

Regulations on Rare Books and Data

November 19, 1976

Decision by the Steering Committee of the University Library

(Purpose)

Article 1

These Regulations shall set forth procedures necessary for the use of rare books and data (hereinafter referred to as “Rare Book(s)”) subject to the Regulations on Use of University Library Article 5 Paragraph 3.

(User)

Article 2

A Rare Book user is a person who is authorized by the Director of the University Library (hereinafter referred to as the “Director”).

(Permitted Uses)

Article 3

Permitted uses of Rare Books are:

- 1 Reading
- 2 Copying
- 3 Photographing

(Procedures for Photographing, etc.)

Article 4

In the event that any copyrighted content of a Rare Book is to be reproduced or published in the form of photograph(s), the prescribed procedures must be followed and the Director's permission must be obtained.

(Use Liaison)

Article 5

Application for the use of Rare Books shall be made at the reference counter of the Nishinomiya-Uegahara Campus University Library.

(Service Hours)

Article 6

Service hours for Rare Books shall be separately regulated.

(Reading)

Article 7

Rare Books must be read in the presence of attendant(s) in the Special Reading Room.

(Copying)

Article 8

In cases in which a Rare Book is manually copied, writing implements other than pencils must not be used.

(Photographing)

Article 9

- 1 Photographing of Rare Books shall be performed by a person designated by the University Library (hereinafter referred to as the "Library") in the presence of attendant(s) in the Special Reading Room.
- 2 Actual costs for photographing shall be borne by the user.
- 3 In the case of likelihood that the original form of a Rare Book would be damaged by the act of photographing, no permission for photographing shall be given.

(Other)

Article 10

- 1 A user of a Rare Book must not use the same for any purposes other than those for which such user has applied.
- 2 A user must, without fail, include the printed expression "Original owned by the KWANSEI GAKUIN University Library." to indicate ownership in any work that uses a copy of information from a Rare Book, and must donate a copy of such work to the Library.
- 3 The lending of Rare Books to a location outside the Library shall not be permitted; provided, however, that if it is recognized that the lending thereof would clearly contribute to the development of education and research of the KWANSEI GAKUIN University, the Director may allow such lending.

(Responsible Department and Section)

Article 11

Clerical affairs related hereto shall be conducted by the User Services Section in the University Library.

(Revision and Abolishment Hereof)

Article 12

Revision and abolishment hereof shall be determined by the Steering Committee of the University Library.

Supplementary Provisions

- 1 These Regulations shall come into effect on November 19, 1976.
- 2 These Regulations shall be revised, and such revision shall come into effect on October 1, 1997.
- 3 These Regulations shall be revised, and such revision shall come into effect on April 1, 2013.