

How to Fill out the Application Form for Duplication

This document is an English explanation of the "Application Form for Duplication"(複製申請書).

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Part 1

[Your contact information]

***required field**

史料・図書複製申請書

Application Form for Duplication *Year 年 Month 月 Date 日

東京大学史料編纂所長殿 To the director of Historiographical Institute, The University of Tokyo

申請者 氏名または機関名 ***Name of Applicant** (individual/organization)

責任者名 **Organization or department head**

所属 **Affiliation *1**

住所又は所在地 〒 *** Postcode**

*** Address**

担当者名・電話番号 **Organization representative** Tel. *** Telephone**

メールアドレス *** E-mail address**

東京大学史料編纂所史料・図書運用管理規定により、下記のとおり申請します。

I apply as follows according to the rules and regulations of the library.

***1** If you are a member of an institution or a university,
please fill in your affiliation.

Part 2

[Materials and reproductions]

If there are more than 5 items, please write on a "別紙", separate sheet.

When using a separate sheet, please be sure to write name of applicant on "氏名または機関名"

	請求記号	史料・図書名	複製箇所	使用フィルム	用紙サイズ
①	Call Number	Title of material	Part to be copied	Film: size Film: type	Copy: color / monochrome Copy: medium and size
②	[Example] S 貴別架-2	ペリー渡来絵図貼交屏風 (Perry's expedition screen)	The steamer Powhatan	digital data	digital data CD-R

For details about films and products, please see "Films and Products" on page 4.

Part 3

[Purpose of duplication, Invoice address, Shipping address]

Please check the appropriate box

複製目的 Purpose of duplication	<input type="checkbox"/> 調査・研究 <input type="checkbox"/> 教材 <input type="checkbox"/> 図書館業務 <input checked="" type="checkbox"/> 出版・掲載・放映等 2021-XXXX Scholarly research / Textbook / Library use / Publication, broadcast, etc. *2 <input type="checkbox"/> その他() Others (Please write in detail)
請求書宛先 Invoice address	<input checked="" type="checkbox"/> 申請者 <input type="checkbox"/> その他() Applicant / Others *3
複製品送付先 Shipping address	<input checked="" type="checkbox"/> 申請者 <input type="checkbox"/> その他() Applicant / Others *3

***2** When using the duplication for publication, broadcast, etc., please enter "受付番号" (the reception number of the response regarding permission for publication).

***3** Please indicate in the "Other" column if it is necessary to attach an invoice address, instructions on where to send invoices and products, or an estimate in case of public expenses, etc.

We will email you the result of the application.

There may be cases where the application will be rejected due to conditions of materials or other reasons.

↓ Please read the following notes before submitting this application

< 注 意 事 項 >

Notes

- 1 Reproductions may be used only for the purpose of reproduction by the applicant.
Reproductions and copies from reproductions may not be made available to third parties.
- 2 In case of requesting reproductions of some manuscripts, photographic reproductions (microfilm, digital data, etc.), and other materials for which Historiographical Institute, The University of Tokyo (HI) does not have original version of the materials, a letter of consent (with seal or signature) of the original owner may be required. Please contact us for details from the "Request Form" on HI website before applying for reproductions.
- 3 Reproductions are printed on photographic paper or copy paper. Digital data can be provided only in the following cases.
A) In the case of historical materials whose originals are possessed by our institute, or whose originals were lost or destroyed.
B) If the applicant is an institution or organization, and the purpose of reproduction is for publication, broadcast, exhibitions, etc., for historical materials that do not fall under the above categories. (A letter of consent from the original owner may be required.)
- 4 The consignment company, "Kokusai Micro Shashin Kogyo Co., Ltd." produces reproductions. Generally, professionals from the company come to the library once a week to take photographs. (When using films held by the library, the library lends the films to the company.) All films and data made by the company belong to HI. The company will send the reproductions within two weeks after taking photographs or borrowing the library's films.
- 5 Applicants pay fees for reproductions and shipping fee. For fees, please see the price list (by Kokusai Micro Shashin Kogyo Co., Ltd.). Price list is available on the HI website (in Japanese). <https://www.hi.u-tokyo.ac.jp/tosho/copy.p.pdf>
- 6 In case of an institute or organization apply for reproductions, applicants should write the name of responsible official and person in charge.
- 7 In some case when the reproductions are to be used in publications, research paper, or other works, additional procedures may be required.
Please visit HI website, and contact us from "Request Form" if necessary.
- 8 If applying by post, applicants should enclose a stamped, self-addressed envelope with the application form.

Contact Information

[For application]

東京大学史料編纂所 史料・図書サービスチーム

〒113-0033 東京都文京区本郷7-3-1

Library service team, Historiographical Institute, The University of Tokyo
3-1, Hongo 7-chome, Bunkyo-ku Tokyo 113-0033, JAPAN

[For fees, payment, delivery]

株式会社 国際マイクロ写真工業社

〒162-0833 東京都新宿区笹塚 4-3

Duplication Service Section, Kokusai Microfilm Co., Ltd.
3 Tansucho 4-chome, Shinjuku-ku, Tokyo, 162-0833, Japan
TEL. +81-3-3260-5931
FAX. +81-3-3269-4387

Films and Products

Film: size

- 6×7 (cm)
- 4×5 (inches)
- 16mm
- 35mm

*In the case of using films held by the library, the film size may not be listed on this list. Details will be provided in a response to your inquiry on duplication.

Film: type

- microfilm
- color positive
- color negative
- black-and-white negative
- digital data

Product: color / monochrome

- copy paper, grayscale
- copy paper, black-and-white binary image
- copy paper, color
- photographic paper, monochrome
- photographic paper, color
- digital data

Product: medium and size

- B5 copy paper
- A4 copy paper
- B4 copy paper
- A3 copy paper
- A2 copy paper
- A1 copy paper
- A0 copy paper
- 3.25×4.25" photo print
- 4.75×6.5" photo print
- 8×10" photo print
- 10×12" photo print
- 11×14" photo print
- 14×17" photo print
- 18×22" photo print
- DVD-R

*Digital data will be created in A4 at 400 dpi. The file format is TIFF.

Reproductions are printed on photographic paper or copy paper. Digital data can be provided only in the following cases.

A) In the case of historical materials whose originals are possessed by our institute, or whose originals were lost or destroyed.

B) If the applicant is an institution or organization, and the purpose of reproduction is for publication, broadcast, exhibitions, etc., for historical materials that do not fall under the above categories. (A letter of consent from the original owner may be required.)