



Using the NDL Photoduplication Services



For an explanation of NDL Photoduplication Services, please see Instructions to Use National Diet Library Photoduplication Service (NDL(PS)080325002 of 2008).



The use of NDL photoduplication services is contingent on patrons agreeing to the following:



1. Provision 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 is tasked with preserving library materials in order to make them available to future generations as cultural assets of the Japanese people. NDL photoduplication services are provided in conformity with this goal. There are some materials that cannot be photocopied or that can only be copied using a specific method, and we are unable to accept any request that might result in the serious deterioration of library materials.

3. Standardized service

In order to serve, both efficiently and with limited resources, the needs of as many patrons as possible, the National Diet Library provides standardized services. Please understand that we are unable to accept requests that fall outside the range of our standard services.

4. Payment

Patrons who use the NDL's photoduplication services are required to pay a photoduplication fee as well as postage and handling when necessary. The National Diet Library reserves the right to decline further requests from patrons who fail to pick up copies that were requested or to pay for copies that were collected.

5. Detailed rules for photoduplication services

Please see the reverse side.



Onsite photoduplication services



1. Filling out the photoduplication request form

Please fill out the designated request form with the page numbers, 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. Using bookmarks, etc. to indicate the portion of the library material to be copied

- (1) In addition to filling out the request form, please specify the portion to be copied by inserting bookmarks or other means as shown below. (This does not apply to requests made online.)
 - For printed materials: Please insert paper bookmarks supplied by the library into the first and the last pages of each portion to be copied.
 - For microfilm: If requested by a librarian, please use paper tape supplied by the library to indicate each portion to be copied.
 - For microfiche: Please use the form supplied by the library to indicate each portion to be copied.
- (2) If there are any discrepancies between what is indicated with bookmarks, etc. and what is indicated on the request form, copying will be done according to the request form.
- (3) In the event that we are unable to identify the portion to be copied from a request form for later date photoduplication service (sent by mail), no copies will be made.

3. Limitations on requests

- (1) In order to accommodate as many patrons as possible, there is a limit on the number of volumes and pages for same-day photoduplication that can be requested by a patron.
- (2) Patrons are not allowed to make additional requests until they have picked up previously requested copies.
- (3) We cannot copy issues of serial publications unless a significant period of time has passed.

4. Altering or canceling a request

Once a request has been accepted, no alterations or cancellations are permitted.

5. Restrictions of photoduplication

- (1) We cannot accept requests that contravene the Copyright Law (Law No. 48 of 1970) or other related regulations.
- (2) To ensure preservation as well as standardized service for all patrons, there are some library materials that may only be copied using a specific method or from a specific service menu.
- (3) The NDL reserves the right to choose the size of copy paper, although we will sometimes offer the patron a choice from several alternatives. All materials in a single request are copied onto the same-sized copy paper. (This does not apply to foldouts or requests made online.) For materials for which a two-page spread is A3-size, two-page spreads will be copied as cheaply as possible on either A3- or A4-size copy paper.
onto the same-sized copy paper, except for foldouts. For materials for which a two-page spread is A3-size, two-page spreads will be copied as cheaply as possible on either A3- or A4-size copy paper.
- (4) When a patron has requested that copies be made in two-page spreads, we will copy only the designated pages except for copies from microfilm and microfiche.
- (5) We cannot mask specific parts of individual pages.
- (6) Enlargements, reductions, layouts, and collective printings are not available except for library materials that are so designated.
- (7) Duplex printing is not available.
- (8) In case of printouts of electronic materials, the name of our library and the date of the copy's creation will be inserted in the footer of the printouts.

6. Requesting color copies

Color copies and density adjustment for photographs are available only upon request. Copies are made in black and white at standard density unless otherwise requested.

7. Quality of the copies

We cannot always provide copies of perfect quality, because we must consider the condition of the library materials and respond to large numbers of requests in a limited time. We therefore cannot be responsible for 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 to indicate the portion of the materials to be copied 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: Patrons are requested to pick up copies that day while the library is open:
 - Tokyo Main Library: 10:00–18:40 on weekdays or 10:00–16:40 on Saturdays
 - Kansai-kan: 9:30–17:50
 - International Library of Children's Literature: 10:00–12:00 and 13:00–16:30
- (2) Later date photoduplication service: Copies are sent by courier service or postal mail, whichever we choose. Multiple copies are sent in a single package only when the requests are made on the same day. Date and time of delivery cannot be specified.
- (3) You cannot specify care of your local post office, post-office box, or other such addresses as your shipping address.
- (4) 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, copying fees must be remitted via the specified method (bank transfer or payment at convenience store, etc.) by the designated date. Any additional payment fees must be paid by the patron.