



Copying services for on-site users



1. Filling out photoduplication request form

Please enter in the designated request form the pages, volume, published date, total number of pages and other information necessary to specify the portion to be copied as well as the purpose of photoduplication. (This does not apply to requests made online.)

2. Indication of portion to be copied by bookmarks, etc.

(1) In addition to filling out the request form, users are requested to indicate the portion to be copied by inserting bookmarks etc. as shown below. (This does not apply to requests made online.)

- Printed materials: Please insert paper bookmarks supplied by the library into the first and the last pages of each portion to be copied.
- Microfilms: Please indicate the portion to be copied with designated paper tapes when we ask you to do so.
- Microfiches: Please indicate the portion to be copied using the designated format.

(2) When the portion indicated with bookmarks, etc. differs from what is written on the request form, copying will be done according to the request form.

(3) "Later date photoduplication service (sent by mail)" is not provided when the portion to be copied is not identified by the information written on the request form.

3. Limitation of the number of volumes and pages, etc.

(1) For "Same-day photoduplication service," only a limited number of volumes and pages can be accepted in one request so that many users can use this service.

(2) You cannot make another request until you receive the previously requested copies.

(3) Any issue of a serial publication can be copied, provided that a significant period of time has passed since publication of the last issue.

4. Canceling and altering a request

Once a request has been made, no cancellation or alteration is accepted.

5. Restriction of the methods of copying

(1) In some cases we cannot meet your request because it contravenes the Copyright Law (Law No.48 of 1970) or other rules and regulations.

(2) To allow preservation of materials and standard service for many users, some materials may be copied only by a specific method or by a specific service menu.

(3) The size of copying paper is selected by us. Users can choose one when we offer alternatives. In principle, each material is copied using the same paper size.

(4) No enlargement or reduction (including layout) will be made except for the materials we designate.

(5) Copying with masking is not available.

(6) Duplex printing is not available.

6. Color copies, etc.

Color copies and density adjustments for photographs are available only upon request. Unless any specific request is made, copies are made in black and white with given density.

7. Quality of the copy

Copies of perfect quality cannot always be provided. This is because we pay consideration to the condition of materials, and we have to respond to many requests quickly. The National Diet Library is not responsible for unavoidable imperfections such as:

- Defects caused by narrow inside margins of materials.
- Black margins on photocopied sheets.
- Unevenness in the margins on photocopied sheets (top-bottom and/or right-left).
- Reflections of bookmarks on the margins which do not affect the readability of the copies.
- Uneven density caused by the paper quality of the original.
- Fuzziness of letters and pictures attributable to the condition of materials or digitized images.

8. Removal of bookmarks

Bookmarks and paper tapes (on microfilms) are removed in the process of copying.

9. Receiving the copies

(1) Same-day photoduplication service: Users are requested to receive copies in the operation hours for collection:

- Tokyo Main Library: 10:00-18:40 (Saturdays: 10:00-16:40)
- Kansai-kan: 9:30-17:50
- International Library of Children's Literature: 10:30-12:00 and 13:00-16:30

(2) Later date photoduplication service (sent by mail): Copies are sent by courier or postal mail, whichever we choose. We will send the copies together in a single package only when the requests are made on the same day. Delivery date of the copies cannot be specified.

(3) Please check the copies when you receive them and contact us immediately if there is any problem.

10. Payment

(1) Copying fees for same-day photoduplication service must be paid when you receive the copies.

(2) For Later date photoduplication service (sent by mail): Copying fee must be remitted to a bank or a convenience store by the designated date. Transfer fee must be paid by the user.