

November 25, 2008

Approved at the Meeting of the Executive Council

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

Outline

1. The Academic Information Repository of the National Museum of Ethnology (hereinafter referred to as the “Repository”) collects the results of research conducted at our Museum (hereinafter referred to as “Research Results”), for their permanent conservation in electronic form, and makes them available both inside and outside of the Museum free of charge through the Internet. By this process, it aims to contribute to the development of academic research and to achieve accountability in society. These guidelines provide specific information regarding the operation of the Repository.

Scope of registration

2. Research results published by the Museum that are to be registered, stored and maintained (“registered”) in the Repository include the following:
 - (1) Those that have appeared in the following Museum publications and in the website of the Museum.
 - 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*
 - (2) Those that were reviewed by the Publications Committee of the Museum and approved for commercial publication (conditional upon approval by the publisher for addition to the Repository).
 - (3) Any other research results that the Publication Committee considers to be appropriate.

Registrants

3. Those who may register their research results in the repository (“registrant”) are:
 - (1) Any full-time research staff, visiting researcher, special visiting researcher, or other research staff member associated with Museum activities (including research fellows, overseas visiting fellows, cooperating researchers, visiting researchers, and special joint research fellows, etc.).
 - (2) Any person who is/was associated with the organization or operation of the Museum.
 - (3) Any person who has contributed to or has cooperated with a Museum research project organized by the Museum’s full-time research staff.
 - (4) Any person who is approved by the Publications Committee.

Documents to be submitted

4. Registrants should submit the following documents to the Publications Committee depending on the type of research result.
 - (1) For Museum publications mentioned in 2(1), please complete and submit attached sheet 1, “Registration Agreement for Copyrighted Works (published by the Museum)”.
 - (2) For Museum publications mentioned in 2(2), please complete and submit attached sheet 2, “Registration Agreement for Copyrighted works (not published by the Museum)”. Please also submit a signed form from the publisher agreeing to inclusion of the research result in the Repository (no set format).
 - (3) For research results mentioned in 2(3), please complete and submit attached Sheet 3, “Application Form for Research Results Registration”.
 - (4) If copyright belongs to multiple authors, please complete and submit attached sheet 4, “Consent of Registration from Co-author”.

Restrictions on disclosure

5. Registrants can restrict the scope of disclosure of their research results by submitting the documents described in 4.

When a registrant determines that some text, chart, or photograph in the research results are not suitable for publication online, they can impose partial restrictions on their disclosure by submitting attached sheet 5, “Designation of Part of a Copyrighted Work to be Excluded from Online Publication”.

Elimination/nondisclosure

6. When research results that have been registered in the Repository fall under one of the following, part or all of them can be eliminated or withheld subject to the decision of the Museum’s Publication Committee.
 - (1) Registrants have submitted an application for elimination or nondisclosure of his/her research results.
 - (2) The Publications Committee has decided that there are copyright infringements or socially unsuitable content.

Utilization of research results

7. The Museum will manage and use research results registered in the Repository by:
 - (1) Copying and storing the research results on the server holding the Repository.
 - (2) Excluding any restricted materials as specified in Articles 5 and 6 above, making the copy described in (1) public through the internet free of charge.
 - (3) Making data-copy and transformation for conservation and to maintain continuous usage.

8. When using research results registered in the Repository, the Museum will comply with the following:
- (1) The Museum shall not carry out any process other than those defined in Article 7 for the use of research results.
 - (2) The Museum shall inform people who use research results through the internet about the need for compliance with copyright, with the following statement.
“In principle, one has to obtain permission from an author to use his/her research results, however, this does not apply to copying or citing for private use, within the scope of restrictive regulations of rights under copyright law.”

Disclaimer

9. Responsibility for the contents of research results registered in the Repository shall belong to the registrant or the copyright holder.
10. The Museum assumes no responsibility whatsoever for any damage or disadvantage to the registrant, copyright holder or user resulting from the disclosure or use of research results registered in the Repository.

Organization

11. Work related to the Repository will be shared as follows.
- (1) The Research Cooperation Section is responsible for registering works of the Repository.
 - Permission to use research results, registration application, and digitization and registration.
 - (2) The Information Service Section is responsible for works related to the use of the Repository.
 - Digitization and registration of research results to be stored at the Minpaku library.
 - (3) The Information System Section is responsible for the maintenance of the Repository system.
 - Support of the registered works of digitized research results, maintenance and operation of hardware and software.

Others

12. Other matters related to the operation of the Repository, if not specified in these guidelines, will be separately discussed and determined among the parties concerned.

Registration Agreement for Copyrighted Works (Works published by the Museum)

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I agree to register all of my copyrighted works that appeared in the following publications of the National Museum of Ethnology with the “National Museum of Ethnology Academic Information Repository”:

1. Bulletin of the National Museum of Ethnology
2. Bulletin of the National Museum of Ethnology (Special Issues)
3. Senri Ethnological Studies (SES)
4. Senri Ethnological Reports (SER)
5. Senri Ethnological Monographs

I also agree to their electronic publication.

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.

Registration Agreement for Copyrighted Works (Works not published by the Museum)

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I agree to register my copyrighted works that appeared in publications other than those of the National Museum of Ethnology with the “National Museum of Ethnology Academic Information Repository”. I also agree to their electronic publication.

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.

Application Form for Research Results Registration

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I hereby apply for registration of my research results in the “National Museum of Ethnology Academic Information Repository.”

Title of the publication:

Date of publication:

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.

For coauthored work

Consent of Registration from Co-authors

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I agree to register the following research results that are co-authored with the person whose name appears below and to their electronic publication.

Title of Research Results:

Co-author:

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.

Designation of Part of a Copyrighted Work to be Excluded from Online Publication

To: The Director-General, National Museum of Ethnology

As I consider the following area of my research results to be inappropriate for publication on the Internet, I request that the sections indicated below be excluded.

Title of Research Results:

Section(s) to be excluded:

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

Registration Agreement for Copyrighted Works

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I hereby agree to register my copyrighted work(s) with the “National Museum of Ethnology Academic Information Repository” for on-line public access.

1)

2)

3)

4)

5)

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.

Agreement for Registration with the National Museum of Ethnology Academic Information Repository

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” we hereby agree to register our publication(s) with the “National Museum of Ethnology Academic Information Repository” for on-line public access.

* See the attached sheet for information on publication(s) to be registered under this agreement and the conditions of registration, if any.

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

Request for Registration with our Repository (XXXXXX)

We hereby ask for permission to register the following publication(s) with our Academic Information Repository for on-line public access.

Please see the publication(s) shown below and check the applicable answer.

If you check “We agree to the registration under certain conditions,” please specify your conditions in the space provided below.

[Publication(s) requested to be registered with our Repository for public access (title of the paper(s), page numbers, and publication details.)]

1)

<Your answer>

We agree to the registration.

We agree to the registration under certain conditions.

We don't agree to the registration.

Please specify your conditions:

2)

<Your answer>

We agree to the registration.

We agree to the registration under certain conditions.

We don't agree to the registration.

Please specify your conditions:

<For the interviewee>

Agreement for Registration with the National Museum of Ethnology Academic Information Repository for Public Access

To: The Director-General, National Museum of Ethnology

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I hereby agree to register the following research results (about which I was interviewed by XXXXX), with the “National Museum of Ethnology Academic Information Repository” for on-line public access.

Name: _____

Signature: _____

Address: _____

Date: _____

Month / Day / Year

Title of Research Results:

- All literary works registered with the Repository are the copyright of the author.
- A computer system installed in the National Museum of Ethnology is used for the Repository.
- To designate deletion of some part of the work, submission of the “Designation of Exclusion of Part of a Copyrighted Work” (attached sheet) is required.