

Yuan Ze University Regulations for the Collection of University Historical Archives and Artifacts

Approved by the 6th Executive Council Meeting of the 2016 Academic Year on October 19, 2016,

Article 1 To preserve Yuan Ze University's (hereinafter referred to as "the University") cultural heritage, document the historical evolution of the University, and systematically collect and organize various historical resources, the Regulations for the Collection of University Historical Archives and Artifacts (hereinafter referred to as "the Regulations") are enacted. This aims to enhance the sense of identity and unity among current members and alumni, and to foster awareness of the University's origins, development, and future vision.

Article 2 Scope of Collection:

1. **Historical Artifacts:** Items of historical or commemorative significance, such as school emblems, flags, trophies from significant competitions, gifts from foreign visitors, and commemorative teaching instruments or equipment.
2. **University Development Records:** Documents related to changes in university leadership, amendments to regulations, organizational changes, establishment of departments, and institutional development plans.
3. **Official Documents:** Non-current official documents and manuscripts of historical value.
4. **Publications:**
 - (1) **Official Publications:** Brochures, university regulations, institutional development plans, and other official publications.
 - (2) **Historical Record Publications:** Commemorative publications, special issues, yearbooks, etc.
 - (3) **Digital Media Publications:** Videos of significant events, oral history interviews, past university introduction videos, and other multimedia materials.
 - (4) **Academic Publications:** Major research outcomes, journal articles.
 - (5) **Special Publications:** Newsletters for alumni or other special publications.
5. **Architectural Records:** Design plans, campus models, groundbreaking tools, images and records of construction completion, and documentation of campus building restorations.
6. **Significant Reports and Events:** Media reports highlighting university achievements, such as newspaper or magazine articles.
7. **Meeting Records:** Records and documents of significant university affairs and administrative management meetings.

8. Other significant historical documents from university units.

Article 3 Collection Methods:

The University prioritizes the collection of original artifacts and employs the following methods:

1. Solicitation: Requesting donations from external units through formal correspondence.
2. Transfer: Units shall transfer eligible documents to the University History Gallery after the retention period expires at the end of each academic term.
3. Donation: Individuals are encouraged to donate items that fall within the scope of the collection.
4. Duplication: If original artifacts cannot be obtained, the university may negotiate to obtain photographic or scanned duplicates for collection and use.
5. Purchase: Artifacts of special value may be acquired through the University's procurement procedures.

For artifacts involving ownership rights, the "Yuan Ze University Historical Artifacts Authorization Form" must be completed. Donations or solicitations require completing the "Yuan Ze University Historical Artifacts Collection and Donation Agreement."

Article 4 For disputes regarding collected artifacts, a relevant advisory committee may be convened for resolution.

Article 5 These Regulations take effect upon following approval by the Executive Council Meeting. The same procedure applies to any amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.