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

Application Form for the Use of the Joint Research Room

Month, Date, Year

Dear Art Research Center Director,

I request permission to use the facilities of the Art Research Center, which are necessary for conducting activities for a joint research project approved by the International Joint Digital Archiving Center for Japanese Art and Culture at Ritsumeikan University Art Research Center, an International Joint Usage/Research Center certified by the Ministry of Education, Culture, Sport, Science, and Technology.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant**※ The applicant will be the user of the facilities | | | |
| Name | |  | Signature |
| Affiliation： | Title: |
| Contact Information | | E-mail: | Phone: |
| Address | |  | |
|  | | | |
| Desired Period of Use  (※ Application required for each academic year) | ~ March 31,  Month, Date, Year | | |
| Research Project Title |  | | |
| Consent of the Lead Researcher  (Print name and sign) |  | | (Signature) |

For official use only below this line

|  |  |
| --- | --- |
| Received by the administrative office | Approved by the Steering Committee |
|  |  |

User Agreement on How to Use the Facilities of the Art Research Center

Dear Art Research Center Director,

In order to use the facilities of the Art Research Center, I consent to comply with the following conditions, as well as the conditions included in the “Art Research Center – International Joint Digital Archiving Center for Japanese Art and Culture, 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.”

(All facilities of the Art Research Center [ARC])

For preservation of the materials held at ARC, I will not enter any ARC facilities wearing outdoor shoes.

I will not smoke or use fire inside ARC facilities.

I will be cautious to use ARC facilities within the bounds of common sense.

Should I lose the cylinder keys to ARC facilities, I will report the loss to the administrative office immediately.

(Joint Research Room)

I will use the Joint Research Room with a full understanding that it is a joint-use facility designated for conducting research for projects approved by the Digital Archive Research Center for Japanese Cultural Resources.

I will not interfere with other researchers’ research or other activities in the room.

I will refrain from occupying specific work areas of the room with any item for extended periods of time.

In consideration for neighboring residents, I will keep the windows adjacent to residential areas closed and locked. I will also keep the blinds for the windows shut at all times.

I will avoid conversations in loud voices so as not to cause a nuisance to persons in the vicinity.

I will exercise special caution at night so that noise, vibration, or movements when entering or leaving the facility will not inconvenience neighboring residents.

(Multipurpose Room)

I will exercise utmost caution not to damage the delicate cypress floor of the room while moving equipment or other items. I will not bring food or beverages into the room, in order to protect the floor material.

I will not move any equipment or supplies within the room or to the outside of the room without permission.

Month, Date, Year

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_