

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”) and publishes them free of charge through the network. By this process, it aims to contribute to the development of academic research and to achieve accountability in society. To this end, following these guidelines, we are sending specific information regarding the operation of the Repository.

Scope of registration

2. Research results to be registered, stored and maintained (“registered”) in the Repository include the following:
  - (1) Those that have appeared in the following Museum publications.
    - 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 and approved for publication by the Publications Committee of the Museum and which appeared in an approved commercial publication.
  - (3) Any other research results that the Publication Committee considers to be appropriate.

Registrant

3. A person who can register his/her research results in the repository is defined as follows:
  - (1) Any full-time research staff member, visiting researcher, special visiting researcher, or other research staff member associated with Museum activities (including research fellows, overseas visiting fellows, visiting graduate students, 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) “Registration Agreement for Copyrighted Works (by Museum Staff)”, please complete and submit attached sheet 1.
  - (2) For Museum publications mentioned in 2. (2) “Registration Agreement for Copyrighted works (outside the Museum)”, please complete and submit attached sheet 2.
  - (3) For research results mentioned in 2. (3) “Application Form for Research Results Registration”, please complete and submit attached Sheet 3. Please also submit a signed form from the publisher agreeing to the inclusion of the research result in the Repository.
  - (4) If copyright belongs to multiple authors, please complete and submit attached sheet 4, the “Consent Agreement of Registration from Coauthors”.

#### Restrictions on disclosure

5. When a registrant determines that there are some research results, or some text, chart, or photograph in the research results that are not suitable for publication online, they can impose restrictions on their disclosure by submitting attached sheet 5.

#### 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 excluded or withheld.
  - (1) Registrants have submitted an application for exclusion or non-publication of his/her research results.
  - (2) The Publications Committee has decided that there are copyright infringements or socially inadequate content.

#### Utilization of research results

7. The Museum makes use of the research results in the following manner.
  - (1) Making a copy of the research results and storing them on the server that houses the Repository.
  - (2) Excluding any restricted materials as specified in Articles 6 and 7 above, making the copy public through the network free of charge.
  - (3) Making data-transformation for conservation or maintenance of continuous usage.
8. The Museum will comply with the following for the use of research results registered in the Repository.
  - (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 over the network about the following matters for compliance with copyright:

In principle, one has to obtain permission to use research results, however, this does not apply to copy or citation for private use, according to the limits of copyright law.

#### Disclaimer

9. Responsibility for the contents of research results registered in the Repository shall be taken by the registrant or the copyright holder.
10. The Museum assumes no responsibility whatsoever for any damage resulting from the disclosure or the use of research results registered in the Repository.

#### Organization

11. Works related to the Repository are shared as follows.
  - (1) The Research Cooperation Unit is responsible for registering works of the Repository.
    - Permission to use research results, registration application, and digitization and registration.
  - (2) The Information Service Unit 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 Unit 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, which are not specified in these guidelines, will be separately discussed and determined among the parties concerned.

Registration Agreement for Copyrighted Works  
(by Museum Staff)

To the Director-General:

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I agree to register all of my copyrighted works that were published in the following publications of the National Museum of Ethnology with the “National Museum of Ethnology Academic Information Repository”; *Bulletin of the National Museum of Ethnology*, *Bulletin of the National Museum of Ethnology (Special Issues)*, *Senri Ethnological Studies (SES)*, *Senri Ethnological Reports (SER)*, *Senri Ethnological Monographs*. I also agree to their electronic publication.

\_\_\_\_\_  
Month Day Year

Signature\_\_\_\_\_

- 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  
(outside the Museum)

To the Director-General:

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.

Title of the publication:

Date of publication:

\_\_\_\_\_

Month

Day

Year

Signature\_\_\_\_\_

- 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:

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:

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Month

Day

Year

Signature \_\_\_\_\_

- 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 Coauthors

To the Director-General:

Following the “Operational Guidelines of the National Museum of Ethnology Academic Information Repository,” I agree to register the following research results coauthored with \_\_\_\_\_ and to their electronic publication.

Title of Research Results:

Name:

Contact address:

- 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:

As I consider the following area of my research results to be inappropriate for publication on the internet, I request that they be excluded.

Title of the research results:

Section(s) to be excluded:

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Month                      Day                      Year

Signature \_\_\_\_\_