

Submission of the 'Permission Form for the Use of Master's Thesis': for the Academic Year 2020

Mita Media Center collects and provides master's theses, which are valuable knowledge resources, to promote educational and academic activities. Some of the services are offered in accordance with the copyright laws, and the author's permission is necessary to provide them. We ask you to submit the *'Permission Form for the Use of Master's Thesis'* to deal with the legal issues.

Read the below thoroughly before filling out the form. Note the options may be changed later if necessary. We need your help to put the services into practice, and appreciate your cooperation and understanding.

<General Procedures>

We carry out the following procedures for all the master's theses submitted to the Graduate Schools on Mita Campus:

1. Publicizing the Bibliographic Information

- After being cataloged, the master's theses become searchable in our online catalog which is freely accessible on the Web.
- The bibliographic information of a thesis includes the author's name, thesis title, number of pages, size of volume, year of publication, type of master degree and date of conferral.

2. Collecting, Storing and Providing the Master's Theses Both in Print and Digital Format

- The print editions are included in our library collections, and are placed in the stacks on the Basement 4.
- The digital editions in PDF format are available on the designated computer. Note the computer is stand-alone and disconnected from the Web.

<Permission-Based Services>

The theses in which the authors have submitted the *'Permission Form for the Use of Master's Thesis'* are subject to the following services. The services are provided for academic purposes only.

1. Borrowing/Copying the Print Editions
2. Printing the Digital Editions

<Privacy Policy>

The personal information you provide will be used exclusively for the procedures involving your master's thesis. For more details on our privacy policy, please refer to the websites of Keio University as well as Mita Media Center.

<Copyright Laws>

The *'Permission Form for the Use of Master's Thesis'* is intended to deal with the legal issues associated with copying. Although copying of published works is legal as stated in the Article 31 of the Copyright Act of Japan, the rule is not applied to master's theses that are generally considered 'unpublished.' The author's permission is required to copy unpublished works in any form regardless of the quantity. Not even a single page can be copied without permission.

<Version of PDF>

Please submit your thesis in PDF/A format that is specialized for use in the archiving and long-term preservation of electronic document.

<Contact Information>

If you have any questions, send an email to the Circulation Department of Mita Media Center at: mmc-cir-group@keio.jp.