

# REQUEST FOR PERMISSION TO READ LIBRARY MATERIALS IN THE LIBRARY

SAMPLE

To: The Director of the University of Aizu Information Systems and Technology Centre

This is to request permission for browsing materials in the University Library on the condition that I shall abide by the "UNIVERSITY REGULATION ON THE USE OF THE UNIVERSITY LIBRARY."

## Description

Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Office(School): \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_  
\_\_\_\_\_

Materials to be used: \_\_\_\_\_

[Excerpts from the "UNIVERSITY REGULATION ON THE USE OF THE UNIVERSITY LIBRARY"]

### Article Eighteen

(Library Rules)

18.1 USERS in the LIBRARY must observe the following:

- (1) Preserve silence;
- (2) Refrain from eating, drinking, and smoking;
- (3) Refrain from soiling and damaging LIBRARY MATERIALS, Library machinery, and other Library equipment; and
- (4) Refrain from disturbing Library order and from behavior which annoys other USERS.

### Article Nineteen

(Responsibility To Compensate)

19.1 USERS who lose or soil LIBRARY MATERIALS while reading or borrowing such materials or who damage Library machinery and other Library equipment must bear the responsibility of compensation in accordance with the CENTER DIRECTOR's instructions. However, under special circumstances, this obligation does not apply.

### Article Twenty

(Restrictions On And Suspension Of Use)

20.1 The CENTER DIRECTOR may restrict and suspend for a fixed period the use of the LIBRARY by USERS who egregiously violate this regulation.

<NOTICE> Information collected here shall be used for purposes for proper management of the university, and shall not be used for other purposes .

