

Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on the Digitization Processing Site

I. Working hours are from 9:00 to 12:00 and from 13:30 to 17:30, Monday to Friday. If overtime is required due to special circumstances, please contact the personnel of Archives Room for coordination.

II. When entering and exiting Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences building, personnel shall pay attention to their language and appearance, avoid making noise as much as possible, refrain from playing around, littering, spitting, or using foul language.

III. Non-staff personnel are not allowed to enter the digitization processing site without permission. After completing tasks, personnel must not linger in the digitization processing site.

IV. The digitization processing site must be kept clean, and cleaning shall be done daily. V. Unauthorized addition of any information to the archives is prohibited, and graffitiing anywhere on-site is strictly prohibited. Any violations will be dealt with seriously.

VI. Personnel and visitors shall store personal belongings separately from the work area. Bringing personal items such as water bottles, electronic devices like cameras, camcorders, cell phones, computers, and portable storage media into the work area is strictly prohibited.

VII. Unauthorized destruction of paper is strictly prohibited in the digitization processing site. Waste paper shall be collected and destroyed only after it is determined to be useless by the project manager.

VIII. Flammable or explosive dangerous goods other than archives and essential tools and equipment are strictly prohibited from being stored in the digitization processing site. Matches, lighters, beverages, food, and animals, etc. are prohibited from being brought into the site.

IX. After completing tasks in the digitization processing site, all power sources, including lighting, must be turned off except for monitoring, alarm, and fire-fighting systems that must remain operational.

X. Archives must be neatly arranged in an orderly manner. Before handling archives, personnel need to clean their hands. When handling archives, personnel must handle them with care, check for omissions, and ensure that the original integrity of the archives is not lost or damaged.

XI. The contractor shall establish a system for counting items when entering and leaving the site. No one is allowed to take items from the digitization processing site without authorization. After work, portable storage devices shall be stored in designated cabinets and locked, with a designated person responsible for their safekeeping.