Use a ballpoint pen to fill out the form. Do not use heat-sensitive paper. Stamp your seal before sending it by mail.

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 13

Application for Permission to Take and Publish Photographs

Date (YYYY/MM/DD):

Strike through the option that does not apply.

To: Chief Librarian of the Tohoku University Library

Write the name of the person responsible for photographing if it is for publishing photographs.

Applicant Information

Name:

Signature:

Affiliation:

Position:

Write the name of the person in charge.

Address:

Phone:

I would like to request permission to take photographs of materials in the Tohoku University Library and to publish them (as a republication/reproduction/reprint, or partially).

Circle one of them if it is for publishing photographs. If it is for taking photographs only, strike through this.

Notes

1. Purpose

2. Name of materials   Write the material's name and identification number and the page to photograph. Attach separate sheets if you need more space. If it is for publishing, attach a photocopied image of the material to be used in the publication or a written proposal for publishing.

3. Name of the publication featuring the photographs

4. Editor of the publication featuring the photographs

Required field if it is for publishing.
Include the name of the expected publication (tentative names are allowed), the name of the author/editor, and the name of the publisher.

5. Name of the publisher

6. Expected date of publication

   Date (YYYY/MM/DD):

7. Number of Copies

   copies

If it is for photographing, make sure to fill this out to confirm the availability of the material.

8. Date/time of photographing

   Date (YYYY/MM/DD):   Time:

9. Any other remarks

Note: nstructor
(full-time

Write any other remarks including the source of the image (where you obtained it), photographing format (with a digital camera or by professionals, etc.), or whether borrowing film or not.

整理番号		受付者
受 付 日	平成　　　年　　　月　　　日（　　　）	