

## Terms and Conditions for Use of Images

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The use of images is granted for by agreeing the following terms and conditions:

- We do not permit any reproduction for commercial advertisements, promotions or products.
- Reproduction on CD-R, DVD or any other digital memory devices is prohibited.
- Images may be cropped but not changed or manipulated.
- The images are licensed for a specific “one-time” use only.
- You are responsible for contacting copyright holder(s) of the material(s) if not only ours, and obtain the additional permission.
- We are NOT providing high resolution digital files of any of our images.
- Images of the treasures must be credited as: The Shosoin Treasures, courtesy of the Imperial Household Agency. Images of the repository must be cited as: The Shosoin Shoso, courtesy of the Imperial Household Agency.
- Use of your drawing(s) made from our images does not require any application.
- Please submit a copy of your publication subsequent to its release.

### **The application procedures:**

1. The request form should be MAILED to the Office of the Shosin Treasure House prior to use of the requested image(s). We do not accept any submission of the request form by e-mail or fax. Please allow at least a month for processing your request upon receipt of your form. Any inquiry by phone call is in Japanese only.
2. For reproduction of image, the applicant may use image(s) from a published source, or could obtain black-and-white or color print(s). For notifying citation of image(s), please fill in and sign the Images Citation Notice. For requesting photo print(s), please fill in and sign the Images Request Form. Requests should be made either in English or Japanese, and those submitted with missing information are subject to delay.
3. Images Citation Notice: we permit citation of images from any of those published sources which we reserve the copyright free of charge. Please identify the source(s) from which you are using image(s), and attach a photocopy of the relevant page(s). We also ask you to provide a diagram showing how you are going to use the image(s).
4. Images Request Form: under special circumstances, we provide black-and-white or color prints of our images. The processing may require detailed communication, and we encourage that you may apply through an individual or agent who is capable of communicating in Japanese. For the application, please attach a photocopy of requested image(s) as well as a diagram showing how you are going to use them. Please allow at least two months for processing your request upon receipt of your form (the

time for shipping is not counted here). You will be charged for printing cost and international shipping fee, as well as transaction fee for the payment. We outsource the actual printing process, and do not involve with the payment process (the estimate will be sent from the company, and therefore we do not provide any information regarding the costs).

5. Request for photographing the Shosoin Repository for publication or filming purposes: the request will be reviewed on a case-by-case basis. Please submit us the planning and rationales by mail.
6. We will contact you once your request is approved.

## Images Citation Notice

Please submit to:

The Office of the Shosoin Treasure House

The Imperial Household Agency

129 Zoshi-cho

Nara-city, Nara

630-8211 Japan

### Contact Details

Name	
Job title	
Organization	
Address	
E-mail address	
Telephone number	
Fax number	

**Intended Use** (please check the applicable one, and fill in the spaces)

Publication

Title of publication	
Author(s)	
Publisher(s)	
Intended publication date	
Language(s)	
Project type	<input type="checkbox"/> Book <input type="checkbox"/> Article <input type="checkbox"/> Thesis <input type="checkbox"/> Other ( )

Broadcast or film production

Title	
Network	
Director	
Intended release date	
Language(s)	
Project type	<input type="checkbox"/> Film <input type="checkbox"/> Television <input type="checkbox"/> Video <input type="checkbox"/> Other ( )

Digital Media

Title	
Producer	
Web address	
Intended publication date	
Language(s)	
Project type	<input type="checkbox"/> Website <input type="checkbox"/> E-book <input type="checkbox"/> Other ( ) <b>*Reproduction on CD-R, DVD or other digital memory device is prohibited.</b>

Others

( )

## Image Details

\*Please attach a printed copy of cited image.

1	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
2	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
3	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
4	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
5	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
6	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):
7	Name of Treasure: Treasure Number (if known): The source (author/title/publisher/publication date):

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By signing the form, I have read and agree to the terms and conditions.

Signature \_\_\_\_\_

Date:

## Images Request Form

Please submit to:

The Office of the Shosoin Treasure House

The Imperial Household Agency

129 Zoshi-cho

Nara-city, Nara

630-8211 Japan

### Contact Details (Applicant)

Name	
Job title	
Organization	
Address	
E-mail address	
Telephone number	
Fax number	

### Contact Details (Shipping address if different from above)

Name	
Job title	
Organization	
Address	
E-mail address	
Telephone number	
Fax number	

### Contact Details (Billing address if different from above)

Name	
Job title	
Organization	
Address	
E-mail address	
Telephone number	
Fax number	

**Intended Use** (please check the applicable one, and fill in the spaces)

Publication

Title of publication	
Author(s)	
Publisher(s)	
Intended publication date	
Language(s)	
Project type	<input type="checkbox"/> Book <input type="checkbox"/> Article <input type="checkbox"/> Thesis <input type="checkbox"/> Other ( )

Broadcast or film production

Title	
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Language(s)	
Project type	<input type="checkbox"/> Film <input type="checkbox"/> Television <input type="checkbox"/> Video <input type="checkbox"/> Other ( )

Digital Media

Title	
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Others ( )

## Image Details

\*Please attach a printed copy of requested image.

1	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
2	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
3	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
4	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
5	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
6	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>
7	<p>Name of Treasure:</p> <p>Treasure Number (if known):</p> <p>Format: <input type="checkbox"/> Black-and-white print   <input type="checkbox"/> Color print   <input type="checkbox"/> Ask for black-and-white if color print is unavailable</p> <p>Size of Print: <input type="checkbox"/> 2L   <input type="checkbox"/> A4   <input type="checkbox"/> A3</p>

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Signature \_\_\_\_\_

Date: