞭解此告知事項內容，並落實於日常作業流程之中。

最後修訂日期 2016 年 01 月 06 日

附件二

本人已詳閱「國立傳統藝術中心傳藝資料館個人資料保護告知事項」。

簽名：_____

國立傳統藝術中心傳藝資料館 預約入館暨館藏調閱申請表

申請人：	填單日期：民國 年 月 日	
預約日期：民國 年 月 日	服務單位：	
預計到館時間：	職業：	
電話/手機：	電子信箱：	
申請目的（填寫目的須與研究傳統藝術領域相關）：		
資料調閱單 （閉架館藏每次調閱以 10 冊/件為限；跨館館藏每人調閱以 5 冊/件為限：共_____冊/件） 傳藝典藏網（閉架式特殊館藏）： http://collections.ncfta.gov.tw/ 傳藝中心館藏查詢系統（一般圖書/視聽資料）： http://lib.moc.gov.tw/F?func=find-b-0&local_base=mca05		
特殊資料/書刊名	藏品/書目網址	索書號
調閱時間： 民國 年 月 日 時 分	歸還時間： 民國 年 月 日 時 分	
承辦人員：	單位主管：	

National Center for Traditional Arts Guidance for Visiting the Archive

The Archive of the National Center for Traditional Arts (hereinafter referred to as “the Archive”) provides reading and data inquiry services to interested parties. Visiting Guidance is stated as follows.

1. The books, audiovisual data and journals in the Archive are available for reading on open shelves. Special documents of research programs over the years, however, are managed in closed stacks. To inquire for controlled records of the Archive and Taiwan Music Archive, please proceed with retrieval applications.
2. Service objects: mainly for those involving in the researches of traditional arts, and the staff of the NCFTA; for outsiders, please make reservation 3 days prior to your visit (not including weekends and national holidays).
3. Open hours: 09:00~17:00 on weekdays (closed on weekends and national holidays)
4. Reading Services:
 - (1) The Collection Data Information Retrieval System and an online catalog are available for readers to search for targeted items and to make visiting reservations and retrieval applications. An e-mail address should be filled in the application form, enabling the Archive to forward notification.
 - (2) To enter the Archive, an identification card should be presented. For an outsider, please present a personal ID card with a photo on it; the staff of the NCFTA must show work identity to entry.
 - (3) All documents/files are restricted to be read and used within the Archive only; no lending services are provided. However, the staff of the NCFTA is not subject to the limits due to work needs. After finishing reading, please return the item to the assigned location for the curator’s rearrangement.
 - (4) For the reader’s conveniences, the paid photocopying service is available under the circumstance of no violation of the Copyright Act. For the cases of adapting the data in papers or publications (including press reports, program productions, internet transmissions, etc.), please check with the NCFTA Guidelines for the Authorized Use of Collection Data.
5. Retrieval Services:
 - (1) The scope: data in the Archive’s closed stacks and collection data of Taiwan Music Archive.
 - (2) Service hours: 09:00~11:00 and 14:00~16:00 on weekdays
 - (3) Volume limitation: to request for the Archive’s closed data, less than 10 pieces are allowed for each application; for retrieving items from the other institution, the application should be submitted 3 days ahead due to the need of delivering and the upper limit is 5 pieces each time.
 - (4) The retrieval item should be returned before the Archive is closed on the day; after being checked out by the curator, the applicant is then able to leave.
 - (5) To request for making photocopy or reproduction, please check with the curator to proceed with necessary applications.

- (6) Any data involving in national security, criminal information, personal privacy, business secrets, copyright or other restrictions by law, unless other regulated, are not permitted for retrieving, reading, copying, photocopying or reproducing.
6. Utilization of Audiovisual Data and Computer Equipment
- (1) Audiovisual materials like video tapes, audio tapes, discs displayed on open shelves are available for borrowing on the front desk by presenting the ID card. If the equipment is insufficient, every usage will be limited to 2 hours.
- (2) The equipment is prohibited to play audiovisual materials not belonged to the Archive.
- (3) The equipment is prohibited to photocopy or print the materials with the concerns of the copyright; if there is any violation, the individual should take full legal responsibility.
7. Compensation for Data Missing and Damages
- (1) The reader is responsible to well take care of the item in use; if there is any missing, damage, marking, written commenting or page missing occurred, the reader has the liability to make damage compensation as follows.
- a. Purchase the same version of the item; if it is belonged to one set of books, the equivalent whole set should be purchased.
- b. The damaged one remains owned by the Archive.
- (2) If the item is no longer available on the marketplace, the charging standards for compensation are as follows:
- a. For the item having the pricing, the charge will be 2 times of it.
- b. For the item having the basic pricing, the charge will be 50 times of it.
- c. Without an indication of the pricing, the charging standards are listed bellows:
- (a) Chinese items: less than 100 pages/NT\$500 per piece; over 100 pages/NT\$5 per page.
- (b) Non-Chinese items: less than 100 pages/NT\$1,000 per piece; over 100 pages/NT\$10 per page.
- (c) Sound recordings published domestically: NT\$1,000 per piece; video materials: NT\$3,500 per piece.
- (d) Sound recordings and video materials published abroad: NT\$5,000 per pieces.
- d. If the item is too rare to be purchased, its value will be dealt exclusively for cash compensation.
- e. If any attachments of the item are missed, the charge will be 2 times of its pricing.
8. Notices
- (1) Without the consent of the Archive, the reader is not allowed to take the item and equipment belonged to the Archive outside the building; any violation will cause the reader's utilization right to be terminated permanently and the Archive will take legal actions.
- (2) No food and drinks are allowed to be brought into the Archive. Personal belongings can be kept in the locker; however, please mind your valuable objects by yourself, the Archive is not responsible for safekeeping. Meanwhile, please do not smoke and interrupt others readers while using cellphones and communicational devices.
- (3) The computer equipment in the Archive is only for checking the online catalogue and

database; the equipment cannot be used to connect BBS, send or receive e-mails, browse pornographic and illegal websites and search for other information.

- (4) In order to fulfill the Information Security Management Directions for the Executive Yuan and its Subordinate Agencies and work with judicial organs' investigation, the Archive is able to install the network monitoring, software administrating and image surveillance systems.
- (5) For any violation of regulations and rejection of guidance in a serious condition, the Archive has the right to suspend the reader's reading qualification. If there is any stealing act, a related regulation will be treated.
- (6) The Archive of Taiwan Music Archive has set up its individual use guidelines.

Personal Information Protection Notification

Dear Readers:

Welcome to Traditional Art Archive, National Center for Traditional Arts (hereinafter “the archive”). According to the Personal Information Protection Act (PIPA) of Taiwan, R.O.C., the archive is required to inform you how it intends to use your personal information. Please read the following information carefully.

1. To process your applications for the access to materials of the archive, etc., the archive and its outsourcing providers have the rights to collect, process, and make use of your personal information, such as name, address, phone number, E-mail, etc. Your personal information will be kept in the form of both soft copy and hard copy until we are requested to delete and stop using it. You are free to decide whether to provide your personal information. However, we will not be able to provide full services due to lack or mistakes of information.
2. Per PIPA articles 115, 146, 153 and 159: Museums, memorial halls, and libraries will collect personal information for special purposes. Collected information may include:
 - (1) C001: Individual identification (Name, telephone number, mobile number, correspondence and permanent address, E-mail address, etc.)
 - (2) C061: Current employment (Employer, job title, etc.)
 - (3) C051: Education
 - (4) C054: Expertise
3. According to PIPA, based on the personal information you provided, you have the right to review, make copy, amend, and request to delete or stop the use of your data.

To make a request, you can fill out an application form and hand it over to our staff on site, or mail it to the archive. We will process your application in accordance with PIPA.
4. Per PIPA, the archive will only use the collected information for aforementioned use. We will definitely not sell, exchange, or provide your personal information to third parties without your consent, except for the following situations:
 - (1) To cooperate with the judicial system for investigations.
 - (2) To cooperate with authorities in concern for use or investigations.
 - (3) To maintain and improve our services.
5. All collected hard-copy personal information will be saved electronically and stored safely.
6. The notification shows the concern of the archive on protecting your rights. All our staff have full knowledge of the contents of this notification and follow strictly in work procedure.

I have read the personal information protection notification.

Signature: _____

Traditional Art Archive, National Center for Tradition Arts Reservation for Visitation / Application for Data Retrieval

Applicant:	Date:	
Visiting Date: Expected Arriving Time:	Service Unit: Occupation:	
Telephone/Cellphone:	E-mail:	
Purpose of Application: (should be for conducting researches in the related fields of traditional arts)		
Retrieval Application: Total _____ pieces (not over 10 pieces for the Archive's closed data; not over 5 pieces for items from another institution) NCFTA Digital Collection (in special closed stacks): http://collections.ncfta.gov.tw/ NCFTA Collection Data Online Catalog (general books/audiovisual data): http://lib.moc.gov.tw/F?func=find-b-0&local_base=mca05		
Title of Document/Book	URL	Call Number
Retrieval Time: Date: _____ (Y) _____ (M) _____ (D) Time: _____ (H) _____ (M)	Return Time: Date: _____ (Y) _____ (M) _____ (D) Time: _____ (H) _____ (M)	
Administrator:	Chief of Unit:	