

受付確認	終了確認

(係員記入欄)

Library Tour • Film/Photo Shoot Application Form

Date: \_\_\_\_\_

Company/Group: \_\_\_\_\_

Name (of Representative): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

To the Director of the Oita Prefecture Library,

I/We, the above, apply to tour or film/photograph the facilities of the Library as according to the following terms and have read and agree to the below instructions.

1 Purpose: \_\_\_\_\_

2 Number of People: \_\_\_\_\_

3 Date and Time:

Start: \_\_\_\_\_ : \_\_\_\_\_ AM • PM

End: \_\_\_\_\_ : \_\_\_\_\_ AM • PM

4 Photography/Filming                      Yes        •        No

5 Instructions

- (1) After submission of this application at the Central Counter, you will receive a relevant amount of Visitors' Badges, which must be worn in a visible location. Any and all badges must be returned to the Central Counter after the tour/shoot is over.
- (2) Areas that can be toured and/or shot are the following:
  - 1<sup>st</sup> Floor Entrance Hall, Community Space, Public Archives
  - 2<sup>nd</sup> Floor Lobby, Reading Area
  - 3<sup>rd</sup> Floor Hallway
- (3) Take care to not disturb other visitors while touring/shooting.
- (4) Do not film or take photographs of any other visitors. Oita Prefecture Library shall take no liability in cases of copyright or privacy violations.
- (5) Contact the Library before using taken photographs in any publication or other media.
- (6) Contact the Library in advance if guidance is needed for a tour or shoot.
- (7) Additional permission is required for shooting photographs and film of Library materials. Apply at the 2<sup>nd</sup> Floor Central Counter.

## Notice

To those touring, filming, or photographing the Library,

When performing a tour or film/photoshoot of Library facilities, please keep in mind the following:

- (1) After submission of this application at the Central Counter, you will receive a relevant amount of Visitors' Badges, which must be worn in a visible location. Any and all badges must be returned to the Central Counter after the tour/shoot is over.
- (2) Areas that can be toured and/or shot are the following:
  - 1<sup>st</sup> Floor Entrance Hall, Community Space, Public Archives
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- (7) Additional permission is required for shooting photographs and film of Library materials. Apply at the 2<sup>nd</sup> Floor Central Counter.

Director  
Oita Prefecture Library