

上智大学図書館貴重資料及び準貴重資料利用細則

Sophia University Bylaws on the Use of Rare Books and Semi-Rare Books

(Purpose)

Article 1

These bylaws shall stipulate the necessary matters pertaining to the use of rare books and semi-rare books (hereinafter referred to as “Rare Materials”) pursuant to Article 6, paragraph 2 of the Regulations for Use of the Sophia University Library. (Browsing materials)

Article 2

Any person who intends to browse Rare Materials shall submit the prescribed “Request to Browse Rare Materials” to the Head Librarian in advance and gain his/her permission.

2 Library staff shall handle the material that has been permitted pursuant to the preceding paragraph.

3 Browsing shall be permitted during the prescribed hours on Mondays through Fridays, on the open dates of the library stipulated in Article 3 of the Regulations for Use of the Sophia University Library.

4 A maximum of two (2) books may be browsed at one time at the prescribed place.

(Taking material out the library)

Article 3

Rare materials shall not be checked out.

2 Regardless of the provision of the preceding paragraph, in the case where special circumstances require taking out Rare Materials from the library for presentation at an academic or public exhibition, permission shall be gained from the Head Librarian in advance based on the submission of a “Request to Use Rare Materials Outside of the Library” to the Head Librarian.

3 Regardless of the provisions of the preceding paragraph 1, faculty and staff members of Sophia University may use Rare Materials within the campus premises for a duration of two (2) weeks for the purpose of classes or research, with prior permission by the Head Librarian based on the submission of a “Request to Use Rare Materials Outside of the Library” to the Head Librarian.

(Duplication)

Article 4

Anyone who intends to duplicate Rare Materials shall gain permission from the Head Librarian in advance based on the submission of a “Request to Duplicate Rare Material Outside of the Library” to the Head Librarian.

2 Duplication shall, in principle, be done in the form of microfilm.

3 In the case where microfilm must be newly produced, the user shall assume the expenses for the necessary portion and shall have it produced by the company prescribed by the Library, Bureau of Academic Research and Information.

4 The film that has been produced pursuant to the provisions of the preceding paragraph shall be donated to the Library.

5 Duplications shall be limited to partial duplication; and entire duplications and partial duplication that result in entire duplications shall not be approved.

(Reproduction)

Article 5

Anyone who intends to reproduce Rare Materials as material for academic research shall gain permission from the Head Librarian in advance based on the submission of a “Request to Reproduce Rare Material” to the Head Librarian.

2 In the case where the permission stipulated in the preceding paragraph has been gained, the reproduced book shall explicitly mention that the original book (copytext) is in the possession of Sophia University Library. Two (2) or more copies shall be donated.

3 The reproduction of Rare Materials for the purpose of publication and sales shall be subject to a fee; and the fee amount and number of copies to be donated shall be determined in accordance with the contents.

(Disclose of material)

Article 6

In the case where the user discloses the contents of the Rare Materials, he/she shall explicitly mention that it is based on material in the possession of the Sophia University Library and two (2) copies of the book or paper containing the contents shall be donated to the Sophia University Library.

Supplementary provision:

These bylaws shall take effect on July 1 2002.

Supplementary provision:

These bylaws shall be amended and take effect as of July 1 2005.

Supplementary provision:

These bylaws shall be amended and take effect as of July 1 2011.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.