

Appendix 1

Provision of Master's Theses of the Graduate School of Media and Governance, Keio University to Users

Objective

1. The objective of storing and archiving the theses of students who were awarded master's degrees from the Graduate School of Media and Governance, Keio University, and providing them to users is to promote education and research. The theses are stored in a book form to be made available to authorized users of the Keio University Media Center. The theses are also stored in a digitized form to be made available within and outside Keio. Currently, master's theses are only accessible from within Shonan Fujisawa Campus (hereinafter referred to as "SFC").

Thesis Reference Information for Public Access

2. Reference information of theses is registered in the Keio University Libraries Online Public Access Catalog (OPAC) system to enable searches from outside of Keio.

Thesis reference information:

- Name of the author
- Title of the thesis
- Number of pages
- Physical dimensions
- Name of degree
- Academic year of degree conferred
- Date of degree conferred
- Year of publication

Use of Theses in Book Form

3. Theses are housed in the Shonan Fujisawa Media Center (hereinafter referred to as the "SFC Media Center") for consultation by authorized users.
4. The SFC Media Center provides a lending service of theses to Keio University Media Center users who have permission to check out books.
5. The SFC Media Center provides a thesis reprography service upon the request of authorized users for the purpose of study or research.

Digitization of Theses

6. Book form theses are digitized and archived in the SFC Media Center. (Hereinafter, digitized theses are referred to as "digitized version".)
7. In case any damage occurs to theses in book form, the digitized version will be used to restore the book.

Publication of Digitized Version

8. In addition to point 7, preserved digitized versions are stored in the system constructed and operated by Keio University and published on the Internet under restricted conditions.
9. Conditions regarding publication depend on the author's permission. Digitized master's theses are only accessible from within SFC.

Conditions on the Use of Digitized Version

10. Keio University advises users of the digitized version against altering the title or contents of theses, and to explicitly cite the source of any quotations in accordance with the Copyright Law of Japan.
11. There is no fee for using a digitized version.
12. Users will be responsible for any problems arising from the use of a digitized version.

Permission to Use Copyrighted Work

13. In the case where a thesis has been published by publishers other than Keio or has more than one copyright owner, the author must seek the permission of relevant parties in advance to prevent conflicts of interest (for example, filing a patent application).
14. Theses must not contain materials which infringe the Personal Information Protection Law or people's portrait rights.

Changing the Contents of Theses after Registration

15. The contents of stored theses cannot be changed.
16. To request a change in the permission level for reproduction and public transmission of a thesis, the author shall submit the request in writing, including the reason for the request, to the SFC Media Center for consideration.

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