

RIKEN Borrowing and Reproduction Request Form

Date: _____

Applicant

Name of person in charge (applicant): _____
Company name: _____ Section/Division: _____
Address: _____ Postcode: _____
Tel.: _____ Fax: _____ E-mail: _____

What material(s) do you want to reproduce or borrow?

Description of the materials: _____
Types of materials (circle the appropriate item or items)
(1) Printed material (2) Photograph (negative, positive, or electronic file)
(3) Part of the RIKEN website
(4) Display item (5) Microfilm (6) Other: _____
URL etc.: _____

Why do you want to use these materials? State the document or publication in which you plan to use them, the purpose, and the period for which you want to use them.

Title of document: _____
Purpose of use: _____
Period of use: _____

How do you want to use these materials? If your answer is (1), (2), or (3), circle "all" or "part".

(1) Reprinting (in an article or magazine or on a website) of all / part of the materials
(2) Borrowing of all / part of the materials
(3) Copying and distributing _____ copies of all / part of the materials
(4) Other: _____

Conditions of use

Applicants (persons requesting permission to reproduce materials) must obey the following rules.

1. Take care not to damage or lose the materials.
2. If rights to the materials belong to a third party, get permission to use the materials from the third party.
3. Use the materials only for the purpose described above, and do not lend or give the materials to any third party.
4. Use the materials only once, not repeatedly or continuously.
5. Specify clearly that the materials are provided by RIKEN, or specify the source clearly.
6. Provide to RIKEN one copy of the newspaper, magazine, book, or video recording of the TV program, or one copy of the part where the materials are used and the part where RIKEN is credited.
7. Do not trim photographs or write captions or explanatory text for them in such a way as to convey a different meaning from the original photograph.
8. Return borrowed materials by the date on which they are due to be returned, or as soon as the work is finished. (Due date: _____.)
9. Explain the contents of the publication in which the materials are used, if requested by RIKEN.
10. RIKEN takes no responsibility for any damage or loss that may result from the reproduction or borrowing of its materials, to the party that uses the materials or to any third party.
11. The reproduction or borrowing of the materials must cause no damage or loss to RIKEN.
12. Issues not specified in this list shall be specified elsewhere.
13. Other: _____

Date: _____

To: _____

You are permitted to borrow and reproduce the materials as described above.

RIKEN Public Relations Office
Hirosawa 2-1, Wako, Saitama 351-0198, Japan
Tel. 048-467-8664, fax 048-462-4715, e-mail koho@riken.jp

RIKEN Borrowing and Reproduction Request Form

Example

Date: 2006 / 12 / 15

Applicant

Name of person in charge (applicant): Boris Korey
Company name: Hill Pharmaceuticals Section/Division: Publications Office
Address: Hill Building, 33 Xxx Street, Xxxxx City, Xxxxx Post: 000-0000
Tel.: 00-0000-0000 Fax: 00-0000-0000 E-mail: xxxxx@xxxxx

The applicant should fill out this form and submit it to the RIKEN Public Relations Office.

What material(s) do you want to reproduce or borrow?

Description of the materials: photograph of Dr. Xxxxxxx (high-quality image)

Types of materials (circle the appropriate item or items)

(1) Printed material (2) Photograph (negative, positive, or electronic file)

(3) Part of the RIKEN website

(4) Display item

(5) Microfilm

(6) Other: _____

URL etc.: http://www.riken.jp/~xxxx/nishina.jpg

If the materials are expensive, there may be some other administrative procedures that have to be followed.

Why do you want to use these materials? State the document or publication in which you plan to use them, the purpose, and the period for which you want to use them.

Title of document: A book we are publishing called *Fifty Years of Hill Pharmaceuticals*

Purpose of use: Include photo of Dr. Xxxxxxx and describe his great contributions to our research

Period of use: Publication is scheduled for January 2008 (see attached sheets for details)

Attach extra sheets if necessary.

How do you want to use these materials? If your answer is (1), (2), or (3), circle "all" or "part".

(1) Reprinting (in an article or magazine or on a website) of all / part of the materials

(2) Borrowing of all / part of the materials

(3) Copying and distributing _____ copies of all / part of the materials

(4) Other: _____

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5. Specify clearly that the materials are provided by RIKEN, or specify the source clearly.
6. Provide to RIKEN one copy of the newspaper, magazine, book, or video recording of the TV program, or one copy of the part where the materials are used and the part where RIKEN is credited.
7. Do not trim photographs or write captions or explanatory text for them in such a way as to convey a different meaning from the original photograph.
8. Return borrowed materials by the date on which they are due to be returned, or as soon as the work is finished. (Due date: 2007 / 2 / 20.)
9. Explain the contents of the publication in which the materials are used, if applicable.
10. RIKEN takes no responsibility for any damage or loss that may result from the reproduction or borrowing of its materials, to the party that uses the materials or to any third party.
11. The reproduction or borrowing of the materials must cause no damage or loss to RIKEN.
12. Issues not specified in this list shall be specified elsewhere.
13. Other: _____

If you are asking to borrow photos or other materials that need to be returned, write the date by which you will return them, and together with this form also submit the [loan agreement form](#).

Date: 2007 / 1 / 11

To: Boris Korey

You are permitted to borrow and reproduce the materials as described above.

A. Suzuki, RIKEN Public Relations Office
Hirosawa 2-1, Wako, Saitama 351-0198, Japan
Tel. 048-467-XXXX, fax 048-462-4715, e-mail koho@riken.jp

This part will be filled in by RIKEN, and the form will then be returned to you.