

# 長榮大學校史資料徵集辦法

## Chang Jung Christian University Campus History

### Material Collection Regulations

107.03.15 106學年度第2學期第1次行政會議通過  
Approved on March 15, 2018 by the 1st Administrative Meeting of Academic Year 2017 Semester 2.  
111.08.01 104學年度第一學期第2次行政會議決議通過更名(104.10.01\*)

第一條 長榮大學（以下簡稱本校）為徵集本校發展歷程中，產生之具有保存價值資料，以記錄相關歷史，特訂定本辦法。

Article I Chang Jung Christian University (hereinafter referred to as CJCU) has formulated the Regulations for the purpose of governing collections of materials with values to record the relevant history.

第二條 校史資料之徵集由圖書資訊處採編暨校史組負責，必要時得由各單位協助配合。

Article II Acquisition, Cataloging and School History Section of Library and Information Services shall be responsible for collecting campus history materials, and may request the assistance and cooperation of other units as necessary.

第三條 校史資料徵集，範圍涵蓋公文、文物、學術出版品、圖像及影像紀錄、新聞報導及其他校內各單位有關史事資料等，並依捐贈、轉移、購買、交換等途徑徵集。

Article III The materials collected for campus history includes official documents, cultural artifacts, academic publications, images and video records, news reports and other relevant historical materials from various campus units. The materials may be collected via donation, transfer, purchase or exchange.

第四條 校史資料以具有歷史或紀念意義為徵集原則。

Article IV Materials collected shall generally be of historical or memorial significance.

第五條 捐贈校史文物者須簽署「捐贈契約」，同意永久捐贈；若僅願出借者，將商請以攝影或掃瞄方式存檔典藏與展出。本校將致贈感謝狀以表謝意。

Article V Donors of campus history or cultural

artifacts shall sign the "Donation A greemen permanently. Those who intend to only lend their artifact shall be requested to photograph or scan the artifact for archiving and display. CJCU shall issue a certificate of appreciation for the artifacts.

第六條 凡徵集之文物，若遇難以取捨或有爭議者，送交本校校史委員會鑑選，未經選入者，歸還原典藏單位或提供者。

Article VI In the event of a selection dilemma or dispute during the process of collecting artifacts, the issue shall be referred to the Chang Jung Christian University School History Committee for review and selection. Items that are not selected shall be returned to the original collection unit or collector.

第七條 徵集之檔案文物經鑑選後，將依資料類型典藏於校史館或圖書資訊處採編暨校史組。

Article VII Files and artifacts that have been selected shall be archived in the Gallery of Chang Jung Christian University or acquisition, Cataloging and School History Section of Library and Information Services according to the type of materials.

第八條 為保存徵集之珍貴文物，得製作複製品或以數位化方式保存及展出。

Article VIII In order to preserve the valuable artifacts that have been collected, reproductions may be made or preserved and displayed digitally.

第九條 本辦法經行政會議通過，陳請校長核定後公告實施，修正時亦同。

Article IX The Regulations are approved by the Administrative Meeting, and announced and implemented upon approval by the University President; the same shall apply to amendmentst" and agree to donate the artifact