**1. Application for Permission to**

**Use Rare Books & Materials**

Date of Application: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

*month day year*

To: Senshu University Dean of Libraries

[Applicant Information]

• Name of Company/Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Name of Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*First Name Last Name*

[Contact Information]

• Postal Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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• Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting this application, I formally request permission to use books or materials in the Senshu University Library collection designated as “Rare Books & Materials”, and in doing so, agree to comply with the following conditions of use.

1. Material to Be Used (title, call number, material ID and Tome number):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Material ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (e.g. Tome/M Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If there is supplementary information regarding the above material, or if you wish to use more than one material, please attach a separate sheet with details.

2. Date & Time of Use:

Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ ・ \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

*month day year 　　 　　 month day year*

Time: \_\_ \_\_ : \_\_ \_\_ am / pm – \_\_ \_\_ : \_\_ \_\_ am / pm

[Schedule for Accessing Rare Books & Materials inside the Senshu University Library]

• The library’s hours of operation are 9:30 am – 4:30 pm (Monday – Friday).

3. Purpose of Use:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you wish to take photos of the material using your own equipment (e.g. camera)?

□ Yes\* / □ No

* If you checked “Yes”, you must also submit a separate form titled “2A. Supplementary Request to Photograph Rare Books & Materials with Own Equipment” along with this application. Same-day applications will not be accepted.

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4. Conditions of Use:

1. This material can only be viewed within the library premises.
2. This material cannot be copied without written permission.
3. If this material is damage, defaced, or lost, compensation for damages must be made.
4. Upon using this material, please submit a single copy of your corresponding research paper (or written document with your research findings) to the Senshu University Dean of Libraries.
5. Any other conditions subsequently specified by the Senshu University Library.

\*The Senshu University Library will protect the personal information of relevant parties and refrain from providing personal information to third parties without the consent of the individual.

(This section below is for use by the Senshu University Library.)

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以下処理欄　　閲覧場所：

　　　　　　　撮影願No.：

　　　　　　特記事項：

出納者：出　　　　納

（学外用）