

Art Research Center – International Joint Digital Archiving Center for Japanese Art and Culture (ARC-iJAC), Ritsumeikan University – International Joint Usage/Research Center certified by the Ministry of Education, Culture, Sport, Science, and Technology

Guidelines for the Use of the Joint Research Room

(Purpose of Use of the Joint Research Room)

Promotion of research at the International Joint Digital Archiving Center for Japanese Art and Culture (hereafter “the Center”).

(Eligibility)

1. Persons eligible to use the Joint Research Room are defined as follows:
Project leaders and members of research projects approved as “International Joint-Research Projects” at the Center, who are also Visiting Collaborative Researchers at Kinugasa Research Organization and have been approved to use the room by the director of the Art Research Center (ARC).
2. Other persons who have been approved by the director of ARC to use the room.

(Application Procedure)

Persons who wish to use the Joint Research Room should submit the “User Agreement on How to Use the Facilities of the Art Research Center.” and the “Application Form for the Use of the Joint Research Room” to the administrative office. The chair of the ARC Steering Committee will determine whether or not to approve the application during the committee meeting.

(Period of Use)

1. The period of use of the Joint Research Room shall be within the research period of the “International Joint-Research Projects” approved by the Center.
2. The chair of the ARC Steering Committee may void the permission to use the Joint Research Room under the following circumstances:
 - 1) The facility is used in a manner deemed to be gravely inappropriate.
 - 2) The committee chair’s recommendation for correction upon violation of laws and regulations is not followed.

(Time of Use)

1. The Joint Research Room can be used on weekdays between 9:00AM and 10:00PM.
2. Requests to use the room on Saturdays, Sundays, national holidays, and during the

University’s vacation periods should be submitted to the administrative office in advance.

(Precautions)

1. Users must utilize the Joint Research Room appropriately, with the understanding that the room is a joint-use facility designated for conducting research for projects approved by the Center. Each user should be mindful not to interfere with other researchers' activities in the room.
2. There are no reserved work areas in the Joint Research Room. Users should not occupy specific areas of the room with any item for an extended period of time.
3. Smoking and use of fire are strictly prohibited throughout the ARC facilities.
4. Entering the ARC facilities while wearing outdoor shoes is strictly prohibited.
5. The cylinder key for the Joint Research Room must not be taken outside of the building. It must be returned to the administrative office before leaving the building.
6. Duplicating the cylinder key for the Joint Research Room is prohibited. If duplication is discovered, the lock for the room will be replaced as a security measure, and the person responsible for the key duplication will be charged for the cost incurred.
7. The windows adjacent to residential areas should always be closed and locked in consideration for neighboring residents. The blinds for the windows should also be closed at all times.
8. Conversations in loud voices should be avoided so as not to cause a nuisance to persons in the vicinity.
9. Special caution should be exercised at night so that noise, vibration, or movements when entering or leaving the facility will not inconvenience neighboring residents.