

The Management Directions Of The Exhibition Room Of Coast Guard Administration , Ocean Affairs Council

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- 1 、 The regulation set out for preserve historic relics in The Exhibition Room of Coast Guard Administration , Ocean Affairs Council. (hereinafter referred to as “CGA”)
- 2 、 The historical relics as the directions are categorized (below) :
 - (1) Historical relics : official documents, printed matters, documentary, pictures, audio-visual materials, microfilm, electronic resources ,licenses and other medals.
 - (2) Equipments for Duty : uniforms, equipments , cutters and boat models.
- 3 、 The secretarial office is the manage of the Exhibition Room taking charge of the following :
 - (1) Collated, preserved , updated and registered all kinds of historical relics.
 - (2) Time-management and application processing.
 - (3) Give reception and guide tour.
- 4 、 The Exhibition Room is open for CGA staff and visitors .

5 、 Methods of Application for Exhibition Room:

- (1) The staff or members of CGA may use "E-procedure meeting "makes a reservation before they visit. In the event of emergency, the Secretariat will be subject to change.
- (2) Other units, groups and visitors may apply by application form or telephone to the secretarial office

6 、 Opening hours of the Exhibition Room form 9:00AM to 5:00 PM on any weekday.

7 、 Visitors should obey the following institutions in the Exhibition Room :

- (1) All historical relics should be used in the room and prohibition of carrying out.
- (2) No food or beverages are permitted. Smoking is strictly forbidden.
- (3) Items should not be marked, defaced, damaged mutilated or moved in any way.
- (4) Visitors who violate the Directions are in the position of being charged as well as both civilly,criminally and administratively.