Date:

**Application for Use of Research Archives**

To Director-General of the National Museum of Ethnology

Applicant’s Affiliation:

Name (in block):

I consent to the attached sheet, “To Users of Research Archives” and submit this application.

1. Archives name

2. Item number (material name in the case of UMESAO Tadao archives)

\*If this space is too small, use additional paper and attach it.

3. Form of use

□Reading and viewing (documents) / Viewing and listening (videos and audio materials) / Viewing (objects)

□Replaying and viewing inside the museum (audiovisual materials and/or objects only)

(Use place: (only inside the museum))

□Use for a business project (Name of the project: )

□Use for research or education (audiovisual materials and/or objects only)

(Use place: )

4. Purpose of use

5. Period of use: From to

＜事務記入欄＞　　　　　　　　　　　受付日：　　　　　　　　　　　決裁日：

　資料区分：□文書資料　□映像音響資料　□標本資料

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| --- | --- | --- | --- | --- | --- | --- | --- |
| アーカイブズ  部会長 |  | 梅棹資料室長 |  | 課長 | 課長補佐 | 担当係 | アーカイブズ  担当者 |
|  |  |  |  |  |  |  |  |

館内貸出・事業利用・研究教育利用の場合

　　貸出日：　　　　　　　　　　　　　　　返却日：

＜複写＞　　□ 希望　　　　　　　　受付日：　　　　　　　　　　　決裁日：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| アーカイブズ  部会長 |  | 梅棹資料室長 |  | 課長 | 課長補佐 | 担当係 | アーカイブズ  担当者 |
|  |  |  |  |  |  |  |  |

To Use Research Archives Materials

Some items in research archives may include descriptions or images that do not show sufficient consideration to privacy, portrait rights, and/or cultural sensitivity (respect to cultural others). Careless use of such materials may do harm to the dignity of the people concerned. In some cases, it turns out to be a disadvantage for those who inherit the right or culture concerned.

However, since such materials possibly include academic value, the National Museum of Ethnology (Minpaku) makes them available for review inside the museum. To have access to these materials, please understand the characteristics of research archives and observe the matters described below.

1. The materials are open in principle only for the purpose of research, education, preservation and empowerment of cultural heritage, or Minpaku projects.
2. Access to the materials may be denied, depending on the content and/or the state of preservation.
3. Permission for photocopy and use as illustration may be given after signing another document. Photocopying the materials is charged, in principle.
4. Please do not spread out of mere curiosity sensitive information regarding specific individuals or ethnic groups obtained from the materials.
5. When using descriptions and/or images from the archives to illustrate your research, etc. please give consideration not to infringe on privacy, portrait rights, and/or cultural sensitivity.
6. When writing papers on your findings from the archives, please pay attention not to leak personal information which is irrelevant to the main objectives of your research.
7. When publishing research results, please mention the archives name (source), archives number, etc. of the “Ethnology Research Archives of the National Museum of Ethnology” as references.
8. Please send a copy of your publication (in the form of books, academic papers, articles, etc.) to the department in charge (the Library or the Umesao Archives).
9. When research results are published online, presented at seminar meetings, exhibitions, other events, or broadcasted, please report the details to the department in charge (the Library or the Umesao Archives).

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Consent

I understand and comply with the matters described above to use the materials.

Date:

Name: