

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

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:    /    /   

<b>Name</b>		<b>Contact Number</b>	Office: Home: Mobile:
<b>ID number or passport number</b>			
<b>Affiliated Organization /Institution</b>			
<b>Email Address</b>			
<b>Mailing Address</b>			
<b>Purpose and Description of Application</b>			
<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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