**5. Explanatory Material for Using the Digitized Contents Transmission Service**

 **for Libraries**

If you have regulations that specify the details requested in this explanatory material, please submit them as well. If not, you may submit this material only.

Please fill out this document and let us know your library’s information about the service.

Please fill out the form on a computer, not by hand.

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| Name of library: | Date: |

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| **1. Eligible users of the service** |
| □ | Define the “registered users” in your library\*The term "registered users" refers to an individual that you judge under certain standards to be qualified to use the service. You are entitled to determine the conditions for becoming a registered user, including the scope of personal information that applicants must provide, such as home address, work address, or affiliated organization. |
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| **2. Utilizing digitized materials** |
| □ | Describe how your library will check if patrons who apply for using the service are eligible |
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| □ | Explain how your library will comply with the terms of use for the service |
| \*For the application category for viewing and printing the Transmitted Materials, please explain about the terms of use for printing Transmitted Materials in addition to the terms of use for viewing them. |