

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

December 16, 2025

University of Tsukuba Library Scan & PDF Delivery Service Terms of Use

These Terms of Use ("the Terms") set forth the conditions for using the Scan & PDF Delivery Service ("the Service") provided by the University of Tsukuba Library ("the Library").

1. Application

1.1. To use the Service, Users ("Users") must agree to the Terms.

1.2. Users must comply with [the Copyright Act](#) (Article 31, Paragraph 1 to 5), [the Guidelines for Reproduction and Public Transmission by Libraries or Similar Facilities](#) (in Japanese) (Stakeholder Council on Public Transmission Service by Libraries or Similar Facilities), and the Terms. In case of a violation, the Library may restrict, suspend, or discontinue use of the Service.

2. Overview of the Service

The Service involves scanning the Library's holdings (some materials are excluded) within the scope of purposes and quantities prescribed by the Copyright Act and delivering PDF files over the Internet.

3. Users of the Service

3.1. Users are individuals registered in the Library system who meet any of the following categories and have agreed to the Terms.

(1) Students of the University of Tsukuba (including Credited Auditors, Non-degree Research Students (Kenkyusei), Exchange Students (Tokubetsu Chokogakusei), Exchange Research Students (Tokubetsu Kenkyugakusei), Law School Students, Visiting Students, and Japanese Studies Students (Nikkensei)).

(2) Officers, faculty, and staff of the National University Corporation University of Tsukuba.

(3) Professors Emeritus of the University of Tsukuba, the College of Medical Technology and Nursing, University of Tsukuba, the University of Library and Information Science, or the Tokyo University of Education, which were established under the provisions of the former National School Establishment Law (Act No. 150 of 1949), prior to its repeal under Article 2 of the Act on Arrangement of Related Laws in Accordance with Enforcement of the National University Corporation Act (Act No. 117 of 2003).

3.2. If Users' contact information (email address) changes, Users must promptly log in to 'My Library' on the Library website and update it through the personal settings.

4. Specifications of Transmitted Files

4.1. Files are provided in PDF format.

4.2. PDF files are created by the Library using methods and resolution selected according to the size and form of the material. Users cannot specify these.

4.3. To prevent unauthorized distribution, the User ID will be inserted in the header of the transmitted file, and ‘筑波大学附属図書館’ and the data creation date will be inserted in the footer.

4.4. If a work of visual art is included, symbols or similar marks may be inserted on the page to prevent use beyond the permitted purpose.

4.5. The Library will not be responsible for recreating the transmitted files due to issues such as lack of clarity, stains, or unevenness.

5. Fees for the Service

5.1. The service fee is the total amount corresponding to the compensation specified in Article 31, Paragraph 5 of the Copyright Act, based on [the Regulations on Compensation for Public Transmission by Libraries or Similar Facilities](#) (in Japanese) (the approval of the Commissioner for Cultural Affairs on March 29, 2023, managed by the Society for Administration of Remuneration for Public Transmission by Libraries or Similar Facilities) and the copying fee under [the Detailed Regulation for Detailed Rules Concerning Various Fees of the University of Tsukuba Library](#) (in Japanese) (Corporate Detailed Regulations Rules No. 4 of 2004) applicable to the Service.

5.2. If Users have any questions regarding the amount, Users must contact the Library before making payment. Payment of the service fee shall be deemed to constitute acceptance of the amounts and all fees paid are non-refundable.

6. Provision of Files

After confirming payment of the service fee, the Library will provide the files. Users can download the provided files from the server designated by the Library. The files will be deleted after the specified download period has expired. Deleted files cannot be re-provided; Users must download the file within the deadline.

7. Handling of Personal Information

7.1. To ensure proper operation of the Service, the Library obtains and retains information about Users' use of the Service for a certain period.

7.2. The Library submits information regarding the Service's file transmission records to the Society for Administration of Remuneration for Public Transmission by Libraries or Similar

Facilities (SARLIB) within the scope necessary for operation of the Service and SARLIB's tasks related to the Compensation for Public Transmission by Libraries or Similar Facilities.

7.3. The scope of information submitted includes the application number, the title of the transmitted work or material, the transmitted pages, and the amount corresponding to the compensation. The same PDF files provided to Users (excluding those with inserted User IDs, etc.) will also be submitted. Except with Users' consent or where disclosure is based on the Act on the Protection of Personal Information or other applicable laws and regulations, the Library will not provide any information that could identify an individual, including but not limited to Users' name, address, telephone number, or email address to any third party.

7.4. In addition to the above, handling of personal information at the Library complies with [the Basic Policy on the Security Management of Personal Information and Specific Personal Information at the University of Tsukuba](#) (Corporate Rules No. 17 of 2022).

8. Prohibited Actions

The following actions by Users are prohibited in connection with the use of the Service.

(1) Allowing third parties to use the Service.

(2) Providing or distributing transmitted files without the copyright holder's permission.
Examples include:

(a) Sending files (including those obtained by screenshots, etc.) by email or similar means.

(b) Uploading files (including those obtained by screenshots, etc.) to websites on the Internet, including posting on social media.

9. Users' Responsibility

Users use the Service at their own risk and are fully responsible for all actions taken with respect to the Service or transmitted files and the results thereof.

10. Changes to the Service; Disclaimer

If causes not attributable to the Library occur—such as stoppage of information systems due to disasters, renovation of information systems, or renovation of telecommunications equipment—the Library may, without prior notice, change the content of the Service or suspend or stop provision of all or part of the Service. The Library shall not be liable for any damage incurred by Users as a result.

11. Amendment

The Library may amend the Terms at any time, without prior notice, as it deems necessary. In the event of any amendment, the Library will notify Users of the amended content and the effective date by a method determined by the Library.