

Application to use the Japan Special Collections at the University of Hawaii

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Affiliation: \_\_\_\_\_

Email : \_\_\_\_\_ Fax : \_\_\_\_\_

Research subject : \_\_\_\_\_

Reason to use originals : \_\_\_\_\_

Research Purpose : Term paper, Thesis, Dissertation, Journal article, Books or

Others(describe) \_\_\_\_\_

Requested dates \_\_\_\_\_

**Please attach the list of items to use (please submit in advance)**

I, \_\_\_\_\_, hereby apply to use the Japan Special Collections (circle: Sakamaki/Hawley, Kajiyama, Nan'yo, Statler) for academic research purposes. If given access to the collection I agree to abide by the following conditions:

1. I will abide by all general library rules governing the building and the storage area where the collection is housed.
2. I will treat the collection items with due care, and will return them to their original storage location and condition after use.
3. I will comply with all special restrictions on the use of items so identified, including special restrictions on identification of an individual by name, on citation of a particular document, or on the duplication of a particular document.
4. I will assist in the cataloguing of the collection by providing additional catalog information or annotations for materials I use that have not already been fully catalogued.
5. I will abide by the requirement that all photocopying, scanning, or other duplication of collection materials be performed by designated University of Hawaii staff, and I agree to pay all applicable charges.
6. I will acknowledge the appropriate Japan special collection, University of Hawaii at Manoa Library, in all publications and research papers I write using materials of the collection, and I will donate copies of all such publications and research papers to be added to the Japan Collection.

\_\_\_\_\_  
(Signature) (date)

\_\_\_\_\_  
(Permission granted) (date)