

The National Palace Museum Library

General Library Regulations

1. The National Palace Museum Library (hereinafter "Library") respects the rights of the public to equal and free access to information. Furthermore, in consideration of the research and professional needs of Museum staff, reading rules for the Library have been established to provide a set of standards for the reading room services of books and periodicals.
2. All individuals who wish to use the Library must be 16 years of age or older. Admission is via a Library card, which can be applied for upon presentation of a valid I.D. or a passport along with two portrait-size photos.
3. Library hours are from 9:00 a.m. to 5:00 p.m., Monday through Saturday. The Library is closed on Sundays and national holidays.
4. Library patrons may only bring in stationery items, such as pen and paper. Books and other non-stationery items must be placed in storage lockers in the lobby. Patrons who have special needs and would like to bring in non-stationery items should first ask for permission from personnel at the Library information desk and register. All items of value are the sole responsibility of the patron. All items brought into the Library must be removed upon leaving for the day. Information desk personnel reserve the right to inspect all items brought in or out of the Library.
5. All general books, periodicals, photographs, and non-book materials in the open stacks are available for use by patrons, but they cannot be taken out of the Library. If a patron is found to have taken Library materials out of the Library without permission, the Library shall permanently withdraw Library privileges for that individual and reserve the right to pursue the matter according to the law. Furthermore, when using Library computers to use the Library catalogues and databases, patrons are forbidden from linking to Internet bulletin boards or chat rooms, sending or receiving personal e-mail, browsing websites of a pornographic nature, or playing computer games. In serious cases of such, those who continue to do so after being warned will immediately have their Library privileges terminated.
6. Proper handling and use of Library facilities and materials is required of readers at all times for the benefit of all users. Anyone found to willfully damage, mark, or destroy Library facilities or materials will be liable for all costs of repair or replacement. In serious cases of such, those who continue to do so after being warned will also have their Library privileges suspended for one year.
7. Patrons are asked to keep quiet in the reading room areas and are forbidden from smoking, eating and drinking, or chewing gum. To minimize the disturbance to others and maintain a quiet atmosphere, patrons should turn all personal electronic devices, including cell phones, to their minimum volume. In serious cases, those who continue to disturb the peace after being warned will immediately have their Library privileges terminated.
8. Patrons who remove Library materials from the shelves should place them on the book carts provided or on reading desks after use, so that Library staff can return them to their proper location.
9. For Library paging services of rare books and Ch'ing archives in the Museum collection, please refer to "Paging and Reading Room Regulations for Rare Books and Ch'ing Archives in the Books and Documents Department of the National Palace Museum".

10. These reading room regulations have been implemented after being discussed and passed in Museum meetings, and they are subject to change using the same procedures without further notice.

Passed in the 24th Museum meeting on 25 December 2002