

Detailed Regulations on the Use of Specified Historical Public Records and Archives Held in the  
Osaka University Archives

(Purpose)

Article 1:

The purpose of these Detailed Regulations is to stipulate matters necessary for the use of Specified Historical Public Records and Archives (“Specified Historical Public Records”) held in the Osaka University Archives (“University Archives”) and other relevant matters pursuant to Article 33 of the Regulations on the Use of Specified Historical Public Records and Archives Held in the Osaka University Archives (“Regulations on Use”).

(Definitions)

Article 2:

The terms used herein shall have the same meanings as defined in the Regulations on Use.

(Submission of Request for Use Form)

Article 3:

A Request for Use Form and Method of Use Notification Form shall be submitted to the reception in the reading room (“Reception”).

(Decision on Use)

Article 4:

When a Request for Use is submitted to the Reception, the University Archives shall, in principle, make a Decision on Use and notify the Requesting Person thereof within the same day that said request is submitted, except in the case stated in the proviso of Paragraph 1 of Article 15 of the Regulations on Use.

(Use of Specified Historical Public Records at Reading Room)

Article 5:

1. Any person applying for the use of Specified Historical Public Records at the reading room (“Applicant”) shall submit an Application Form for Use of the Reading Room in the University Archives to the Reception and shall be issued with a User Card for the Reading Room in the University Archives (“User Card”), provided, however, that the University Archives may omit issuing a User Card if the Applicant uses the reading room on the day of application only.
2. Holders of a User Card shall leave the card at the Reception when entering the reading room for the second and subsequent times and have the card returned to them when leaving.
3. User Cards shall be valid for a period of one (1) year from the date of application.

Article 6:

1. Specified Historical Public Records shall be hand-delivered and returned at the Reception upon inspection by the staff of the University Archives.
2. Up to thirty (30) Specified Historical Public Records in up to five (5) titles may be offered to an Applicant for inspection in the reading room at one time.

(Photographing of Specified Historical Public Records)

Article 7:

1. Requesting Persons who are permitted to use Specified Historical Public Records as a result of the Decision on Use (“Specified Historical Public Records Users”) may take photographs of the Specified Historical Public Records using their own camera or other device.
2. To take photographs of the Specified Historical Public Records pursuant to the preceding Paragraph, Specified Historical Public Records Users shall submit a Request Form for Photographing Permission to the Reception in advance and obtain permission of the University Archives.

(Use of Copies for Publication Purpose)

Article 8:

1. A Specified Historical Public Records User shall submit an Application Form for Use of Copies to the University Archives if he or she is to publish, broadcast, exhibit, or post on websites the Copies of Specified Historical Public Records or photographs thereof taken pursuant to Article 7 (“Copies” for the purpose of this Article).
2. Responsibilities arising from the use of Copies under the Copyright Act, etc. shall be borne by the Specified Historical Public Records User.

(Delivery of Copies)

Article 9:

The University Archives shall not deliver copies of Specified Historical Public Records if payment of the handling fee stated in Paragraph 1 of Article 20 of the Regulations on Use is not confirmed within thirty (30) days after the amount of handling fee is notified pursuant to Paragraph 3 of Article 19 of said Regulations, provided, however, that this provision shall not apply if the Specified Historical Public Records User has a justifiable reason for being unable to meet the payment deadline.

Article 10: Deleted

(Application for Inspection through Simple Procedures)

Article 11:

1. A person applying for the inspection of Specified Historical Public Records pursuant to Paragraph 1 of Article 22 of the Regulation on Use shall submit an Application Form for Inspection through Simple Procedures to the Reception.
2. Upon receipt of the Application Form stated in the preceding Paragraph at the Reception, the University Archives shall permit the applying person to inspect the Specified Historical Public Records through simple procedures on the day of the application, in principle.

(Lending)

Article 12:

1. Lending of Specified Historical Public Records stated in Article 24 of the Regulations on Use (“Lending”) shall be permitted only when said records are used for exhibitions or other events held for public interest purposes by the national government, local public agencies, universities, social education bodies, or the like.
2. Notwithstanding the provision of the preceding Paragraph, Lending shall not be permitted in the following cases:
  - (1) The Specified Historical Public Record is classified into a category other than “entire use permitted” in the catalog.
  - (2) The Specified Historical Public Record has been damaged or suffered so much wear and tear that it cannot be made available for Lending in the opinion of the University Archives.
3. Persons who borrow Specified Historical Public Records (“Borrowers”) shall comply with the following conditions:
  - (1) The space where the Borrowers use Specified Historical Public Records shall meet the following requirements:
    - (a) Fire protection and crime prevention measures are in place at the organization to which the Borrowers belong.
    - (b) Fire-fighting equipment specified in Article 17 of the Fire Service Act (Act No. 186 of 1948) is installed.
    - (c) Crime prevention measures are taken to ensure the safety of the Specified Historical Public Records even in the absence of the Borrowers, including providing security for the entire premises and keeping the Specified Historical Public Records in a safe.
    - (d) When Specified Historical Public Records are to be displayed for an exhibition, a lockable showcase and non-ultraviolet lighting designed specifically for works of art shall be used.
    - (e) The space shall be in a clean environment free from damage by dust and mold, where the temperature and humidity can be properly controlled.

- (2) When transporting Specified Historical Public Records, appropriate measures shall be taken to prevent damage and defacement thereto and loss thereof at the expense of the Borrowers.
  - (3) Specified Historical Public Records shall be handled with care and the use thereof shall be suspended whenever there is a risk of damage or defacement thereto.
  - (4) When exhibiting Specified Historical Public Records, it shall be publicly stated that said records are held in the University Archives.
  - (5) Copying or photographing of borrowed Specified Historical Public Records is permitted only after obtaining permission therefor given under separate regulations.
4. The Lending procedures shall be as shown below.
    - (1) Any person applying for Lending shall submit a Lending Request Form to the University Archives in principle one (1) month prior to the scheduled date of the borrowing.
    - (2) If it decides to accept the request, the University Archives shall notify the applying person of the decision by sending a Lending Permission Form.
    - (3) The Specified Historical Public Record shall be hand-delivered directly to the Borrower at the University Archives by a staff member thereof.
    - (4) The Borrower shall submit a Borrowing Form to the University Archives upon receipt of the Specified Historical Public Record.
    - (5) When returning the Specified Historical Public Record to the University Archives, the Borrower shall hand-deliver it directly to a staff member thereof.
    - (6) When a Specified Historical Public Record is returned, the University Archives shall inspect the record for damage and defacement and, upon confirming no damage and defacement thereto, issue a receipt to the Borrower.
  5. In principle, up to ten (10) Specified Historical Public Records, including the historical materials stated in Item 3 of Paragraph 5 of Article 2 of the Public Records and Archives Management Act (Act No. 66 of 2009), shall be available for Lending at one time.
  6. In principle, the Lending period, including the time required for transportation if any, shall not exceed one (1) month, provided, however, that the University Archives may extend said period up to two (2) months or so, if deemed necessary.
  7. In the event of finding a conflict with any of the information shown in the Lending Request Form, the University Archives shall request the Borrower to promptly take corrective measures, and if the Borrower fails to do so, order the Borrower to immediately return the Specified Historical Public Record even before expiration of the Lending period.

(Special Permission to Use Original)

Article 13:

1. Any person applying for special permission to use the Original of a Specified Historical Public Record pursuant to Article 25 of the Regulations on Use shall submit a Request Form for

Special Permission for Using an Original to the University Archives, in principle one (1) month prior to the scheduled date of use thereof. For the purpose of this Article, the term “Original” shall mean an original of a Specified Historical Public Record offered for restricted use only for the reason that the use thereof is likely to adversely affect its preservation condition.

2. If it decides to accept the request, the University Archives shall notify the applying person of the decision by sending a Special Permission Form for Using an Original.
3. The Original shall be offered for special use at the reading room on the date and time designated by the University Archives in the presence of a staff member thereof.
4. Any person granted special permission to use an Original shall follow the instructions given by a staff member of the University Archives without fail.

(Access Control)

Article 14:

1. The University Archives may order a person who has caused trouble to others or who has lost, damaged or defaced any Specified Historical Public Records to leave the reading room or prohibit such person from entering the reading room.
2. The provision of the preceding Paragraph shall apply also to a person who is likely to cause trouble to others or to lose, damage or deface any Specified Historical Public Records.
3. The University Archives may withdraw the permission to use Specified Historical Public Records by a person who does not comply with these Detailed Regulations or other applicable regulations, or who does not follow the instructions of staff of the University Archives.

(Responsibilities)

Article 15:

Any person who uses Specified Historical Public Records pursuant to the provisions of Chapter III of the Regulations on Use shall bear the following responsibilities:

- (1) Responsibility for the infringement of the rights or interests of third parties including, but not limited to, copyrights and privacy rights, by using information contained in any of the Specified Historical Public Records
- (2) Responsibility for loss of, or damage or defacement to, any of the facilities or properties of the University Archives or Specified Historical Public Records for a reason attributable to said person

(Miscellaneous Provision)

Article 16:

Matters relating to the use of Specified Historical Public Records not specified in the Regulations on Use and herein shall be set forth by the University Archives.

Supplementary Provision

These Detailed Regulations shall come into effect on April 1, 2013.

Supplementary Provision

These Detailed Regulations as amended shall come into effect on April 1, 2015.