

## Request for Permission to Archive and Use Lectures in NAIST Digital Library System

The Digital Library of Nara Institute of Science and Technology (NAIST) is undertaking a project to archive lectures in the Digital Library System and make them available over the network for effective use in postgraduate-level research and education.

We would appreciate it if you would permit us to record your lectures and presentation materials, and utilize these audiovisual materials in the following manner.

### 1. Permission

#### (1) Video Recording

Your lectures and presentation materials, such as PowerPoint files, PDF files, etc., will be recorded using the lecture archive system.\*<sup>1</sup>

#### (2) Digitizing and Storage

The audiovisual works will be digitized and stored on the hard disk, etc. of the NAIST Digital Library System.

A bibliography and table of contents, etc., of the audiovisual materials will be made and stored in the NAIST Digital Library.

#### (3) Information Access

Two types of information retrieval systems will be established to offer access to this audiovisual database: one for public use via the Internet and the other for NAIST faculty, staff, and students only.

#### (4) Information Availability

The audiovisual materials will be made available to the public. See the following page for the viewing screen. According to your request, materials may be edited and the access may be limited to NAIST faculty, staff, and students.

### 2. Procedures

Please fill in the permission form, choose the type of access and contents, sign at the bottom and return it to the library.

### 3. Miscellaneous

#### (1) Copyrights

The copyrights of the audiovisual materials are belongs to the lecturer except for parts containing other author's materials.

#### (2) Retracting Permission

Permission to record materials may be retracted whenever any problems occur.

#### (3) Do Not Permit

If you don't permit to record, check "I don't permit" in the bottom of permission.

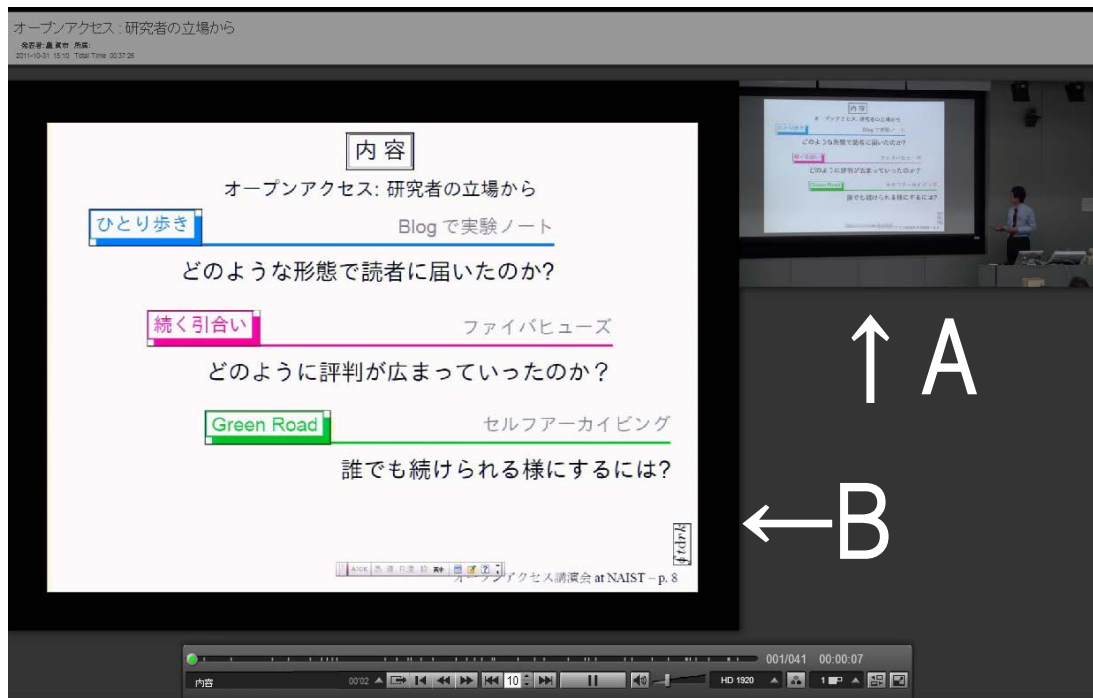
If you want to decline the recording of a lecture, please alert us before the lecture.

We would appreciate it if you would specify the reasons for this.

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\*<sup>1</sup> The lecture archive system covers following eight rooms: L1, L2 and L3 in Division of Information Science, large lecture rooms in Division of Biological Sciences and Materials Science, Millennium Hall, Kenshu Hall, and Multimedia Hall in Library.

(Reference) Lecture Archive Screen Shot



(A) Lecture

(B) Presentation Materials

You can change sizes of A and B, and also choose only A or B in full-screen.

When A is in full-screen, the slide contents are readable.

【Contact Information】

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