

Nara Institute of Science and Technology  
Regulations for Library Use

April 1, 2004  
Regulations No. 16

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Supplementary provisions

I. General Provisions

Article 1 (Purpose)

These Regulations stipulate the necessary matters concerning use of the Nara Institute of Science and Technology (hereinafter referred to as “NAIST”) library (hereinafter referred to as the “NAIST Library”).

Article 2 (Materials)

The materials the NAIST Library will provide for use shall be as stated in the items below.

- (1) Books and materials (books, magazines, CD-ROMs, videos, microfilm, and other materials that have a physical form and are managed by the NAIST Library; hereinafter the same)
- (2) Digitalized materials (information accumulated in a library system that the NAIST Library has digitalized, and is provided through a network; hereinafter the same)
- (3) Electronic journals (including online databases; materials NAIST provides through a network, under agreements with publishing companies; hereinafter the same)

Article 3 (Users)

1. Persons who may use the NAIST Library (hereinafter referred to as the “Users”) are as listed in each of the items below.

- (1) NAIST board members, employees, and students (including Special Auditing Students, Special Research Students, Non-degree Students,

- Research Students, and Undergraduate Internship Students), and people who have been granted the title of professor emeritus, honorary doctor, or honorary professor (hereinafter referred to as the “NAIST Users”)
- (2) Persons who have received permission to use the NAIST Library under something such as a mutual use agreement (hereinafter referred to as the “External Special Users”)
  - (3) Persons other than those stated in the two above items who have applied to use the NAIST Library
2. Unspecified persons who use the NAIST Library through a network using computerized materials that have been available publicly shall not be considered Users.

#### Article 4 (Operating hours)

1. Operation hours of the NAIST Library shall be from 9 a.m. until 5 p.m., excluding the days stipulated in the items below.
  - (1) Saturdays
  - (2) Sundays
  - (3) The holidays stipulated in the Act on National Holidays (Law No. 178, 1948)
  - (4) University Foundation Day (October 1)
  - (5) Days during summer vacation closure
  - (6) Days when facilities are closed
  - (7) Other days that the Director of the NAIST Library (hereinafter referred to as the “Director”) recognizes as necessary
2. Excluding item 6 of the previous clause, on-campus Users may read books and materials (excluding books and materials on closed shelves or in closed book storerooms) inside the library and borrow and take them outside the library, even if it is not within operating hours.
3. On-campus Users may use computerized materials even if not within operating hours of Article 4 Clause 1.
4. In the event that the Director recognizes it as necessary, it shall be possible to stop library systems.

#### Article 5 (Days when facilities are closed)

The days when facilities are closed under Item 6 of Article 4 Clause 1 shall be the days stipulated in the items below, and the NAIST Library’s facilities shall be closed on days when facilities are closed.

- (1) The end of and the beginning of the year (from December 28 until January 4 of the following year)
- (2) Other days that the Director recognizes as necessary

## II. Library Material Use

### Article 6 (Types of use)

Types of library material use shall be as stated in the items below.

- (1) Reading inside the library
- (2) Borrowing and taking materials outside the library
- (3) Borrowing for public use
- (4) Reference investigation
- (5) Copying documents
- (6) Reciprocal use

### Article 7 (Reading inside the library)

Users may read books and materials as stated below.

- (1) Books and materials that are placed in reading rooms and on open bookshelves may be read freely.
- (2) Books and materials that are in closed shelves or book storerooms may be read by conducting the procedures using exhibit form no. 1.

### Article 8 (Borrowing and taking materials outside the library)

1. On-campus Users and the External Special Users may borrow and take books and materials outside the library.
2. A person who intends to borrow something and take it outside the library must follow the prescribed procedures.
3. Notwithstanding the provisions of Article 8 Clause 1, persons who have received special permission from the Director may conduct procedures using exhibit form no. 2 and borrow articles, limited to cases in which the Director has given permission.
4. The limit for borrowing articles and taking them outside the library shall be ten items at the same time, and the loan period shall be two weeks.

### Article 9

Books and materials that the Director will designate as not available for borrowing shall be as stated in the items below.

- (1) Valuable books
- (2) Reference books
- (3) Serial publications

### Article 10

1. A person who has borrowed something and taken it outside the library shall bear responsibility for the safekeeping of said book or material.
2. Books and materials that have been borrowed and taken outside the library

may not be re-loaned to other people.

#### Article 11

1. Books and materials that have been borrowed and are outside the library must be returned within the loan period.
2. In the event that a User has lost the eligibility to borrow something from the library, he or she must promptly return the relevant book(s) or material(s).
3. When the Director recognizes that it is necessary for library management, he or she may request the return of books and materials that are being borrowed and are outside the library.

#### Article 12 (Reserving materials that have been borrowed and are outside the library)

On-campus Users may reserve books and materials that are being borrowed and are outside the library.

#### Article 13 (Borrowing for public use)

1. Of the books and materials that the NAIST Library manages, books and materials that will always be available outside the library shall go through the prescribed procedures for borrowing for public use.
2. For books and materials that have been borrowed for public use under the previous clause, persons such as the head of a laboratory shall bear responsibility for its safekeeping.
3. When the Director recognizes that it is necessary for library management, he or she may request the inspection or temporary return of books and materials that are being borrowed for public use.

#### Article 14 (Reference investigation)

1. On-campus Users may request the NAIST Library to conduct reference investigations such as location investigations or information searches for materials.
2. In the event that something such as a paid database shall be used to conduct a reference investigation, the prescribed procedures must be taken. In such cases, the expenses that arise shall be borne by the person requesting the relevant investigation.

#### Article 15 (Copying documents)

Users may apply to copy books and materials. Provided, however, that in the event there is a risk that the copying shall infringe copyrights, etc. or there is a risk books or materials shall be damaged, the Director may refuse that copy.

#### Article 16

In the event a book or material has been copied in the NAIST Library, a separately stipulated fee shall be paid.

#### Article 17 (Reciprocal use)

1. On-campus Users may ask the NAIST Library to mediate for use of materials that are in the possession of an external organization such as another institution.

2. When a proposal has been made for borrowing a book or material from an external organization such as another institution, it shall be responded to within the scope allowed by the Director.

### III. Digitalized Material Use

#### Article 18 (Public disclosure of digitalized materials)

1. The Director shall provide the on-campus Users with digitalized materials, based on the Copyright Act (Law No. 48, 1970) and conditions for licenses by copyright owners.

2. The Director may also publicly disclose digitalized materials to unspecified persons outside NAIST, within the scope of the licenses of the previous clause.

#### Article 19 (Written pledges)

In order to comply with the Copyright Act and with the conditions for licenses by copyright owners, persons who will use digitalized materials under Article 18 Clause 1 must submit the written pledge form no. 3 to the Director.

### IV. Electronic Journal, etc. Use

#### Article 20 (Electronic journal, etc. use)

Users may use electronic journals, etc. within the scope of publishing companies' licenses.

### V. Facility Use

#### Article 21 (Facility use)

1. On-campus Users may use the multimedia hall, the multimedia posting room, the multimedia lounge, and the theater lounge (hereinafter referred to as the "Media Rooms").

2. In the event that it is necessary for library operation, the Director may restrict Media Rooms use.

#### Article 22 (Procedures for use)

The prescribed procedures shall be followed for use of the Media Rooms.

## VI. Miscellaneous Provisions

### Article 23 (Cessation of use)

In the event that a User has violated matters stipulated in these provisions, the Director may restrict, stop, or prohibit use by that User.

### Article 24(Compensation for damages)

When a person has damaged NAIST Library facilities or equipment, or has lost or damaged library materials, the Director may order that person to provide compensation.

### Article 25 (Prevention of personal information exposure)

Of the materials that the NAIST Library provides for use, in the event that personal information (refers to information related to a living individual, and by which it is possible to identify a specific individual from the name, date of birth, or other statements included in that information (including information for which it is possible to conduct a cross-check with other information (refers to all matters (excluding personal identification codes) stated or recorded in writings, drawings, electromagnetic recordings (refers to recordings made with electromagnetic methods (refers to electronic, magnetic or other methods that cannot be recognized by human perception)), or expressed verbally, through movement or by other methods) and thereby identify a specific individual, or information which contains personal identification codes)) is stated in articles that fall under historical or cultural materials or materials for academic research, consideration shall be given to the public nature of the NAIST Library and then that personal information shall be handled according to the Nara Institute of Science and Technology Personal Information Management Regulations (Regulations No. 5, 2005).

#### Supplementary provision

These Regulations shall come into effect on April 1, 2004.

#### Supplementary provision

These Regulations shall come into effect on January 1, 2010.

#### Supplementary provision

These Regulations shall come into effect on August 1, 2010.

#### Supplementary provision

These Regulations shall come into effect on March 1, 2011.

#### Supplementary provision

These Regulations shall come into effect on April 1, 2011.

Supplementary provision

These Regulations shall come into effect on April 1, 2012.

Supplementary provision

These Regulations shall come into effect on July 1, 2013.

Supplementary provision

These Regulations shall come into effect on December 1, 2014.

Supplementary provision

These Regulations shall come into effect on May 30, 2017.

Supplementary provision

These Regulations shall come into effect on April 1, 2018.

Supplementary provision

These Regulations shall come into effect on May 1, 2019.