**4. Supplementary Request to**

**Receive a Photocopy of Rare Books & Materials**

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

  *month day year*

Notes:

1. Personal information written in this form will be properly managed and will not be provided to third parties without the applicant’s consent.
2. Contact information for inquiries regarding copies, fees, and delivery times is located on page #2.

To: Senshu University Dean of Libraries

[Applicant Information]

* Name of Company/Organization:

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

• Name of Applicant:

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*First Name Last Name*

By submitting this form, I formally request the designated service provider to provide me with a photocopy of rare books & materials from Senshu University Library’s in accordance with the specifications below.

Please read the following conditions and check each corresponding box.

□

□

□

1. If any liability arises under copyright law or other regulations, the applicant shall bear full responsibility.
2. If it is determined that photocopying the original material may cause damage to it, the applicant agrees to not have the material photocopied.
3. In general, photocopied images cannot be published in print or shared online (including on social media). However, if I wish to do so and can provide a suitable reason, the applicant must submit two (2) forms titled “3. Supplementary Request to Publish Images of Rare Books & Materials” and “4. Supplementary Request to Receive a Photocopy of Rare Books & Materials”. Both forms must be submitted to be considered.
4. Reason for Request:

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1. Material(s) to be photocopied:

**④**

**③**

**②**

**①**

**⑤**

**⑥**

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| **Call Number or Other (e.g. Tome/M Number)** | **Title**  | **Range to Copy** | **Print Specifications** | **Do you request book binding?** | **Other Details(i.e. partially copying pages, etc.)** |
| **Color** | **Size of Paper** |
|       |       | □All pages | □Black& White | □A4 | □A3 | □ |       |
| □Specific pages ↓ | □B4 | □Other |
| Pages ‒ Pages ‒ Pages ‒  | □Color | (If “Other”)   |
|       |       | □All pages | □Black& White | □A4 | □A3 | □ |       |
| □Specific pages ↓ | □B4 | □Other |
| Pages ‒ Pages ‒ Pages ‒  | □Color | (If “Other”)   |
|       |       | □All pages | □Black& White | □A4 | □A3 | 　□　 |       |
| □Specific pages ↓ | □B4 | □Other |
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| Pages ‒ Pages ‒ Pages ‒  | □Color | (If “Other”)   |

* After this document is submitted to the vendor, the requested photocopy will be shipped/delivered within 2 to 3 weeks. If the request quantity is particularly large (such as copying all pages), the shipping/delivery may be delayed.
1. Desired Delivery Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 *month day year day of the week*

1. Shipping Address: 5. Telephone Number:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. Email Address:

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1. Payment Information:

[Payment Type] □ Public Expense\* / □ Private Expense

* If it is a “public expense”, please write the billing address below (including the name of the company, school, or organization).

[Billing Address]

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1. Price list for Photocopies

**Important Notes**

1. Photocopies of the original materials will be made using a digital camera. The applicant is only permitted to receive paper copies, but the Senshu University Library will retain the digital data for safekeeping.
2. The “Basic Fee” includes handling charges such as packaging and shipping for each request.
3. Special requests (e.g. printing sizes not listed, photographing materials not in the form of books, etc.) will require a separate estimate.
4. Copies will be shipped directly from the designated service provider (Infomage Inc.). Please make the payment to the financial institution listed on the invoice. The invoiced amount will be the total after tax, rounded down to the nearest whole number.
5. For inquiries regarding copies, delivery times, etc., please contact the designated service provider at following:

|  |  |
| --- | --- |
| **Specifications**  | **Unit Price (Excluding Tax)** |
| Basic Fee | ¥ 1,300 per order  |
| Partial Copy(Specific Pages) | Black & White | A4 | ¥ 275 per page  |
| B4 | ¥ 285 per page  |
| A3 | ¥ 290 per page  |
| Color | A4 | ¥ 300 per page  |
| B4 | ¥ 315 per page  |
| A3 | ¥ 325 per page  |
| Full Copy(All Pages) |  Black & White | A4 | ¥ 185 per page  |
| B4 | ¥ 195 per page  |
| A3 | ¥ 200 per page  |
| Color | A4 | ¥ 210 per page  |
| B4 | ¥ 225 per page  |
| A3 | ¥ 235 per page  |
| Book Binding | ¥ 500 per volume  |
| Shipping Fee | Actual Cost |

**[Inquiries]**

Infomage Inc.

(Copying Services Department)

2-1-43, Rokucho, Adachi-ku,

Tokyo 121-0073

TEL: +81 (3) 6262-6604 (Main)

FAX: +81 (3) 6262-6654
Email: mail@infomage.jp

Homepage: http://www.infomage.jp

1. Other Requests:

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

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