

Operational Guidelines of
The Academic Information Repository of the National Museum of Ethnology

Date 07/26/2016

(Purpose)

1. The Academic Information Repository of the National Museum of Ethnology (hereinafter, the “Repository”, and the “Museum”), which is operated in the Museum, collects the results of research in the Museum (hereinafter, “Research Results”), advances their registration and permanent preservation in electronic form, and makes them available both inside and outside of the Museum free of charge via the internet. Through these operations, the Repository aims to contribute to the development of academic research as well as to achieve accountability to society. To this end, these guidelines present necessary matters related to operation of the Repository.

(Scope of Registration)

2. The scope of Research Results to be registered, accumulated, and preserved (hereinafter, “registered”) in the Repository shall be those listed in the following items.
 - (1) Those listed below among publications published by the Museum as publications of Research Results
 - a. *Bulletin of the National Museum of Ethnology*
 - b. *Bulletin of the National Museum of Ethnology (Special Issues)*
 - c. *Senri Ethnological Studies (SES)*
 - d. *Senri Ethnological Reports (SER)*
 - e. *Senri Ethnological Monographs*
 - f. *Minpaku Tsushin*
 - (2) Other publications published both in and outside the Museum that are deemed appropriate to register as Research Results.

(Registrants)

3. Persons eligible to register their Research Results in the Repository (hereinafter, “Registrants”) shall be those persons listed in the following items.
 - (1) Staff members who work or worked at the Museum
 - (2) Authors of publications specified in 2 above, except those listed in the preceding item
 - (3) Other persons whom the Director-General of the Museum deems appropriate

(Documents to be Submitted)

4. A Registrant shall submit the documents listed in the following items to the department in charge according to the Research Results.
 - (1) For the publications by the Museum listed in 2. (1), “Consent for Use of Copyrighted Works” (Attachment 1), in the case of staff members who have already submitted publications, resubmission is not required.
 - (2) For the Research Results listed in 2. (2), “Application for Registration of Research Results” (Attachment 2).

(3) In the case in which a copyright belongs to more than one author, “Consent for Registration and Use” (Attachment 3) by the co-author(s).

(4) In the case of a publication outside the Museum, “Consent for Repository Registration” (Attachment 4) by the publisher.

(Partial Restrictions on Disclosure)

5. A Registrant may, in the case in which Research Results include wordings, charts, photographs, etc. that are deemed inappropriate to make public on the internet, partially conceal the Research Results by submitting a “Specification of Nondisclosure Part in Copyrighted Works” (Attachment 5) to the department in charge.

(Deletion and Nondisclosure)

6. When Research Results registered in the Repository fall under any of the following items, the registered Research Results may be deleted or concealed following discussion at an information working meeting.

(1) In the case in which the Registrant of the Research Results makes a request for the deletion

(2) In the case in which an information working meeting deems that making the materials public leads to the infringement of copyrights that belong to others, or causes significant social impropriety

(Copyrights)

7. Even after Research Results are registered in the Repository, the copyright will be held by the owner(s) of copyright.

(Departments in Charge)

8. The assignation of services related to the Repository shall be as described below.

(1) Services related to Research Results to be registered in the Repository shall be administered by the Research Cooperation Section.

· Services related to consent for use and application for registration of Research Results, and digitization and registration services

(2) Services related to the maintenance and operation of the Repository system shall be administered by the Information Systems and Services Section.

· Support for registration services for digitized Research Results, and improvement of the usage environment

(Other)

9. Those to be registered in the Repository shall be used only in ways based on the purpose.

10. In addition to those prescribed in these Operational Guidelines, necessary matters related to the operation of the Repository shall be discussed separately between concerned parties.

Consent for Use of Copyrighted Works

(For Staff Members)

To: The Director-General, National Museum of Ethnology

I hereby, following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository”, consent to register my research results in the “National Museum of Ethnology Academic Information Repository” and make them public in an electronic format, with regard to the publications listed in Guideline 2 (1) that will be published by the National Museum of Ethnology during my term of service.

Date: _____

Month/ Day/ Year

Signature: _____ seal

- The copyright of the work registered in the Repository belongs to the author(s) from its origin and inception.
- The Repository uses the JAIRO-Cloud.
- To request partial nondisclosure of the copyrighted work, a “Specification of Nondisclosure Part in Copyrighted Works” (Attachment 5) must be submitted.

Consent for Use of Copyrighted Works

(For Other than Staff Members)

To: The Director-General, National Museum of Ethnology

I hereby, following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository”, consent to register my work that will appear in “_____ Vol. , No. ” published by the National Museum of Ethnology in the “National Museum of Ethnology Academic Information Repository” and publicized in an electronic format.

Request for Partial Nondisclosure of the Work. (Please tick one box below.)

- I do not request partial nondisclosure.
- I request partial nondisclosure and specify the part in Attachment 5.

Date: _____

Month/ Day/ Year

Signature: _____ seal

- The copyright of the work registered in the Repository belongs to the author(s) from its origin and inception.
- The Repository uses the JAIRO-Cloud.

Application for Registration of Research Results

To: The Director-General, National Museum of Ethnology

I hereby, following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository”, apply to register my research results specified below in the “National Museum of Ethnology Academic Information Repository” and to make them public in an electronic format.

Title of the Research Result:

Publisher, etc.

Date of Publication (Presentation):

Date: _____

Month/ Day/ Year

Signature: _____ seal

- The copyright of the work registered in the Repository belongs to the author(s) from its origin and inception.
- The Repository uses the JAIRO-Cloud.
- To request partial nondisclosure of the copyrighted work, a “Specification of Nondisclosure Part in Copyrighted Works” (Attachment 5) must be submitted.

《For Co-author》

Consent for Registration and Use

To: The Director-General, National Museum of Ethnology

I hereby, following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository”, consent to register my research results in the “National Museum of Ethnology Academic Information Repository” and make them public in an electronic format, with regard to the following research results that were created with _____.

Title of the Research Results:

Date: _____

Month/ Day/ Year

Signature: _____ seal

- The copyright of the work registered in the Repository belongs to the author(s) from its origin and inception.
- The Repository uses the JAIRO-Cloud.
- To request partial nondisclosure of the copyrighted work, a “Specification of Nondisclosure Part in Copyrighted Works” (Attachment 5) must be submitted.

Consent for Repository Registration

To: The Director-General, National Museum of Ethnology

Our company _____ hereby, following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository”, consents to register our publication described below in the “National Museum of Ethnology Academic Information Repository” and make it public in an electronic format.

Description

Name of Journal, etc.

Date: _____

Month/ Day/ Year

Name of Company and Representative, etc.

_____ seal

- The copyright of the work registered in the Repository belongs to the author(s) from its origin and inception.

Specification of Nondisclosure Part in Copyrighted Works

To: The Director-General, National Museum of Ethnology

I request to conceal the following part in my research results because it is not appropriate to make publicize that part of the results on the internet.

Title of the Research Results:

Part to be concealed:

Reason:

Date: _____

Month/ Day/ Year

Signature: _____ seal