

これは“貴重資料等貸出許可願”について、英語で記入方法を説明するものです。
This explains how to fill out "The Application for borrowing Valuable Materials from the Library" in English.

別紙様式4-1（第12条関係）

貴重資料等貸出許可願

Date of Application
(Japanese calendar notation)

令和 年 月 日

Dear the Director of Shimane University Library

(申込者)

| | | |
|-------------------|-----------|--------------------------------|
| a) 氏名 *自著または押印 | b) 所属 | a) Name * Signature or Seal |
| c) 住所 | d) TEL | b) Affiliation |
| | e) FAX | c) Address |
| | f) E-mail | d) Phone Number |
| | | e) Fax Number |
| | | f) E-mail Address |

As shown below, I would like to borrow valuable materials managed by Shimane University Library from the library, so please give me permission. Once permitted, I promise to comply with the following service conditions.

| | |
|---|---|
| g) 貸出を希望する資料名 (記入欄が不足する場合は、別紙に記入のこと) | g) The Name of Materials You Want to Borrow * Please submit the list of materials if there are not enough fields to fill in. |
| h) 使用目的 (展示会名) | h) The Purpose You Want to Borrow * The Exhibition Name Using Materials |
| i) 貸出希望期間 | i) The Period You Want to Borrow * Japanese calendar notation Ex. from [year/month/day/time] to [year/month/day/time] |

[Service Conditions]

- 1) You couldn't use the materials for any purpose other than the above.
- 2) You must manage the materials with great care during the borrowing period.
- 3) When using the materials, it is necessary to explain that they are held by Shimane University Library and to display the title of the materials named by the library.
- 4) If there are catalogs or pamphlets of the exhibition, they should be donated to Shimane University Library.
- 5) At all times during the exhibiton, be sure to staff and monitor the materials carefully to prevent them from being stolen, soiled or damaged.
- 6) Be sure to return the materials by the due date.

本サービスは島根大学附属図書館貴重資料等の取扱に関する要項に基づきます。ただし本要項の英訳はありませんので、詳細についてはお問い合わせください。

This service is based on the guidelines for handling valuable materials of Shimane University Library. However, there is no English translation of this guide line, so please contact us for details.