

June 1, 2026

Doshisha University Library Public Transmission Service Terms of Service

These Terms of Service (hereinafter “the Terms”) set out conditions regarding the use of the Doshisha University Library Public Transmission Service (hereinafter “this service”) provided by the Doshisha University Library (hereinafter “the Library”).

1. Application

- 1.1. To use this service, agreement to the Terms is required.
- 1.2. Users of this service (hereinafter “the User”) must comply with the particulars stipulated in the Copyright Act (Article 31, paragraph (1) to (5)) and the Terms. In the event that a User violated these particulars, the Library may take necessary actions such as restrict, cancel or suspend use of this service by the User.

2. Service Overview

This service is a paid service that scans and provides in PDF format the materials held at the Library within the scope of purpose and quantity specified in the Copyright Act and under certain conditions, in addition to the existing copying service. In addition to the administrative fees, remuneration based on Article 31, paragraph (5) of the Copyright Act incurs, all of which are the responsibility of the User.

3. Materials Excluded from Transmission

- 3.1. Materials that fall under the proviso of Article 31, paragraph (2) of the Copyright Act (materials excluded from transmission), as well as music scores, maps, photography books and art collection books are excluded from transmission.
- 3.2. Electronic materials, rare materials, and materials that are made unavailable for copying by the Library are excluded from transmission.

(Examples: online electronic journal databases, materials that are feared to be damaged, limited access materials)

- 3.3. Periodicals published within a reasonable period of time and other materials that are deemed inappropriate for public transmission by the Library

4. File Format for Transmission

- 4.1. Files to be transmitted under this service shall be in PDF format and not OCRred.
- 4.2. To prevent unauthorized spread of transmitted files, the PDF file to be provided will

have User ID in the header and “Doshisha University Library” and the date created in the footer.

4.3. Resolution of the copies shall be 200dpi in principle. Some materials that are difficult to be used for research or studies for reasons such as deterioration may be provided in 300dpi. Materials provided in 300dpi shall be copied after measures to prevent use for unintended purposes are taken (applying an identification mark etc. on the pages of the PDF file). Resolution cannot be specified by the User.

4.4. The Library shall assume no responsibility to recreate the files that were found to be unclear, stained or uneven.

4.5. Materials that include color pages will be scanned in color for all pages.

5. Usage Fees

5.1. Usage fees for this service (hereinafter the “Usage Fees”) are the total of the amount of remuneration (including the amount equivalent to consumption tax) specified in the “Rules on the Remuneration for Public Transmission by Libraries or Similar Facilities” and the amount of administrative fees.

5.2. The amount of remuneration in the preceding paragraph shall be calculated according to the formula for calculating remuneration specified in the “Rules on the Remuneration for Public Transmission by Libraries or Similar Facilities.”

Type of library material	Calculation formula	Remarks
Newspapers	500 yen for the first page 100 yen per page added for the second and more pages	
Periodicals (including magazines)	500 yen for the first page 100 yen per page added for the second and more pages	
Books whose base price is clearly indicated	Base price ÷ total number of pages x number of pages transmitted x 10	500 yen if the amount calculated per book per application is less than 500 yen
Other than above (books with no indication of base price, publications for limited distribution including scripts, foreign publications etc.)	100 yen per page	500 yen if the amount per book per application is less than 500 yen

For details on the remuneration, please refer to the “Rules on the Remuneration for Public Transmission by Libraries or Similar Facilities.”

(<https://www.sarlib.or.jp/wp-content/uploads/2023/05/sarlib-hoshokinkitei.pdf>)

5.3. The administrative fees described in 5.1 (including the system usage fee) are 500 yen.

5.4. The amount of Usage Fees and the method of payment will be sent to the e-mail address provided by the User at the time of application. The absence of payment by the deadline shall invalidate the application and may result in the restriction or suspension from this service.

5.5. Copies shall be deemed to have been provided at the point of notification of the amount of Usage Fees. The administrative fees and remuneration incur regardless of whether the User have actually downloaded the files or not.

6. Transmission of Files

6.1. Transmitted files shall be provided on MyDOORS for downloading and be deleted from MyDOORS after the download period (14 days). Please be sure to download them within the available period, as they will not be reissued after deletion.

6.2. Even if the User could not download the transmitted files, usage fees will not be refunded unless it was caused by a reason attributable to the Library.

7. Usage Environment of This Service

The environment necessary for using this service, such as devices, equipment, software and communication line, shall be prepared by the User.

8. Users of This Service

This service is for students enrolled at and faculty and staff employed by Doshisha University who have agreed to the Terms. Those whose term of enrollment/employment has ended or whose registration has expired cannot use this service.

9. Management of Registered Information by Users

9.1. Users should register accurate and complete information (name, address, phone number, e-mail address etc.) at all times.

9.2. If there has been a change in the registered information, please make the change promptly to keep it up to date at all times.

9.3. Please keep your User ID and password confidential and do not disclose them to others.

10. Handling of Personal Information

10.1. The Library shall obtain and hold for a certain period Users' information on their use of this service for the purpose of proper operation of this service.

10.2. The Library shall provide to the designated association on the matter of Remuneration for Public Transmission by Libraries or Similar Facilities (Society for Administration of Remuneration for Public Transmission by Libraries or Similar Facilities (SARLIB)) information on the record of files transmitted on this service within the scope necessary for the operation of this service and the operations related to the Remuneration for Public Transmission by Libraries or Similar Facilities at SARLIB.

10.3. The scope of personal information provided according to the preceding paragraph shall be User ID, title of the work or material to be transmitted, pages to be transmitted, and the amount of remuneration. Other information that allows the recipient to identify individuals, such as the User's name, address, phone number and e-mail address, shall not be provided to a third party unless it has obtained consent of the User or is based on the Act on the Protection of Personal Information or other laws and regulations.

10.4. By agreeing to the Terms, Users are deemed to have agreed to the provision of personal information to a third party specified in 10.2.

10.5. In addition to the provisions in the preceding paragraphs, handling of personal information at the Library is compliant to the Act on the Protection of Personal Information and to The Doshisha's "Basic Policy on Protection of Personal Information" and "Doshisha Regulations on Protection of Personal Information."

11. Prohibited Acts

Users are prohibited from engaging in the following acts when using this service or the transmitted materials.

(1) Transmitting or reprinting the transmitted files without consent of the copyright holder, including:

(a) Sending the transmitted files (including screenshots) to another person by e-mail etc.

(b) Uploading the transmitted files (including screenshots) on an internet website (including posting on social media)

(2) Use of User ID by a person other than the User

(3) Violation of the Copyright Act, the Civil Code or other laws and regulations or other acts deemed inappropriate by the Library

12. Responsibility of Users

Users shall use this service on their own responsibility and assume all responsibility for any and all acts performed on this service or on the transmitted files and the results of such acts.

13. Changes to the Service and Disclaimer

If an event not attributable to the Library occurs, such as an information system outage caused by a disaster or renovations of the information system or the telecommunications facilities, the Library may change the content of this service or cancel or suspend provision of all or part of this service without liability for any damages caused to the User as a result thereof.

14. Amendment of the Terms

The Library may amend the Terms at any time when it deems necessary without prior notice. Upon amending the Terms, the Library shall notify the Users of the content of the Terms after the amendment and the effective date by the method specified by the Library.

15. Agreed Jurisdiction

Any dispute between the Library and the User regarding this service or the Terms shall be resolved by the Kyoto District Court as the agreed exclusive jurisdiction for the first trial.

16. Governing Law

The Terms are governed by and interpreted according to Japanese laws.