

Submission of Library Permission Form (Master's Thesis)

Keio University Mita Media Center

The Mita Media Center makes use of master's theses (hereafter "thesis" or "theses") as a valuable knowledge resource for the promotion of educational and research activities. According to the Copyright Act, Mita Media Center must acquire the permission of authors to provide part of its services. Please carefully read the information below before submitting the Library Permission Form (Master's Thesis). The permissions you give may be changed later.

Service Provided by the Mita Media Center (Basic)

Applies to all theses.

◆ Making bibliographic information publicly available

- Bibliographic information* will be added to the university's library catalog system and made searchable from within and outside Keio University.

(This includes adding the information* to any database systems created in the future that are made searchable from within and outside Keio University.)

*Bibliographic information: name of author, title of thesis, number of pages, size, degree, academic year of degree conferral, year of publication, date of degree conferral.

◆ Storage and perusal of bound copies of theses

- Bound copies of theses will be placed on designated bookshelves for the perusal of library users.

Service Provided by the Mita Media Center based on Author's Permission (Optional)

Only theses for which the authors have granted permission on the "Library Permission Form (Master's Thesis)" will be subject to the following services provided by the Mita Media Center.

◆ Check-out of bound copies of theses

- The Mita Media Center will permit library users to check-out theses for use off-campus in order to meet their academic research needs.

◆ Reproduction of bound copies of theses

- The Mita Media Center will make reproductions of theses for library users in order to meet their academic research needs.

◆ Digitization and Open Access

- In the case that Keio University creates a thesis database or similar catalog in the future, the abstracts and complete contents of digitized theses will be added and made available for open access over the Internet.
- It will be possible for browsers to download and print theses made available for open access online.
- Scope of disclosure (within Mita campus / within Keio / open to the public) will be determined by the conditions set by the author on the "Library Permission Form (Master's Thesis)."

【Management of Personal Information】 Personal information stated on the "Library Permission Form (Master's Thesis)" will only be used for the management of theses handled by the Mita Media Center. Please refer to the Keio University and Mita Media Center websites for the Keio University Basic Policy Concerning Protection of Personal Information.

【Copyright】 The "Library Permission Form (Master's Thesis)" seeks permission for the rights to reproduce and publically disclose theses. The rights to reproduce and publically disclose works stored at the library are prescribed by articles 31 and 23 of the Copyright Act respectively. Because a master's thesis is not considered to be a work published in the public domain, the reproduction of even one page of a thesis requires the permission of the author.

【Inquiries concerning the "Library Permission Form"】

Keio University Mita Media Center Circulation Services

2-15-45 Mita, Minato-ku, Tokyo 108-8345

Tel : 03-5427-1654 / Fax : 03-5484-7780 / E-mail : mmc-cir-group@keio.jp