

Date Y /M /D

To Director of Doshisha University Library / Collection Holding Library

Name of Institution _____

Name of Representative _____ Official seal or Signature

Name of Applicant _____

Address _____ Zip Code _____

Phone Number _____

Email Address _____

Application for Special Permission of Use

I will comply with the terms and conditions prescribed by Doshisha University to be allowed the use of materials held by Doshisha University.

I pledge not to use them for any purpose other than those mentioned below.

Material to be used	
Title/Author/ Publisher	
Barcode No.	
Call No.	
Part of material to be used	
Purpose (Write specifically.)	
How to use	<input type="checkbox"/> Article "Title: _____" <input type="checkbox"/> Book "Title: _____" <input type="checkbox"/> Panel exhibition <input type="checkbox"/> Classes and Learning Materials <input type="checkbox"/> Newspaper/Movie/Television <input type="checkbox"/> Advertisement/Goods <input type="checkbox"/> Web publication/SNS "URL: _____" <input type="checkbox"/> Other : _____
* Check applicable boxes with <input checked="" type="checkbox"/> .	Fill in the details of how to use, date, etc. specifically.

*Broadcast (Attachment: an outline of broadcast)

Name of Program :

Broadcaster:

Scheduled date:

*Exhibition (Attachment: an outline of exhibition)Name
of Exhibition :

Place :

Scheduled date:

*Publication (Attachment: an outline of publication)

Name of Publication (Name of book/ journal, etc.):

Publisher, Author, (Supervisor):

Circulation Number, Size of Plan:

○ Notes on Filling in the Form

1. Title: Write down name of materials after searching DOORS (Doshisha OPAC).
2. Call No.: If call number is not found, leave the column blank.
3. When applying as an organization, write the name of the representative of the organization or department to which you belong. Be sure to affix an official seal of the institution or a signature of the representative.

○ Notes on Applying

1. Send your application form to Section for Cataloging and Administrative Services by mail. In urgent cases, send us by fax in advance.
2. Doshisha University Library makes a judgment on the permission of use by the purpose mentioned on your application form.
3. The Library will inform you of the permission in about 2 weeks after receiving your application.
4. A permit will be issued if the Library grants the permission to use. The details will be notified.
5. You must comply with the copyright law.
If the materials in question are protected by copyright, permission to publish must be sought from the owners of the rights. It is the responsibility of the requester to secure permission from the copyright holder. Applicants bear all responsibility about copyright and the right of likeness.
6. Users should consider moral rights, human rights, or privacy issues even if the copyright has expired. Applicants bear all responsibility about any problems with others.
7. Respect the interests and credibility of Doshisha University and do not use library materials in a way that infringes on the interests of the University. If the University is damaged due to improper use, the user may be responsible to reimburse the amount equivalent to the damage amount.
8. The University bears absolutely no responsibility for any action taken by users using the images (including use of information based on edited images) and any loss or damages arising out of use of or reliance on the images.
9. Show the original is in the possession of Doshisha University by an appropriate method in publications.
10. Among the content on Doshisha University Digital Collections, the images duplicated from the materials are, unless specifically stated otherwise, available for users to copy, adapt or redistribute in any medium without an application or a fee under the prescribed terms of reuse. Please refer to the terms of reuse on the page "Reuse of Library Materials" of the Library website, <https://library.doshisha.ac.jp/library/en/guide/reuse.html>

○ Terms of Use

1. Do not use for other than the purpose to affect an application.
If you would like to use it for purposes other than those stated in the permit application, you should apply each time.
2. Do not transfer the image to others.
Also, delete the borrowed digital data immediately after use.
3. Show the original is in the possession of Doshisha University by an appropriate method in publications. Specify it on the caption or closing credits when using for broadcasting.
4. Donate two copies of publications or a digital copy of broadcast content to the Library when using the materials held by Doshisha University.

○ Terms of Use for Exhibitions

1. Follow the rules, as well as taking a due care when handling the rare materials so as to protect them from damage and defiling during the exhibition and storage.
2. Show the original is in the possession of Doshisha University by an appropriate method in the exhibition or publications.
3. Depending on the materials, carry them in and out by fine art transport vehicle, take out insurance equivalent to the evaluation, and submit a copy of the insurance documents at the time of carrying out.
4. Donate two copies to the Library in issuing catalogs.

○ Contact Us

Doshisha University Library
Section for Cataloging and Administrative Services
Kamidachiuri-agaru, Karasuma-dori, Kamigyo-ku, Kyoto-shi 602-0898
Tel: 075-251-3960 Fax: 075-251-3078
Email : lib-tec@mail.doshisha.ac.jp