

## Operating Guidelines (Abridged version)

Adopted 2 February 2012  
Revised 20 September 2019

### Purpose

1. The International Research Center for Japanese Studies (hereafter, “Nichibunken”) collects works resulting from its affiliates’ scholarly research and promotes the recording and lasting preservation of those works in digital format, the full text of which is transmitted via networks both inside and outside Nichibunken. Hereby, Nichibunken aims to contribute to the development of research and education while helping to make more information available to the public and thus further scholarly research. These Operating Guidelines lay out the necessary framework for these endeavors.

### Scope

2. The scope of the project to collect, record, and preserve (hereafter, “recording etc.”) works based on scholarly research for digitization and transmission includes works published in all volumes of the following publications:

(1) Works published in the following Nichibunken publications:

- a. *Nihon kenkyū*
- b. *Japan Review*
- c. Nichibunken sōsho (Nichibunken Japanese Studies Series)
- d. Nichibunken Monographs
- e. Kyōdō kenkyū seika hōkokusho (Team Research Reports)
- f. Kokusai kenkyū shūkai hōkokusho (International Research Symposium Proceedings)
- g. Kaigai shinpojiumu hōkokusho (International Symposium Proceedings)
- h. *Sekai no Nihon kenkyū* (Japanese Studies around the World)
- i. Nichibunken fōramu (Nichibunken Forum Reports)
- j. *Nichibunken*
- k. *Nichibunken Newsletter*

(2) Any other work which the Head of the Office of Digital Resources, Publications, and Public Information and the Director of Information Management and Library Resources deem suitable after consultation.

### Copyright

3. The copyright to the works concerned remains with the original copyright holder even after “recording etc.”

#### Usage

4. Nichibunken will use the scholarly research works it collects in the following ways:

a. Nichibunken will record and preserve scholarly works on Nichibunken’s server.

b. Nichibunken will make available to the public for free in unspecified, large quantities via the Internet online-reproductions of the scholarly works concerned, with the exception of the items exempted in Articles 6 and 7 below.

c. In order to preserve the scholarly works concerned and to ensure their continued use in a suitable format, as technological necessity dictates, Nichibunken may reproduce, reformat, abridge, or replace works with an alternative. Nichibunken also reserves the right to correct obvious written errors at its own discretion.

#### Consent Agreement

5. Nichibunken will use appropriate methods in an effort to obtain consent agreement when digitizing or transmitting scholarly research work.

a. When subjecting a work of scholarly research to “recording etc.,” Nichibunken will notify the copyright holder of these “Operating Principles of the International Research Center for Japanese Studies Regarding the Digitization and Transmission of Works Resulting from Scholarly Research.”

b. As necessary, Nichibunken will submit a “Consent Agreement for Copyrighted Works” (format to be determined by Nichibunken) for works published in the Nichibunken publications listed in Section 1 of Article 2. However, when Nichibunken notifies in advance (in a call for papers, for example) that it will digitize and make available to the public works of scholarly research, that notification can take the place of a consent agreement.

#### Publication Restrictions

6. A copyright holder who determines that wording, diagrams, or photographs are not suitable to be made publicly available on the Internet may submit the form “Designation of Elements of a Copyrighted Work for Erasure” (format to be determined by Nichibunken). The copyright holder may thereby place partial restrictions on the public exhibition of works of scholarly research.

#### Deletion, Sequestering

7. Nichibunken will delete or sequester part or all of any work of publicly available scholarly research that corresponds to any of the following categories:

- a. Works that the copyright holder has requested to have deleted or sequestered
- b. Works that the Head of the Office of Digital Resources, Publications, and Public Information and the Director of Information Management and Library Resources determine, after consultation, to have violated copyrights held by another copyright holder, or works with content which they deem to be conspicuously inappropriate in light of social norms

#### Exemptions

8. Copyright holders bear full responsibility for the content of the works of scholarly research concerned here.

9. Nichibunken bears no responsibility for any damage caused by the “recording etc.,” publication, or use of the scholarly works concerned.

#### Addendum

These Principles go into effect as of 1 March 2012.

#### Addendum (21 September 2017)

These Principles are effective as of 1 April 2017, and are operational as of 21 September 2017.

#### Addendum (20 September 2019)

These Principles go into effect as of 1 October 2019.