

The Open Research Center for Minamata Studies

Acceptable Use Policy for the Research Materials of the Open Research Center for Minamata Studies, Kumamoto Gakuen University

Article 1 Purpose

1.1 The following regulations are to stipulate provisions for the usage of the research materials housed by the Open Research Center for Minamata Studies (hereinafter referred to as the "the materials").

Article 2 Types of materials

2.1 The materials are classified into three types: general materials, materials with restricted viewing, and rare materials. The materials with restricted viewing are defined as the materials regarding privacy or with the potential danger of some damage by their use.

2.2 The general materials are stored in the reference rooms.

2.3 The materials with restrict viewing and the rare materials are stored in the storeroom of rare materials.

Article 3 Usage

3.1 Those who will use the materials shall submit a request form indicating the purpose.

3.2 Those who will have access to the materials with restricted viewing or any rare material shall obtain permission in advance from the director of the Center and browse through them in a designated area.

Article 4 Open hours of reference rooms

4.1 The rooms are open from 10:00 to 12:30 and 13:30 to 16:00.

4.2 The days closed are as follows:

(a) Saturdays, Sundays, national holidays, and holidays defined by Kumamoto Gakuen University; additionally, the reference room of the On-site Research Center for Minamata Studies in Minamata is closed on Mondays.

(b) The days for inventory designated by the director of the Center are closed.

Article 5 Copying materials

5.1 Those who wish to copy any materials shall submit a request form to copy.

5.2 Copying the materials with restricted viewing may have some more restrictions in view of their purposes.

Article 6 Taking out materials

6.1 The research associates of the Center are permitted to take out no more than ten items and to hold them for no more than three months.

6.2 The following materials are not allowed to be carried out:

- (a) Reference materials with a label saying 'in-library use only'
- (b) Materials with restricted viewing and rare materials.

6.3 The materials that have been taken out are not permitted to be lent to any third person.

6.4 The material permitted to be taken out may be reserved for use again in advance.

Article 7 Returning materials

7.1 The materials shall be returned within the time specified.

7.2 When the research associates of the Center lose their qualification, when they have a business trip of over one-year in duration, or when an inventory of the materials is held, all the materials taken out shall be returned immediately.

7.3 Due to other necessities defined by the director of the Center, returning the materials may be requested.

Article 8 Prohibitions

8.1 Talking, smoking, eating, and other related conduct is not allowed in the reference rooms.

Article 9 Penalty

9.1 In case of loss or damage to the materials while browsing and taking them out, the user shall report to the Center and comply with instructions of the person in charge at the Center.

9.2 If the user does not return the materials within the time specified, he/she may subsequently not be permitted to take out any further material.

9.3 Those who do not agree to the prohibitions mentioned in the preceding article may be ordered to make an exit of the reference room.

Article 10 Revision or abolition

10.1 The revision or abolition of this policy is determined by the director of the Center with a resolution of the steering committee of the Open Research Center for Minamata Studies.

Supplementary Provision 1

The effective date of the above policy is January 5, 2010.