**3. Supplementary Request to**

**Publish Images of Rare Books & Materials**

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

  *month day year*

To: Senshu University Dean of Libraries

[Applicant Information]

* Name of Company/Organization:

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• Name of Applicant:

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*First Name Last Name*

• Name of Representative (if necessary):

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

*First Name Last Name*

• Applicant’s Signature: • Representative’s Signature (if necessary):

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

[Contact Information]

• Postal Address:

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

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

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

• Name of Person in Charge (can be the applicant, representative, or someone else):

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

*First Name Last Name*

By submitting this form, I formally request permission to use the following materials from the Senshu University Library for publication, and in doing so, agree to comply with the following conditions of use.

1. Material(s) to be published:

|  |
| --- |
| **Title, Call Number, Material ID** |
| Title: |
| Call Number: |
| Material ID: |

* If you wish to use publish more than one (1) rare books or material, please attach a separate sheet with details.

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2. Reason for Request:

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

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3. Type of Use (please check all that apply):

 □Publication □Reprinting □Copying □Broadcast □Exhibition Catalogue

□Panel Exhibition □Web publication □Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

4. Details regarding the type of use:

* If it is for a publication, broadcast, or exhibition, please attached a detailed proposal.

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5. Please provide any other relevant information (if necessary):

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6. Conditions of Use:

1. The material(s) cannot be used for any purpose other than that for which it was authorized.
2. The applicant assumes full responsibility for copyright.
3. Please specify that the materials are from Senshu University Library's collection.
4. Please provide at least one (1) deposit copy of the material(s) to the proper agency.
5. If the materials are to be used for commercial purposes, please pay any required fees.
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