

# Material Request for Special Use

Date applied 20 \_\_\_ / \_\_\_ / \_\_\_

To: Head Librarian, Meiji Gakuin University Library

Affiliated institute

Name

Status / enrollment

Address

Tel

E-mail.

I would like to perform the following with materials from Meiji Gakuin University Library:

- View**      **Copy (Excluding valuable materials)**      **Obtain data**  
 **Photograph**      **Broadcast**      **Publish**      **Exhibition**

When using the materials, I follow the conditions listed in this request form.

## Conditions

Agreement with the following items is mandatory to use the materials.

In addition, Meiji Gakuin University Library may make other requests.

- Permission is granted only for uses that contribute to academic research, education, and culture.
- Do not use materials for anything except what is on the request form.
- Altering materials is not permitted.
- Any costs incurred such as during publication or broadcasting will be borne by the requestor.
- Permission granted by this request cannot be transferred to a third party without the university's consent.
- Materials cannot be used to harm the human rights or other basic rights of any person or group.
- When publishing, citing or exhibiting materials, please specify "Meiji Gakuin University Library".
- If the materials are to be published such as in a text, we request you provide the university with 1 copy.
- If the materials are to be published, broadcast or exhibited, please submit a proposal or other relevant information.
- In the case of exhibition, please submit a borrowing document after permission is granted. For the preservation of the materials, general visitors are not allowed to take pictures.

**Advisor (fill out if the requestor is a graduate student)**

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Affiliated institute

Faculty / Department

Confirmation of purpose

- I have confirmed that the requestor wants to use the materials for research purposes.

Advisor name

Signature

Date of confirmation

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The personal information provided in this form will only be used for the purposes required for library use. Information will be handled according to "Meiji Gakuin University Protecting Personal Information Policy".

**Time request (weekdays from 10:00 to 11:30 a.m. and 1:00 to 4:00 p.m., except days the library is closed)**

1<sup>st</sup> preference: \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day ( \_\_\_\_\_ ) from \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ :

2<sup>nd</sup> preference: \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day ( \_\_\_\_\_ ) from \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ :

**Materials being requested (If there are not enough columns, please attach a separate list.)**

1	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Barcode No.	Pages
2	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Barcode No.	Pages
3	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Barcode No.	Pages

**Purpose of use (Please describe how the materials relate to your research, how else it will be used in details.)**

**Items related to publication, broadcasting**

Media (exhibition) name: \_\_\_\_\_

Scheduled date (duration): \_\_\_\_\_

**In case of exhibition use [If you have plans to exhibit, please fill out below or attach a document containing the following information.]**

Location of Exhibition:

Transport method:

Insurance coverage:

Display Methods:

図書館記入欄

いずれかに○ [ 貴重資料 / その他 ]

館長	次長	課長	主任	担当