

Image Use Procedure

The following lays out the procedure for obtaining permission to use digital image files of objects held by the Art Research Center, Ritsumeikan University.

Step 1: Submit a Request Form with Publication Information

First read the e-document “**Terms and Conditions of Use**”. If you agree with those terms and conditions, download the “**Request Form**”, complete it, sign it and submit it. This may be done either by mail or by e-mailing a scan of the signed “**Request Form**” to the ARC Office.

Step 2: Review by the ARC

The ARC will review the form and inform you of the result of its review by phone or e-mail. If permission is granted, written confirmation will subsequently be mailed to you.

Step 3: Download the Requested Images

When you have received approval, you may download the requested images.

Credit Line:

The following credit line must be used for each image: **Art Research Center Collection, Ritsumeikan University** followed by the object number (資料番号) or **ARC Collection, Ritsumeikan University** followed by the object number (資料番号).

Step 4: Complimentary Copies

The ARC must receive a complimentary copy of the paper or digital publication in which the images requested appear.

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