copying services are provided in accordance with the instructions to use national diet library photoduplication service (ndl(ps)080325002 of march 27, 2008).

users are requested to use copying services, having agreed to the following terms.

1. entry of name, address and other necessary information
   users must enter their own name, contact address and other necessary information correctly when they apply for the copying services.

2. preservation of library materials
   the national diet library has a duty to preserve its library materials as the cultural assets of japanese people and make them available for future generations. since copying services are provided in conformity with preservation, some materials cannot be photocopied and some materials can only be copied by a designated method. requests which may cause serious deterioration of the materials will not be met.

3. standard service
   the national diet library is unable to meet non-standard requests, since it needs to serve many users efficiently with limited resources.

4. behind in payment
   users of copying services have to pay the copying fee (in some service menus, also postage and handling). the national diet library may decline further applications when the user has an unpaid bill or has not collected copies which he/she has ordered.

5. detailed rules for copying services
   please see the reverse side.

august, 2012
national diet library
1. Filling in photoduplication request forms
   Please enter the pages, volume, published date and other information necessary to specify the portion to be copied in the designated request form. (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. (The instructions do 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 format we prepare.
   (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 copy you requested before.

4. Canceling and altering copying 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 preserve and provide standard services for as many users as possible, some library materials might be photoduplicated only by a specific method (in terms of materials media to be copied, copiers or product media), 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 will be made except for the materials we designate.
   (5) Copying with masking 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.
   - Uneveness 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 microfilm/ microfiche or digitized images.

8. Removal of bookmarks
   The bookmarks and paper tapes (on microfilms) are removed in the process of copying.

9. Collecting the copies
   (1) Same-day photoduplication service: You are requested to collect copies in the operation hours for collection:
      - Tokyo Main Library: 10:00-18:40 (Saturdays: 10:00-16:40)
      - Kansai-kan: 10:00-17:50
      - 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. Arrival date of the copies cannot be designated.
   (3) Please check the copies when you received them and contact us immediately if there is any problem.

10. Payment
    (1) For same-day photoduplication service: Copying fee must be paid when you collect the copies.
    (2) For later date photoduplication service (sent by mail): Copying fee must be remitted to the designated bank account by the designated date. Bank transfer fee must be paid by the user.