**2A. Supplementary Request to**

**Photograph Rare Books & Materials with Own Equipment**

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*

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

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

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

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

* If you wish to use more than one material, please attach a separate sheet with details. The specific sections of the material(s) that will be photographed must be specified on a separate form titled “2B. Details of Rare Books & Materials Photographed with Own Equipment” (which will be provided on the day of use).
1. Purpose of Photographing the Material:

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

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1. Conditions:
2. Photography is permitted only for academic research purposes.
3. Photographed images of the material may only be used for personal use and cannot be shared with others.
4. The maximum allowable photography coverage for a single material is half of that material.
5. Photography must only be conducted under the supervision of library staff member. Please follow any instructions given by library staff.
6. Caution must be taken in order to avoid damaging the material when photographing it. If there is any risk of damage, photography must stop immediately.
7. (6) In general, photographed images cannot be published in print or shared online (including on social media). However, if you wish to do so and can provide a suitable reason, you must submit two (2) forms titled “3. Supplementary Request to Publish Images of Rare Books & Materials” and “4. Supplementary Request to Receive a Photocopy Rare Books & Materials”. Both must be submitted to be considered.

I agree to follow the above conditions of use and understand that I am subject to punishment for violating any of these conditions.

* 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　　利用願No.：

撮影場所：

特記事項：

出納者：出　　　　納

（学外用）