

Receipt No. —

Material use request

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 Photograph Copy Obtain data Publish Broadcast

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
- When publishing or referencing materials, please cite “Meiji Gakuin University Library”
- 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

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

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

Time request (weekdays from 9:00 to 11:45 a.m. and 12:30 to 4:00 p.m., except days the library is closed)

1st preference: _____ year _____ month _____ day (_____) from _____ : _____ to _____ :

2nd preference: _____ year _____ month _____ day (_____) from _____ : _____ to _____ :

Materials being requested

1	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Material ID	Pages
2	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Material ID	Pages
3	Bibliographical information (Title / Author / Publisher, etc.)		
	Call number	Material ID	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

Publication / broadcast medium: _____

Expected publication / broadcast date: _____

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 or broadcast, please include the proposal or other relevant information.

 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