

**UNIVERSITY INSTRUCTIONS ON THE CONDUCT OF DOCUMENT COPYING AT
THE UNIVERSITY LIBRARY (UNIVERSITY OF AIZU INFORMATION SYSTEMS AND
TECHNOLOGY CENTER)**

Article One

(Objective)

1.1 These instructions – based on Article 18 of the University Regulation On The Use Of The University Library (Information Systems And Technology Center) – provides for necessary matters concerning the copying of documents (for the purpose of these instructions, hereinafter referred to as “COPYING”) at the University Library (Information Systems and Technology Center).

Article Two

(Limits On COPYING)

2.1 COPYING as provided in Article 1 above may be performed to the extent that doing so serves education, research, and learning.

Article Three

(Applications For COPYING)

3.1 Those individuals interested in copying (for the purpose of these instructions, hereinafter referred to as “APPLICANT”) must initially fill in, without omission, the prescribed matters on the separate application form and then submit this form to the Director of the Information Systems and Technology Center (for the purpose of these instructions, hereinafter referred to as “CENTER DIRECTOR”).

Article Four

(Application Restrictions And Other Matters)

4.1 The CENTER DIRECTOR may restrict or prohibit COPYING by an APPLICANT in any one of the following situations:

(1) Situations which exceed the limits provided by the Copyright Law (Law No.48, 1970) or which are recognized as risking such a violation of this law;

(2) Situations in which the COPYING applied for exceeds the Library’s COPYING capacity; and

(3) Situations, other than those described in Items 1 and 2 above, in which it is recognized that the CENTER DIRECTOR has a special reason.

Article Five

(Allocation Of COPYING Expenses)

5.1 The APPLICANT shall bear the actual expenses incurred by COPYING services.

Article Six

(Responsibilities Concerning Copyrights)

6.1 Should copyright problems exist as the result of COPYING books, academic periodicals, or other materials, the APPLICANT shall bear responsibility for all such problems.

Article Seven

(Enforcement Details)

7.1 The CENTER DIRECTOR shall determine necessary matters with respect to the enforcement of these instructions.

ADDITIONAL PROVISIONS

These instructions shall be enforced as of April 1, 2006.