

An Introductory Guide to Research Resource in Taiwan

A 2002-2003 U.S. grantee commented: "...the one thing that I really wish I'd known about earlier was all the insurance fees to use libraries. For example - joining the film archives is 1000NT for 6 mos., plus 1000 for each book you want to borrow from the library. To join the Academia Sinica Institute of Ethnology library, I had to put down a 2,000 deposit, and the limit is three books. Of course, these are things one quickly figures out, but many times I was caught off guard, had to return on another trip with the completed form, pictures and money...Most fees are refundable, but I'd definitely warn people to always carry tiny id photos of themselves."

Libraries:

NATIONAL CENTRAL LIBRARY (國家圖書館)

Location : 20 Chungshan S. Rd. Taipei (台北市中山南路 20 號)

Tel : (02)2361-9132

Website: <http://www.ncl.edu.tw/mp.asp?mp=5>

Hours :

National Central Library

9a.m. to 9 p.m. Tuesday through Saturday

9a.m. to 5 p.m. Sunday (except national holidays and closings)

Closed Monday.

Information and Computing Library

09 : 00 a.m. - 17 : 00 p.m. Monday through Friday

Except on Saturdays, Sundays, national holidays and closings.

The facilities on the second and third floors, including the on-line computer terminals, card catalog area, Western collection, General Reading Room II, the reference room and the periodical room are open from 9 a.m. to 9 p.m. All of the other facilities close at 5 p.m.

Be aware that the lunch period runs from 11:30 a.m. to 1:30 p.m. and this may affect the availability of certain services. Inevitably, it also means a longer wait to page books and periodicals. To avoid the delay, make sure to put requests in before 11 a.m. or after 2 p.m.

While facilities officially close at either 5 p.m. or 9 p.m. as noted above, be aware that certain services may cease operation a half hour earlier. In particular, requesting materials from the stacks normally ends at 4:30 p.m. or 8:30p.m. respectively.

The library is generally busiest from about 2 p.m. to 5 p.m. each afternoon. This means you may have to wait in line for a computer terminal to look up books, look longer to find a place to work, or wait longer for books to be called down from the stacks. Mornings and Sundays tend to be the quietest times.

Overview:

This is the national library of the Republic of China. It houses a wealth of materials including rare books, government documents, mainland publications, foreign doctoral dissertations in Chinese studies, and books and periodical in Japanese, Korean and a wide variety of Western languages. It is a non-circulating library in that you cannot check out books and remove them from the facility, though you can use them for the day at one of the many desks or tables provided for patrons. The main stacks are closed though other reading rooms and collections may have open stacks.

Getting in:

You will need a library card to gain access to any of the facilities within the NCL. You can get a temporary one by going to the desk on the left side of the main foyer, writing your name and passport number on a sheet and showing them your passport. You will then get a card you can use for that day only. In theory you can only do this once, so you should plan on applying for a regular card.

To apply for a regular library card, bring two 1" passport photos and your passport with you. Fill out an application card at the table to the left of the library card application desk, where you will find a supply of the cards, scissors and glue. Though in practice, if things aren't too busy, you should receive it immediately. The desk opens at 8:30 a.m. and stays open until 5:30 p.m., close for an hour, and then reopens from 6:30p.m. to 8:30p.m. There is no charge for the card.

To get into the library itself, first put any books, purses, and other items in one of the lockers located on the right side of the lobby. In theory, you can bring in notebooks, notebook computers, pens and pencils, and valuables, but staff at the entrance tends to vary in their enforcement of these restrictions. Give your card (regular or temporary) to the personnel at the entrance who will scan it with a laser reader and let you in. As you leave, you will have the card scanned again to check you out. They will keep the card if it's a temporary one or return it to you if it's a regular one.

Getting around:

For all practical purposes, the library has five floors plus a basement. You enter the basement by going down stairs to the left or right of the main entrance, crossing the courtyard to an entrance to the right. Here you will find the open access reading room and an area for reading newspaper. Since this is outside the main entrance, you needn't show your library card and you can bring in whatever you want. The reading room is always crowded and you'll have a hard time finding a place to work. There is a room straight ahead as you enter where you will find today's papers. For the latest paper, you will have to come here rather than going to the periodical room.

The second floor houses the main circulation desk for paging books from the main stacks. You will also find the reference room, Western Collection and reading room and General Reading Room II on this floor. Computer terminals that access the on-line catalog as well as card catalogs are located near the main circulation desk.

The third floor houses the periodical and newspaper rooms. It also provides access to the audio-visual collection which is entered by a stairway from the newspaper area. You will also find the copying center where you can purchase copy cards or make use of one of the fifteen or so machines available.

The fourth floor houses the special collections facility and the audio-visual collection, though the latter is accessed via the third floor as noted above.

The fifth floor houses the government publication and law collections.

The sixth floor houses the Center for Chinese Studies Materials Division.

The first and seventh floors are not accessible to the general patron and house office facilities.

The facilities at a glance:

General Collection:

The NCL is the national library of the Republic of China and thus houses a wide variety of materials. In theory, a copy of every book published in Taiwan is sent to the NCL, though this may or may not be the case. The library has an excellent collection of Chinese materials and a good selection of Western language works as well. Because the main collection is closed-stack, you will have to look up the books you want using the on-line catalog or the card catalog as you prefer and list the call number, author title, and year of publication on a charge slip. You should find a supply of slips near the computer terminals or card catalogs. You can check out no more than 3 books with different call numbers or five books with the same number at one time. Take the slip to the circulation desk where they will ask for your library card (which they will keep until you return the book) and give you a plastic card with a number on it. You will then wait between 15-30 minutes while the book with the same number as the plastic card you received earlier. You can then take them to a desk nearby and read them at your leisure. When you are finished, return the book(s) with the two cards to the circulation desk and they will return your library card. NB: Chinese materials published in the last 4 to 5 years will be located in General Reading Room II and Western materials published in the last 6 to 7 years will be shelved in the Western Collection, both on the second floor.

General Reading Room II:

Houses books published in Taiwan over the past four to five years. They are available in open stacks, so you'll need to reshelv the books after using them. As a result, you may have to spend some time hunting for books that other patrons may not have returned to their proper locations. If you can't find the book you need, check the nearby shelves, the hand trucks placed throughout the reading room, or on tables. With any luck, they'll turn up. If you wish to take the books to the third floor for copying, you will need to fill out a blue charge slip and leave you library card with them. They will give you plastic card to keep. If you have left you library card at the main circulation desk (or elsewhere), you can give them the numbered plastic card you received from one of the other collections instead.

Western Collection:

Houses Western language materials published in the last six to seven years on open shelves as described for General Reading Room II. Everything is organized by library of Congress (LC) classification, as are all of the Western materials in the NCL. They do have a copy machine in a small room adjacent to the service desk, though you can check out materials if you wish as described in the preceding section. NB: All materials on Taiwan and china are shelved under C plus the standard LC call number, so that a book on literature will be C/PL1234 etc. So head to the C area and then look for the standard LC number to find books on China.

Reference Room:

Houses a selection of standard reference works in Chinese and Western languages, including dictionaries, encyclopedias, handbooks, almanacs and the like. Chinese dissertations and theses are shelved here as well. You will also find an information desk towards the back where you may or may not find an answer to your question. Not everyone who works in the NCL is a professional librarian, and most of the people who staff the service desks in various rooms are work-study students from local universities. If they cannot answer your questions, then head to the reference room and check at the information desk. If anyone can answer your question, the staff at this desk should be able to.

Periodical Room:

Has a comprehensive collection of Western and Chinese periodicals. Has a good selection of Chinese items from the 1950s through the present. Items from earlier periods are not as abundant. Subscribe to most of the leading literary and historical journals in Chinese and many of the leading Asian studies journals in English. More obscure items may not be available, but you should be able to see if they are available in Taiwan by consulting the union list of serials in Taiwan which is a two volume hardbound set of books on the card catalog. This reference tool will help you determine which library has which issues of Chinese periodicals published in Taiwan. If you are looking for Western materials, you can ask for the union list for Western language works. The volume for scientific works may be on the card catalog while the volume for the social sciences and humanities may be at the service desk. This can help you focus your search. An even more powerful tool is the CD-ROM periodical index for Taiwan, which can help you search for authors, titles and the like. A major time saver. A collection of newspapers is available at the north end of the room. The library subscribes to most of the major Taiwan papers and a smattering of Western papers. Each paper is placed on a separate set of shelves. The last week's issues are folded and placed on the top shelves, while papers from the last six months are stapled and bound into stacks by week. Issues from the last four to five years are bound and shelved separately in white wooden racks nearby. Microfilm copies exist for materials further back.

Special Collections:

Houses the library's rare book collection, photocopied and microfilmed copies are immediately available for use, while access to original editions requires a letter of reference that states your credentials, affiliation, and verifies your need to use the work in question. You may be expected to treat string-bound books that are neither old nor rare as though they are rare books, meaning

that you will need to use gloves and will have limited copying privileges. This may necessitate several trips to get a copy of one complete text. Facilities, however, are quite comfortable and quiet.

Government Publications and Law Collection:

Virtually all of the periodicals and references devoted to law are located here. Has an extensive collection of materials on Chinese law and a good selection of books and periodicals on American law as well. The Government Publications section features references and materials on the ROC government, including selections of government documents and the like. You can also find a wealth of US publications as well.

Center for Chinese Studies Material Division:

The Place to go for Chinese studies has a nearly complete of US doctoral dissertations on Chinese studies organizations by year of completion. Has a small collection of US masters theses and dissertations from the Netherlands, France and the UK has photo reproductions of Chinese gazetteers from the Ming and Ch'ing dynasties and reprints of newspapers from the late nineteenth and early twentieth centuries (i.e. 申報、中央日報). Has a selection of reference works published in Mainland China as well as a full set of Mainland editions materials of standard histories. Has a variety of other Mainland materials and some older materials available in closed stacks. Consult the card catalog or computer for further information. They have a series of clipping files of materials on different topics as well. Finally, has a section of journals on Chinese studies in Japanese, Korean, and a selection of Western languages. A comfortable place to work and seldom crowded. Will ask to see student ID.

Mainland China Collection:

Has an eclectic selection of books from the Mainland, largely materials donated to the library after a book exhibition featuring Mainland publishers. Has some useful works, though the collections are not completely catalogued as yet. Also includes the library of Li Shih-tseng, the holdings of the former Shanghai Sino-French Library, as well as some private collections that have been donated to the library. Everything is accessible in open stacks.

Fine Arts Collection:

Focuses on art and architecture and includes reference books, picture books, and some scholarly studies. Not particular strong on current theory and criticism. Has collection of pictures and extensive clipping files on Chinese (traditional, contemporary Taiwan and contemporary Mainland works) and Western art. Displays information on current exhibits in Taipei and other parts of Taiwan. Probably has the best lighting of any of the reading rooms in the library.

Japanese/Korean Collection:

The reading room itself houses a small selection of Japanese and Korean newspapers and periodicals, as well as a variety of reference books and clipping files. Most of the holdings are located in the main stacks, so books must be paged for you. Card catalogs are located in the hallway outside the reading room and are separated into Japanese (subject, author, title and periodical) and Korean (subject, author, title and periodical) categories.

National Film Archive of the ROC (電影資料館)

Location: 4F., 7 Chingtao E. Rd., Taipei (台北市青島東路7號4樓)

Tel:2392-4243

Website: <http://www.tfi.org.tw/>

A repository for Chinese old films. It is engaged in the research, collection, collation, and preservation of Chinese films.

NATIONAL TAIWAN UNIVERSITY(國立台灣大學)

Location: 1 Roosevelt Road, Section 4, Taipei, 106 Taiwan

MAIN LIBRARY總圖書館

Location: At the end of Palm Drive 椰林大道 from main gate on the left.

Website: <http://www.lib.ntu.edu.tw/en>

Hours¹¹:

	Stacks	Reading Room	Reference Room
Regular Session	Mon-Fri 8:00-22:30	24hrs	8:20am-9 pm
	Sat 8:00-22:30		8:20am-5pm
	Sun 8:00-17:00		8:20 am-5 pm
Vacation Periods	Mon-Fri 8:00-21:00		8:20 am-9 pm
	Sat 8:00-17:00		8:20 am-5 pm
	Sun 8:00-17:00		8:20 am-5 pm

Holdings:

Like most main libraries, this facility houses a variety of works on numerous subjects. It also houses materials in areas not covered by the more specialized branch and departmental libraries.

Getting in:

You will first need to sign a register at the desk just inside the front entrance. You will be asked for your name, institutional affiliation and ID number. You can use a US student ID, passport, or Taiwan institution ID if you have one. You may have to show it to them.

Getting around:

There is a floor plan of the building just outside the main entrance. You may wish to take a look at it to get you bearings. The book stacks are located on the first floor straight ahead from the desk where you sign in. The reference room is on the second floor to the left as you reach the top of the stairs. The reading rooms are on the second floor straight ahead as you reach the top of the stairs.

¹¹ Please refer to: http://www.lib.ntu.edu.tw/General/hours/hours_eng.htm

Looking things up:

Card catalogs are located in the room which leads to the stacks. There are title, author and subject catalogs for Western language materials (indexed using the library of Congress system) and Chinese materials (indexed using the Chinese Union system). There is one computer terminal here that accesses the TULIPS on-line catalog. Two more terminals are located on the second floor in the hallway leading to the main reading rooms. There are also card catalogs for Western language materials (Separate author, title and subject files) and a Chinese author file.

Stack Access:

While access to the stacks is controlled, you can go in and browse if you sign in and leave your belongings and ID at the entrance. For all practical purposes, it's an open-stack facility. Only registered NTU students and faculty can check out books. Non-students, even if affiliated with a NTU faculty member, do not have book-borrowing privileges.

Xeroxing: Copy machines are readily available and take the standard magnetized cards.

Reference Room:

The office area into which you first enter is the only air-conditioned part of the main library. There are some desks here where you can work. You need to leave your bag in a cupboard in the hallway just outside the entrance so make sure to carry valuables with you. The main room contains a selection of encyclopedias, dictionaries, and other reference tools in Chinese and Western languages. It also includes a set of UMI dissertation abstracts and current issues of various English book indices, the Reader's Guide to Periodical Literature, Book Review Index, and other tools for Western language work. If you walk to the end of the reference room, through a doorway, and into what is actually a star landing filled with bookshelves, you will notice a doorway to your right with a sign next to it labeled with Library of Congress heading Z and a Chinese reference to bibliographies. This room contains indexes for dissertations and theses published in Taiwan, annual lists of books published in Taiwan (中華民國出版圖書目錄彙編), the People's Republic of China, and Japan. You can also find catalogs of various libraries and collections here (e.g. the National Diet Library of Japan). A variety of bibliographies and other resources are also shelved here.

RICCI INSTITUTE FOR CHINESE STUDIES 利氏學社**Locations:**

3rd Floor, 22, Hsinhai Road, Section 1 Taipei 100, Taiwan

(台北市辛亥路一段 22 號 3F)

Tel: (02) 2368-9968

Fax: (02) 2365-4508

Website: <http://www.riccibase.com/>

Hours: Monday-Friday 8:30 a.m. to 12:00 p.m. and 1:30 to 4:00 p.m. closed weekends, and all national holidays. Vacations taken during Chinese New Years (4-5 days) and August (2 weeks)

Access:

Open to the public. No special library cards or identification is required.

Overview:

The Ricci Institute is supervised by the Jesuit order of the Catholic Church and provides a center for resources on the study of Chinese thought and religion. It is open to the public and visiting scholars are welcome.

Holdings:

The Institute's holdings focus on the subjects of Chinese religious traditions and philosophy. The collection includes materials on both Buddhist and Taoist traditions though the former has received greater attention over time. In terms of acquisitions, the staff has placed an emphasis on the Mahayana tradition of Buddhism, though they have works on other traditions as well. Major items include a full set of the Japanese edition of the Buddhist canon 大藏經, an incomplete Chinese edition, as well as a wealth of secondary materials. The institute's Taoist studies collection is smaller but they have the essentials, including a complete edition of the Taoist canon. Holdings in the Confucian tradition are available. Primary and secondary materials on other aspects of traditional China are available, though the field of literature is almost completely ignored. Holdings in contemporary China are largely non-existent. The staff has emphasized acquisition of materials in Chinese, English and French though you will also find some Japanese and German works as well. The library has a collection of essential sinological reference tools including the 24 histories, Harvard-Yenching Siniological Indexes, as well as dictionaries and the like. Periodical holdings are basic and focus on standard references in English from the US, the UK, and Hong Kong and some French works as well. The Institute is doing its best to maintain an aggressive book buying policy to keep its holdings up to date.

Facilities:

The library is open stack and readers have direct access to most items. Materials must be used on the premises and cannot be checked out. Reading space is provided in the reference room which has ample tables and chairs for research work, as well as seating for more casual reading. Books are shelved in adjoining rooms.

CHIANG KAI-SHEK MEMORIAL LIBRARY 中正紀念圖書館

Location: No.21 Chungshan South Road, Taipei, Taiwan 北市中山南路 21 號

Tel: (02)2343-1137(Library) (02)2343-1138(Audio-Visual Center)

The library is located on the west side of the ground floor of the Chiang Kai-shek Memorial Hall itself. To find the library, walk through either of the art galleries that flank the theater. You will find the library off a hallway located at the west end of the galleries.

Hours: (Library is closed on 15th of the month)

Tel: (02)2343-1100 ext.1191

Hours: Open Mon-Thu 1:30 p.m. to 5 p.m. Closed Fri~Sun, and all national holidays.

Website: <http://www.cksmh.gov.tw/index.php?code=list&ids=410>

Access:

Library cards are available to those over fifteen years ago. No identification is needed to enter the library. Personal belongings must be left on open and unmonitored shelves outside the entrance, so make sure to take valuables with you. Readers can borrow materials from the library, though periodicals, reference books and auto-visual items do not circulate. Books are shelved in open stacks.

Overview:

The library was opened in July of 1993 to help those interested in learning about and researching the life of Chiang Kai-Shek. The collection focuses on the life of the late president and other aspects of modern Chinese history.

Holdings:

As the library's name indicates, this facility specializes in information related to the late President Chiang Kai-Shek's life and work. This includes collection of speeches, publications and letters by Chiang himself as well as studies of his life, thought and policies in Chinese and English. The collection also focuses on the course of Nationalist history, the Chinese Revolution of 1911 and foreign relation as well. Books are catalogued according to the Chinese Library Classification System. Taiwan publications are shelved in a room behind the back of the main reading room. The library also houses a collection of Mainland books on a wide range of topics that are shelved in the main reading room, as is a complete set of the Ssu-k'u ch'uan shu (四庫全書). Periodicals holdings include periodicals and gazettes from various political organs at the local, provincial and national levels of the Republic of China including Legislative Yuan, Executive Yuan, President's Office, Ministry of Education, Ministry of Culture, and Taipei municipal government. They also have some of the major English language periodicals on Chinese studies and a selection of general interest periodicals in Chinese and English.

Facilities:

The main reading room is large, quiet and comfortable. You will find easy access to card-operated self-service photocopying machines in the library. Cards can be purchased from the information desk. A variety of on-line information services and CD-ROM applications are available at computers near the entrance. These include: the URICA Automation System for access to the Library's holdings, Taiwan Academic Network (TANet) which is connected to domestic libraries and universities throughout Taiwan, the index to Chinese Periodical Literature on CD-ROM, On-Line Public Access Catalog (OPA), and the Computer Information Index to News Clippings from Central News Agency.

ACADEMIA SINICA 中央研究院

Location:

128 Yenchiuyuan Rd., Sec. 2, Nankang, Taipei
(台北市南港區研究院路二段 128 號)

Tel: (02)2782-2120~9 (10 lines)

Website: https://www.sinica.edu.tw/main_e.shtml

Fu Ssu-nien Library (INSTITUTE OF HISTORY AND PHILOLOGY)

傅斯年紀念圖書館(歷史研究所)

Location:

The library is located in a separate, three-story building across the street from the Institute of History and Philology Office Building and the Institute of Economics.

Hours: Closed national holidays.

Monday-Friday	8:30am to 5:00pm
Weekend	Closed
Circulation desk closes	12:30pm to 2:00pm

Access:

You can bring your bag with you. They generally do not check your ID. Stacks for most materials are open access.

Overview:

The circulation desk is directly ahead of you as you enter. The reference area is to your left and card catalogs and periodicals are to your right. You can enter the stacks by the double doors to the right of the circulation desk.

Holdings:

The Fu Ssu-nien Library serves as the library for the Institute of History and Philology. Its holdings therefore reflect the interests of researchers in the field of pre-Ming history, language and linguistics, and philology. These reference collections are probably the best of any of the Academia's libraries for those interested in pre-Ming fields of Chinese studies. In addition to the usual array Chinese books in Taiwan, Mainland China, Japan and the United States. They have lists of periodicals on China and its culture, bibliographies of bibliographies, handbooks of bibliographic research, and catalogs of rare books in collections in Taiwan and abroad. They have dictionaries and indexes for the Buddhist, Taoist and Confucian canons and related material. Reference work from Taiwan, Mainland China, the United States and Japan are best represented. The library has a good collection of English language materials and some items in French and German. Language dictionaries for Chinese and Western language as well as Chinese dialects are a major focus. Specialized dictionaries for specific historical and literary texts (i.e. The Shih chi or Romance of the Three Kingdoms) can be found here also. The periodical collection covers history, linguistics, art, philosophy, ethnology, anthropology and area studies and has one of the best collections of English language journals of Asian studies in Taiwan. The Chinese collection is, of course, good and Japanese periodicals are well-represented.

Finding Materials:

You can locate books by using the on-line catalog available at terminals located under the windows to the right of the circulation desk or by using the card catalogs just outside the periodical area. Western languages are catalogued by Library of Congress number and include author, title, subjects and classification (shelf number) catalogs. Chinese materials are cataloged

by author and title according to stroke count. Japanese works are cataloged by author, title and subject.

Facilities:

There are an ample number of tables and chairs in reference area—it's quite airy and bright. Copy machines are available near the computer terminals to the right of the circulation desk. To make copies, check out a copy card from one of the staff members at the desk, make your copies, and fill out the Xerox log when you return the card.

INSTITUTE OF MODERN HISTORY 近代史研究所**Location:**

Opposite the Institute of History and Philology and the Institute of European and American Studies. The library is on the second and third floors of the three story brick building to the west of the Institute of Modern History's ten story office tower.

Hours:

Monday-Friday: 8:30-17:00

Weekend: closed

The library is also closed national holidays. In principle, they are supposed to close at noon though this seldom happens. Circulation services do stop during the lunch period.

Access:

You enter through the east side of the three story building, the side facing the office tower. Lock your belongings in one of the lockers inside the door and take the key with you. Turn right and go down the corridor until you reach a stairway through a doorway on your right. Go up the stairway and you will be at the door of the library. You do not need to show ID to enter. Since stacks are closed access, you will need to request items from the circulation desk.

Layout:

The reference room and main circulation desk are located on the second floor. The periodical room is located on the third floor, which you reach by going back to the entrance and going through the door on your right that leads to an upward staircase.

Holdings:

The library focuses on materials related to China's late-imperial, modern and contemporary histories. It has materials from other fields, including political science, economics, sociology and literature that relate to the study of later Chinese history as well. Reference materials include an extensive collection of works from or about Mainland China and lots of yearbooks. Materials on literature are available here as well. English language materials include bibliographies of Western language materials on various aspects of Chinese studies. The periodical room features an outstanding collection of Taiwan journals on Chinese history and related disciplines. It also subscribes to most of the major social science publications from research institutes and

universities from Mainland China, the most complete collection of this type in Taiwan. It subscribes to all of the major English language publications on China and many on Japan as well. Also, the place to find a copy of the New York Review of Books, The New York Times Book Review, the Times Literary Supplement, and the Christian Science Monitor.

Finding Materials:

Computer terminals are located in the center of the reference room and provide access to the various Academia library collections. The card catalogs are located in the reference room as well. They include Chinese catalogs by author, title, and classification number (shelf number). Western language materials are catalogued by the Chinese indexing system for Western language works and catalogs include author, title, and classification. Since the on-line catalog has been in use, the staff has stopped making library cards for newly acquired items, so you'll need to use the computer for finding recent publications.

Facilities:

Lots of space to work in reference area. Tables are spread around the room so you have a reasonable degree of privacy and lots of space to work. Very quiet. Xeroxing available.

INSTITUTE OF ETHNOLOGY 民族學研究所**Location:**

The Institute of Ethnology is located just inside the south gate off of the Yenchuoyuan Road 研究院路 (the gate south of the main gate). The building is an agglomeration of various ethnic architectural traditions, perhaps the most distinct in the entire Academia. You'll find the library on the second floor of the building. Go through the main entrance, cross the lobby and go up the stairway. Walk past the card catalogs and you'll find the entrance.

Hours: Closed in the national holidays.

Monday-Friday: 8:30-16:50

Weekend: closed

Access:

To use the facilities you will need to sign in (name, date, and institutional affiliation) and give them an ID (any kind). They will give you a key for a locker where you can put your belongings.

The lockers are just to the right outside the entrance to the library. All materials are open stack.

Layout:

The lower floor of the library has a reading area surrounded on one side by the Western language reference collection and the periodical collection on another side. Through a doorway next to the periodical area is the Western language collection which occupies the lower floor of the stack area. The Chinese and Japanese reference collection is accessed by going up the stairs next to the circulation desk. The Asian language stacks are upstairs and are reached by going through the Chinese reference collection or by stairway from within the Western language stacks.

Holdings:

The library collection covers the fields of sociology, anthropology, ethnology, ethnography, linguistic, religious studies, ethnomusicology, geography, area studies, gender studies, legal studies, psychology, family studies, education, political science and culture studies. Ample materials on Taiwan's geography, demography, politics and the like, include local government records and statistics from the Japanese occupation through the Nationalist era. References related to education, religion, philosophy, psychology, and languages are available. The library also subscribes to Chinese and Western periodicals on the subjects mentioned above. Has most of the Asian studies journals in English and also features such hard to find items as T'oung pao.

Finding Materials:

Computer terminals that access the on=line catalog can be found opposite the main desk. Card catalogs are located in the hallway that leads up to the library, so you'll need to head outside to check them. For Chinese books there are classification, subject, title and author catalogs available. For Western materials you will find author, title and catalogs.

Facilities:

The library is more compact than those of the other institutes, which gives it a cozier and intimate feel. There are a few tables in the western reference and periodical sections. You may be able to find a table or desk in the stack areas as well. Some near the inner stairway are particularly well-lit by a skylight (when sun is out). Computer terminals available for accessing CD-ROM resources and other on=line services as well. Copy machines are available; you need only ask at the desk, sign the copy log, get the card, and pay for your copies and log out when you finish.

INSTITUTE OF EUROPEAN AND AMERICAN STUDIES 歐美研究所**Location:**

This institute is located east of the Institute of History and philology and is adjacent to the Institute of Modern History. The library is on the second floor of the three story brick building on the right.

Hours:

Monday-Friday: 8:20-17:20

Weekend: closed

The library is closed national holidays. While they do state that they are closed for lunch, the library is open during this period though circulation and other services may be curtailed at this time.

Access:

Enter the building though the front entrance, cross the lobby and head for the set of double glass doors on your left. Inside the doorway you will find a counter at the foot of a stairway. Lock your belongings in one of the lockers behind the counter (self serve) and head up the stairs. You need not sign in or show any ID.

Layout:

The main circulation desk is at the top of the stairs. If you turn right after passing the desk, you will be in the periodical area which takes up most of this floor. Current issues are shelved on the racks as you enter. Back issues are bound and placed on shelves to your left as you enter the section. The book stacks are located a rather dark, cavernous room accessed through a door just beyond the main desk in the periodical area. The upstairs area houses some Chinese references and materials, including publications from the institute's staff and from other institutes at the Academia.

Holdings:

The institute houses perhaps the most complete collection of English language periodicals in Taiwan. Subjects covered include: literature, philosophy, creative writing, film and media studies, US history and politics, psychology, and Asian studies. You can find everything from the *Sewanee Review*, *Raritan* and *Salmagundi* to *Positions*. Their collection of books is heavy on American studies (it was formerly the Institute of American Studies). References include sets of the *Federal Reporter*, *US Code*, *Congressional Reporter* and *US Census* records.

Finding Materials:

Both on-line catalogs and card catalogs are available here.

Facilities:

Tables for serious work can be had in the periodical area. Comfortable chairs conducive to good reading are available as well. Quiet and well-lit. Copy machines are available. You can sign out a copy card at the circulation desk.

AUDITING CLASSES

General Suggestions:

Auditing classes is usually not a problem. When possible, you should ask the professor's permission before you audit the class. As it is sometimes almost impossible to find the instructor in advance, you may need to wait outside the room and chat with them briefly before you go in. If this is not possible, you can talk to them after class. Having a name card with your institutional affiliation to present to the instructor might help.

Lectures and seminars:

The protocol for lectures and seminars varies from school to school. In some of the more traditional schools and departments, e.g. the Chinese department at National Taiwan Normal University (國立台灣師範大學), you may be expected to stand when the teacher enters the room and stand when you ask or answer questions, though this custom seems to be rather limited in practice. Follow the lead of classmates. In undergraduate classes, you will notice that students seldom (if ever) ask questions. Some teachers may not provide a suitable opportunity for question either. Often, students and professors prefer to deal with questions after class. In seminar, you will find a wide range of teaching styles, some more conducive to real discussion and questioning. Older professors may tend to lecture for an entire two or three hour seminar period (!) without a question entertained or offered. Younger professors, particular those trained overseas and used to a more interactive educational approach, may welcome questions and lively discussions, though not all students respond to this approach. You may find your classmates rather timid in asking questions, particularly if the class is conducted in language other than Chinese. You will find it helpful if you can make a friend or two in class. They can help you with notes or handouts for meetings you may have missed, whether due to illness or because you, didn't start attending until later in the term. They can also clarify the discussion or lecture for you, help you find out about readings and assignments and might even be willing to meet with you and discuss things outside of class. This is a great way to improve your academic Chinese speaking and listening ability, make connections with faculty, and meet promising young scholars.

Finding Classes:

Most universities post their class offerings on a bulletin board rather than offering schedules for general distribution. The class lists may either be posted in one location or may be posted separately by college or department. National Taiwan University is an example of the former case, and you can find all course listing attached to a bulletin board in the courtyard behind the main administration building. The lists are arranged by department so that should make your task a bit easier. National Taiwan University lists classes by department or college. Classes for the college of Liberal Arts, which includes the History, Chinese, and Foreign Languages and Literature departments, posts there classes on a bulletin board on the right side of the ground floor lobby of the Liberal Arts Building. Classes are listed by the time of day they meet.

WARNING: if you decide to start auditing a class after the term has begun, you should be aware that the class may have been moved or rescheduled. If you go to the listed room at the appropriate time and no one comes, check with the department office to see if they have any information. Changes may be made or announced at the first class meeting but may not appear on the posted course schedule.

When classes start:

Classes for the fall term at most universities begin in mid-September of each year. They continue through mid-January and then recess for about four to six weeks, resuming in late February or early March. You'll need to check with the school you are interested in for the exact date.

Where do professors go?

Professors in Taiwan, at least those in humanities and social sciences, do not generally hold office hours. This is due to several reasons. First, some do not have offices, since not all departments can provide individual or even shared office space for their faculty. Second many professors teach or work at more than one place, so they often come to campus to teach their classes and they leave. This is particularly true for visiting and part-time faculty who are based elsewhere. Bear in mind that a professor may teach in Kaohsiung two days a week, in Taichung on a third day, and at NTU on a fourth day. By and large, departmental office staff may have no better idea of particular faculty member's whereabouts than you do, so asking them may be of little or no use. The best way to see a professor is to meet them before or after a class outside her/his classroom. You may even want to attend the class. Don't be too shy or they may slip off and you'll have to wait another week and try again. The office staff should be able to verify the time and location of the classes they are teaching, however. Or the class isn't meeting where and/or when it's supposed to be, you may want to check further information. The key: be patient and persistent.

BOOKSTORES

Chinese Materials

Student Book Company, Ltd. 學生書局

1F,11, Lane 75, Hoping East Road., Sec. 1, Taipei 10610, Taiwan

北市和平東路一段 75 巷 11 號

Tel: 02-2392-8185 Website: <http://www.studentbook.com.tw/>

Student Book Company offers perhaps one of the finest selections of academic books in Taiwan. Particularly strong in literature, philosophy, history, and linguistics. Can special order just about anything from any publisher in Taiwan in a few days. They will also ship books as well as at a rate of about NT\$200 per kg which works out to be about the same as mailing things yourself from the post office. If you want to order books and ship them directly home, you might consider letting Student Book Company to do the work for you. If you wish, you can also try to open an account with the store so that you can continue to buy books from them after you return home.

The Commercial Press, Ltd. 台灣商務印書館

8F., No.43, Fuxing Rd., Xindian Dist., New Taipei City 231, Taiwan

23150 新北市新店區復興路 43 號 8 樓

Tel: (02) 8667-3712#330~333

Website: <http://www.cptw.com.tw/>

The store displays only a small portion of the Press's total offerings, so you may wish to take a look through their catalog. They publish materials on a wide variety of topics.

San-min Books 三民書局(重南門市)

3F, 61, Chungking South Road, Sec. 1, Taipei 10036, Taiwan

北市重慶南路一段 61 號

Tel: (02)2361-7511

Website: <http://www.sanmin.com.tw/>

World Books 世界書局

99, Chungking South Road, Section 1, Taipei 10036, Taiwan

北市重慶南路一段 99 號

Tel: (02)2311-3834

Website: <http://www.worldbook.com.tw/>

Tong Shan Bookstore 唐山書店

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B1, No.9, Ln. 333, Sec. 3, Roosevelt Rd., Da'an Dist., Taipei City 106, Taiwan

Tel: (02) 2363-3072 Fax: (02) 2363-9735

Website: <http://tsbooks.tian.yam.com/posts>

Taiwan Store 台灣的店

6, lane 76, Hsinsheng S. Rd., Sec 3, Taipei, Taiwan

北市新生南路三段 76 巷 6 號

Tel: (02)2362-5799

Offers a selection of materials on Taiwan history, politics, literature language, geography, culture and the like. Also has Taiwanese T-shirts, CDs, maps, and more. If you're interested in Taiwan studies, this is the place to go.

Ging Ging Books 晶晶書庫

北市羅斯福路 3 段 210 巷 8 弄 8 號 1 樓

1F., No.8, Aly. 8, Ln. 210, Sec. 3, Roosevelt Rd., Taipei City 100, Taiwan

Tel: (02) 2364-2006

Website: <http://www.ginginbooks.com/>

Specializes in materials on homosexuality studies

English Bookstores

Eslite Bookstore (敦南總店)

2F, 245 Tunhua South Road, Sec. 1, Taipei, Taiwan

台北市敦化南路一段 245 號 2F

Tel: (02) 2775-5977

Fax: (02) 2773-9633

Website: <http://www.eslite.com/>

Eslite is Taiwan's premier English language bookstore. It has particularly strong holdings in literature, critical theory, thought, history, and Taiwan studies. The selection is quite current and includes offerings from major presses in both the US and UK. It also has the best selection of travel books in English in Taipei. For diversions, if you have a hankering to read about architecture, gardening or just want to find some pleasure reading, Eslite should have what you want. There is a very nice children's section as well. It also has a rare book section at the rear of the second floor and an ample selection of art books on the first basement level. They also have a good selection of Chinese language books on Chinese literature. The store is spacious and tastefully appointed a great spot to while away an afternoon or two. Prices are the only downside, as they tend to be high and discounts are only given to those who have an Eslite frequent shopper card, which will give you a 10% discount after you've spent the equivalent of US\$1,000 or paid a one-time fee of NT\$2,500 or so. Suggestion: buy books you can't find elsewhere here, and order the others through Student Bookstore. One plus, they do accept credit cards.

Caves Books, Ltd. 敦煌書局 (中山營業所)

No.58, Sec. 3, Zhongshan N. Rd., Taipei City 104, Taiwan

台北市中山北路三段 58 號

Tel: :(02) 2599-1169

Website: <http://www.cavesbooks.com.tw/>

Caves has two stores, one which sells Chinese books and stationary and one which specializes in English materials. With the establishment of Eslite, Caves no longer offers the only or the best selection of materials in English. Nonetheless, it still has a good selection of periodicals, best sellers, books on current events, reprints of English language texts on Chinese studies, and ESL/EFL materials. They also have branches around Taiwan.

SMC (Southern Materials Publishing), Inc. 南天書局

14, Aly. 14, Ln. 283, Roosevelt Rd., Sec. 3, Taipei, Taiwan

北市羅斯福路 3 段 283 巷 14 弄 14 號

Tel: (02)2362-0190

Fax: (02) 2362-8384

Website: <http://www.smcbook.com.tw/UH>

SMC publishes a variety of materials in both English and Chinese. It legally reprints numerous Western scholarly works on China and Taiwan, perhaps more than any other publisher here. The prices are only marginally cheaper than their Western counterparts, but the quality of paper, printing and binding is much better than the old pirated reprints of yesteryear. You should be able to get a discount on your purchases. You can arrange to pay by credit card and possibly even personal check if you wish. They also have Chinese books on history, Taiwan studies, even medicine and the like. SMC does a lot of mail order business, so if you need books from them after you return home, you should have no problem ordering them by mail.

Lai Lai Book Company, Ltd. 來來書局

No.233, Sec. 2, Zhongshan Rd., Zhonghe Dist., New Taipei City 235, Taiwan

新北市中和區中山路二段 233 號

Tel: (02) 8245-5870

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台北市新生南路三段 88 號 2 樓之 5

Tel: (02)2365-8617

Fax: (02)2363-6630

Website: <http://www.bookman.com.tw/Default.aspx>

west bookstore, rivaling Eslite in its selection of books in English.

巨擘

台北市中正區懷寧街 36 號 2 樓

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Tel: (02) 2331-0940

Fax: (02) 2361-3007

Website: <http://apexbook.tw/>

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Mollie Bookstore 茉莉書店

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Tel: 02-2369-2780

Fax: 02-2368-6862

Website: <http://www.mollie.com.tw/Store.asp>

雅舍二手書店

台北市羅斯福路 3 段 266 號 2 樓

No. 266, Section 3, Roosevelt Rd, Zhongzheng District, Taipei City, 100

Tel: (02) 2367-7194

Website: <http://class.ruten.com.tw/user/index00.php?s=yeserbooks>

Simplified Chinese Bookstore

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Website: <http://www.pnpbook.com.tw/>

山外圖書社

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Tel: (02) 2363-9477

Website: <http://www.facebook.com/pages/tai-bei-shi/shan-wai-tu-shu-she-da-lu-shu-zhuan-mai/271172606013>

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Fax: (02) 2382-5029

Website: <http://www.tenlong.com.tw/>

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