

TFAM Art Library Visitor Information and Regulations

(Revised according to the 1218th meeting of Museum Affairs Council on August 2nd, 2016)

1. Open Hours: 9:30-17:00, Tuesday to Sunday (closed on Monday and national holidays).
2. The visitors under 12 have to be accompanied by adults.
3. Personal belongings of visitors (except private-owned books, papers, stationery, and valuable belongings) are not allowed to be brought in and have to be placed in lockers.
4. The collections can only be read and used in Library. Please leave the read ones at pointed places to our staff and do not place them back on your own.
5. Please treat the books, periodicals, and non-paper materials of Library with care. If any damage, including annotating, marking, drawing, staining, tearing pages, or folding pages, has been found, the user has to compensate in accordance with the original price of the damaged material or the appraisal valued by library staff. The ways of compensation are as follows:
 - a. Books and Periodicals:
 - I. One should compensate for the loss of TFAM Art Library by a new book or periodical after having the approval of Library. (If the damaged material is originally printed and released in other countries, the compensated one should be offered in accordance with the original issue country. The reprinted edition in Taiwan would not be accepted.)
 - II. As for reparation in cash, the ways of valuation are as follows:
 - i. Chinese books should be compensated according to the sale price. Items in the case marked with “basic sale price” shall be fined 50 times the amount of the price tag.
 - ii. Foreign-language materials with foreign currency price tag should be compensated according to the exchange rate on the day of reparation.
 - III. The ways of valuation for donated books or periodicals are as follows:
 - i. The reference prices offered by the booksellers will be the standard of the reparation.
 - ii. If there is no reference for the prices, it will be 200 NTD for each book.
 - IV. One volume in a book series would be charged at the average price per book in the volume.
 - V. Photocopied version (double-side photocopied and hard-backed) with the approval of Library will be allowed if the damaged ones are not for sale.
 - VI. If there are any copies for the damaged materials in Library collection, related materials with Library’s approval as compensation are accepted.
 - b. Video and Audio Materials:
 - I. Chinese materials should be compensated at the original price.
 - II. Foreign-language materials with foreign currency price tag should be compensated according to the exchange rate on the day of reparation.

III. If the material is produced by TFAM, the fare of materials should be paid accordingly.

c. Procedure of Compensation:

The user who damages the material should finish the procedure of compensation before the deadline after receiving the notification sent by Library. Library will notify General Department of TFAM and arrange the payment if the compensation is in cash.

6. Please keep quiet and maintain the cleanness of environment. No smoking, eating, drinking, and sleeping are allowed in Library. Electric devices, such as mobile phones, should be turned off or set to the silent mode.
7. The visitor who violates the regulations or ignores the advice of library staff will be asked to leave.
8. Please remember to carry all of personal belongings while leaving. Library has no responsibility for the loss of personal belongings.
9. The information and regulations here are effective upon the approval of TFAM Museum Affairs Council. Any amendments afterwards must be carried under the same executive procedure.