

館長	副館長	事務部長	情報サービス課長	専門員	閲覧第二係長	係員
Attention						

Form 12-2

Application for Permission to Take Photographs of Rare Books

Date (YYYY/MM/DD):

To: Chief Librarian of the Tohoku University Library

(Applicant)

Name:

Signature:

Affiliation:

Position:

Address:

Phone:

I would like to request permission to have the material photographed by professionals based on the information provided below.

Notes

1. Purpose

Describe in detail the reason for photographing the material.

2. Name of materials

Write the name of the materials and the request numbers.
You can attach separate sheets if you need more space.

3. Date/time of photographing

..... Arrange with the professional

4. Guarantor

(Affiliation/position)

(Name)

Obtain a recommendation from a member of the Tohoku University teaching staff or the head of the academic institution that you belong to. If you belong to a university, the recommendation can be provided by the Chief Librarian.

5. Any other remarks

"Photographing by professionals"

Note: In general, the sponsor must be a professor, assistant professor, or a full-time instructor at Tohoku University. If the applicant holds a position that meets the sponsor requirement, number 4 is not necessary.

* The seal of the applicant is not required in addition to the signature if the name (printed) and the seal of a faculty member of Tohoku University or a sponsor is affixed.

Note: If a separate application for permission to take/publish photographs or broadcast has already been submitted for the applicable rare book, this application is not necessary.