

1. Register at the Center for Chinese Studies

國家圖書館漢學研究中心

Center for Chinese Studies at the National Central Library

地址：臺北市中山南路 20 號

Address: No. 20, Zhongshan S. Rd., Taipei, Taiwan R.O.C.



The Center for Chinese Studies is located inside the National Central Library (across the street from the main gate of the Chiang Kai-shek Memorial Hall)

Take the Taipei Mass Rapid Transit (MRT) to **Chiang Kai-shek Memorial Hall Metro Station** 中正紀念堂捷運站 and exit from **Gate 6**. The library entrance is about 100m ahead on the left.

Library Opening Hours	Liaison Division Opening Hours
Tues. to Sat.:09:00-21:00 Sun. :09:00-17:00	Mon. to Fri.: 09:00-18:00
Library Closed on Monday Scholars can come into the library to use study carrels on 6F.	Scholars can come into the office and use the computers during office hours.

2. Please submit your:

- Air-ticket stub or e-ticket
- Air-ticket receipt or other paperwork proving payment was made
- Four photographs
- Passport and visa (returned after copying)

3. Please register at the Center to:

- Apply for a Visiting Scholar's ID Badge
- Open a bank or post office account
(You will need to apply for a Record of ID No. in the R.O.C)

To apply, please go to the Taipei City Service Branch of the National Immigration Agency. Please bring your passport.

Address: No.15, Guangzhou St., Taipei, Taiwan. Tel: (02)2388-9393

- Sign the grant receipt for the first month (You should receive payment approximately one week later.)
- Pick up a copy of this "Visiting Scholar's Information Handbook"
- Apply for a Library Card
- Fill in a "Study Carrel" Application Form (For those who require one)

4. Notice for Visiting Scholars during Research Tenure

- Please come in and sign the monthly grant receipt at the end of each month (21st-27th). The Center will send you a reminder by e-mail.
- The Center offers all visiting scholars accidental injury insurance to the sum of NT\$1,000,000 (plus NT\$50,000 of accidental injury medical treatment cover). If you need to claim damages, please contact the Center.
- If you need to leave Taiwan (limited to short periods only), please notify the Center and fill in the necessary paperwork.
- Visiting scholars are encouraged to participate in lectures or seminars related to their research topics organized by the Center.
- If you need to extend your visa or apply for an Alien Resident Certificate (ARC), please request the necessary documents from the Center.
- If you have held an ARC and then stayed in Taiwan for at least 4 consecutive months, you are urged to apply for National Health Insurance at the nearest township or district office to your residence.
- Hand in a draft of your research before leaving Taiwan and submit a solid and concise article or monograph to the Center within three months after the end of the project.

- If you attend academic activities, please select some important ones and fill in a “Summary of Scholarly Activities” page at the back of this handbook. Please turn in this handbook before leaving Taiwan.

5. Regulations of the National Central Library

1. Always wear your Visiting Scholar’s ID Badge when visiting the NCL.
2. Enter/exit the reading area via the main entrance, and swipe your Library Card. You are permitted to take in books and bags of any size following a routine check.
3. On Mondays you must enter the NCL via the side entrance (Guiyang Street). Only the resources kept in the Center’s Materials Division and the Matteo Ricci & Pacific Studies Reading Room are available on Mondays.
4. You can help yourself to the reading materials in the reading room. When requesting books not available on open stacks, you need to look up the catalog number of the title and request the title through the library’s computer system. Each person is limited to ten volumes at one time, and make sure to return them on the same day. None of the materials may be carried away from the library premises.
5. If you have borrowed books and need to leave temporarily, please go to the General Information Desk (2nd floor) and put in a request to retain them.
6. The computers in the library are for accessing research materials only. Please use the computers in the Liaison Division office for any other purpose (i.e. E-mail or word processing).
7. The Center’s Materials Division (6th floor) provides study carrels for visiting scholars. Please request a room key at the front desk of the Materials Division and return it on the same day. When in the library, please be as quiet as possible and keep the rooms clean. In addition, smoking and food/beverages are not permitted inside the library.