

## Guidelines for Handling of Photocopying

### Article 1 (Purpose)

These guidelines shall stipulate necessary matters regarding photocopying of literature (hereinafter referred to as “Photocopying”) at the Akita International University Library (hereinafter referred to as “the Library”) in accordance with the AIU Library Terms of Use (hereinafter referred to as the “Terms of Use”) Article 16.

### Article 2 (Photocopying Range)

Photocopying may be performed limited to each of the following cases:

- (1) In the event users within AIU and users outside AIU (hereinafter referred to as “the users”) stipulated in Article 2 of the Terms of Use need the copies for their education, research and learning;
- (2) Any of the organizations listed below except AIU needs the copies for their service
  - a. University libraries, junior college libraries, and specialized vocational high school libraries, and school libraries set forth in Article 2 of the School Library Law (Law No. 185 of 1953);
  - b. Libraries set forth in Paragraph 1 of Article 2 of the Library Law (Law No. 118 of 1950); and
  - c. Organizations that perform national and public examinations, research and investigations.
- (3) Any other case when the Director of Library (hereinafter referred to as “the Director”) considers it necessary.

### Article 3 (Application for Photocopying)

Anyone who wishes to photocopy literature (hereinafter referred to as “the applicant”) must submit the form determined by the library before photocopying.

### Article 4 (Limit of Application)

When coming under any one of the following items, the Director may limit or decline the application for photocopying from the applicant.

- (1) When photocopying that exceeds the photocopying processing ability of the library has been requested;
- (2) When photocopying is requested to the library data that may become damaged due to photocopying;
- (3) When photocopying is prohibited; and
- (4) When the Director has considered there is any other special reason.

### Article 5 (Procedure of Photocopying Literature and Photocopying Fee)

The applicant shall photocopy literature by him- or her-self in the Library. A photocopying fee shall be as shown in the Chart below. A photocopying fee that is already paid shall not be refunded.

#### Article 6 (Handling of Photocopying with Other Organizations)

1. When the user within AIU wishes to photocopy the data of the library of another university, the user may request through the library system unless instructed otherwise by the university.
2. Photocopying fees and the expenses required for the procedure in the preceding paragraphs shall be borne by the user within AIU based on the charges from other university libraries.
3. Request for photocopying of data from another university library shall be granted as long as it does not interfere with the education, research and learning of AIU, and by decision of the Director.
4. The photocopying fees for the procedure in the preceding paragraphs shall be as shown in the Chart, and other university libraries or the users thereof shall bear them.

#### Supplementary Provisions

These guidelines shall be in full force and effective on April 1, 2004.

#### Supplementary Provisions

These guidelines shall be in full force and effective on April 1, 2008.

#### Supplementary Provisions

These guidelines shall be in full force and effective on April 1, 2009.

#### Supplementary Provisions

These guidelines shall be in full force and effective on January 12, 2018.

Chart (Related to Item 1 of Article 5 and Paragraph 4 of Article 6)

Photocopying Fee at the Library

Category	When photocopying by yourself in the Library	When requesting another institution
By means of electronic copying system A3 size or less (per sheet)	10 Yen	30 Yen

Remarks

1. As for the payment of photocopying fees, postage and remittance fees to bank, actual expenses shall be paid by the applicant for photocopying.
2. Photocopying service other than the above will not be held for the time being.