

輔仁大學織品服裝學系
中華服飾文化中心館藏資料提件研究申請作業要點

113.12.18 113 學年度第 4 次系行政會議通過

- 一、輔仁大學織品服裝學系中華服飾文化中心（以下簡稱本中心）為促進服飾文化知識傳播與學術發展，爰提供國內、外各界人士申請提件研究館藏資料，特訂定本要點。
- 二、本要點所稱館藏資料，係指已經進入本中心典藏系統之資料。但如遇館藏資料因本體狀況不佳，或處於展示、修復等狀況時，則暫時不開放提件。
- 三、凡國內、外各界人士因進行研究或撰寫學位論文所需，得依本要點之規定申請提件。
- 四、申請及審查程序如下：
 - （一）進行研究計畫者，須填寫申請書（如附件），連同研究計畫書，並敘明提件研究館藏資料之必要性，送交本中心審查。
 - （二）撰寫學位論文者，須填寫申請書，連同論文計畫書及論文指導教授推薦函，送交本中心審查。
 - （三）本中心收訖申請文件後，於十四日內依研究計畫內容進行審查，並確認是否符合研究需求及有無違反學術倫理等事項。經典藏管理人員、系主任、中心主任逐層審查同意後，始得辦理提件研究。
- 五、所有館藏資料不得攜出館外，由本中心安排研究場所供申請者進行提件研究。但研究之必要（須在申請書及計畫書中敘明）或其他特殊情形，經中心主任同意後，得在本中心人員會同下移至他處進行研究，唯搬運所需之包裝材料、保險、運輸及藏品維護之設備、器材等相關必要費用，須由申請者負擔。
- 六、提件研究時間原則配合本中心典藏管理人員上班時間，為週一至週五上午九時至十二時，下午二時至四時，例假日不接受提件研究。每一申請案提件日數不得超過十個工作日。
- 七、每日提件之數量以不超過二十件為原則，必要時得視服務人力及時間，酌予增加提件數量。
- 八、提件研究須遵守本中心圖像影音使用相關規定，注意事項如下：

- (一) 如須使用館藏資料圖像，以提供本中心現有圖像為原則，申請者應依據「輔仁大學織品服裝學系中華服飾文化中心圖像影音及出版品資料使用要點」規定申請。若本中心現有圖像不符研究需求、或館藏資料尚未進行數位化，需另行拍攝或製作，應事先提出申請並由本中心評估可配合後協助拍攝、製作，相關拍攝、製作費用另計，並須由申請者負擔。
- (二) 本中心不開放館藏文物由申請者以任何形式進行 3D 掃描或數位建模作業。如需館藏資料之 3D 模型或相關資料，應另案與本中心簽訂合作研究計畫，並於研究計畫中敘明資料製作方式、規格與用途，相關設備、製作及耗材費用須由申請者負擔。
- (三) 館藏資料與其附件，均不得註記、刻畫或進行採樣等任何破壞行為。但因研究分析之必要或其他特殊情形需進行採樣，應另以專案申請核可後，於本中心人員會同下進行。

九、研究成果：

- (一) 研究成果應於原申請研究計畫期程結束後一年內具函檢送成果報告電子檔及二份紙本供本中心存查，本中心可基於公務用途使用該報告內容。
- (二) 使用館藏資料撰寫學位論文者，應於學位論文完成後一個月內寄送二份學位論文著作供本中心存查。
- (三) 研究成果內容欲公開發表，例如投稿期刊、出版專書或欲申請其他智慧財產權，可於繳交報告時來函註明，並於公開發表後三個月內寄送二份發表論著供本中心存查。
- (四) 前述第一項至第三項未如期繳交者，本中心得不受理申請者之後續申請案件。
- (五) 凡使用本要點所稱之館藏資料進行學術研究，其論文著作應註明研究材料之出處，如註記「輔仁大學織品服裝學系中華服飾文化中心館藏資料」或「輔仁大學織品服裝學系中華服飾文化中心提供」字樣。
- (六) 研究成果如可用於本中心後續研究、展示、教育推廣等需求，得由本中心與申請者合作策劃辦理。
- (七) 研究成果經審查優良者，得於徵得作者同意後，刊載於本中心發行之出版品，並依規定核予稿費。

十、若有違反本要點第八條、第九條規定或學術研究倫理行為，本中心得終止提

供館藏資料與相關資源進行研究，並視情節依法要求賠償。

十一、本要點經本系系行政會議通過後公布施行，修正時亦同。

附件

輔仁大學織品服裝學系中華服飾文化中心
藏品及影像資料使用申請書 2024

申請日期： / /

姓名			身份證字號		
所屬機關單位			聯絡電話	(O)	
電子郵件地址				(H)	行動電話
通訊地址					
申請目的及說明	<input type="checkbox"/> 教學	<input type="checkbox"/> 大學部 <input type="checkbox"/> 研究所	課程名稱		
	<input type="checkbox"/> 研究	<input type="checkbox"/> 個人 <input type="checkbox"/> 研究計畫	碩士論文名稱		
	<input type="checkbox"/> 建教合作	廠商名稱 計畫名稱			
	<input type="checkbox"/> 展覽	展覽名稱			
	<input type="checkbox"/> 出版	刊(書)名			
	<input type="checkbox"/> 參觀 <input type="checkbox"/> 其他				
請針對藏品及影像資料使用內容及目的詳細描寫					
批示			系主任 日期： 年 月 日		
批示			中心主任 日期： 年 月 日		
			經辦人 日期： 年 月 日		
本表依層核示，經核准後始可使用本中心珍藏之藏品及影像資料。					

輔仁大學織品服裝學系中華服飾文化中心
 新北市新莊區中正路 510 號 TEL:02-29052115ext.11; FAX:02-29086223

Guidelines for Research Application on the Collection of the Chinese Textiles and Clothing Culture Center, Department of Textiles and Clothing, Fu Jen Catholic University

Approved by the 4th Department Administrative Meeting of the 113th Academic Year on December 18, 2024

1. In order to promote the dissemination of knowledge and the academic development of clothing culture, the Chinese Textiles and Clothing Culture Center, Department of Textiles and Clothing, Fu Jen Catholic University (hereinafter referred to as the "CTCCC"), provides access to its collection for research to individuals from Taiwan and abroad under these guidelines.
2. The term "collection" in these guidelines refers to materials cataloged within the CTCCC's archive. However, if certain items are in poor condition or are under display, restoration, or other processes, they will not be available for access temporarily.
3. Individuals from Taiwan or abroad may apply to access collection materials for the purposes of research or thesis writing in accordance with these guidelines.
4. The application and review process is as follows:
 - a. Researchers are required to complete an application form (see attachment) along with a research proposal explaining the necessity of accessing the collection materials and submit these to the CTCCC for review.
 - b. Thesis writers must submit an application form, a thesis proposal, and a recommendation letter from their thesis advisor to the CTCCC for review.
 - c. Upon receipt of the application documents, the CTCCC will conduct a review within 14 days, assessing the research content and verifying compliance with academic ethics. Only after approval by the collection manager, department chair, and CTCCC director can the application be finalized for collection access.
5. Collection materials must not be taken outside the CTCCC premises. The CTCCC will provide a designated space for research. If necessary (as stated in the application and proposal) or in special circumstances, materials may be moved elsewhere under the supervision of CTCCC staff, provided the applicant bears the costs related to packaging, insurance, transportation, and equipment for material preservation.

6. Access to collection materials is generally scheduled to coincide with the working hours of CTCCC staff, from 9:00 am to 12:00 pm and 2:00 pm to 4:00 pm, Monday through Friday, excluding holidays. Each application is allowed up to ten working days for accessing the collection.
7. The maximum number of items accessible per day is generally capped at twenty; adjustments may be made based on staffing and time constraints.
8. Researchers must comply with the CTCCC's image and audiovisual usage regulations, including the following:
 - a. If collection images are required, applicants must apply in accordance with the "Usage Guidelines for Images, Audiovisuals, and Publications of the CTCCC." If the CTCCC's existing images do not meet research needs or if the collection items are not yet digitized, applicants may request new images, subject to CTCCC approval and at their own expense.
 - b. The CTCCC prohibits applicants from performing any form of 3D scanning or digital modeling on collection items. If 3D models are needed, applicants must propose a cooperative research plan detailing the specifications and purposes, with all related expenses borne by the applicant.
 - c. Collection items and their attachments must not be marked, altered, or sampled in any way. If sampling is essential for research or special cases, a separate application must be submitted for approval, with sampling conducted under the supervision of CTCCC staff.
9. Research Outcomes:
 - a. Research outcomes should be submitted electronically along with two hard copies within one year after the completion of the original research plan, for CTCCC archiving and public service use.
 - b. Applicants who used collection items in their theses must send two copies of the completed thesis to the CTCCC within one month of thesis completion.
 - c. Research intended for public dissemination, such as journal articles, books, or intellectual property applications, should be indicated upon submission. Two copies of such published works should be sent to the CTCCC within three months of publication for archiving.

- d. If the above requirements in (a) to (c) are not met on time, the CTCCC may deny subsequent applications from the applicant.
 - e. Academic works using the CTCCC collection must acknowledge the source, with a note such as “Collection of the Chinese Textiles and Clothing Culture Center, Department of Textiles and Clothing, Fu Jen Catholic University” or “Provided by the Chinese Textiles and Clothing Culture Center, Department of Textiles and Clothing, Fu Jen Catholic University.”
 - f. Research findings that could contribute to the CTCCC’s ongoing research, exhibitions, or educational outreach may be used collaboratively with the applicant.
 - g. Exceptional research outcomes may be published in CTCCC publications with the author’s consent and compensated according to applicable guidelines.
10. In cases of violations of the regulations in Articles 8 and 9 or of academic ethics, the CTCCC may terminate access to collection materials and related resources, and may seek compensation as appropriate.
11. These guidelines shall come into effect upon approval by the Department Administrative Meeting and shall be amended accordingly.

Application Form for the Use of Collection and Image Materials, CTCCC (2024)

Application Date: / / /

Name		Contact Number	Office:
ID number or passport number			Home:
Affiliated Organization /Institution			Mobile:
Email Address			
Mailing Address			
Purpose and Description of Application			
<input type="checkbox"/> Teaching	<input type="checkbox"/> Undergraduate Program <input type="checkbox"/> Graduate Program	Course Name:	
<input type="checkbox"/> Research	<input type="checkbox"/> Personal <input type="checkbox"/> Research Project	Master's Thesis Title:	
<input type="checkbox"/> Industry-Academic Collaboration	Company Name: Project Title:		
<input type="checkbox"/> Exhibition	Exhibition Name:		
<input type="checkbox"/> Publication	Journal/Book Title:		
<input type="checkbox"/> Visit <input type="checkbox"/> Other:			
Please provide a detailed description of the intended use and purpose of the collection and image materials			
Review comments		Department Chair:	
		Date: ___ / ___ / ___	
Review comments		Center Director:	
		Date: ___ / ___ / ___	
		Staff-in-Charge:	
		Date: ___ / ___ / ___	
This form must be reviewed and approved at each level before access to the CTCCC's collection and image materials is granted.			

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