

Information Concerning Use of the Ikko Tanaka Archive

Appointments

The Ikko Tanaka Archive is a facility accessible by researchers and other specialists for purposes of study or research.

- To make an appointment to access the Archive, please send an email describing the specific materials to be viewed. A catalogue of the Archive collection is available here:

DNP Foundation for Cultural Promotion Collection Database

<https://collection.dnpfcp.jp/en/collections/3/series>

- Some materials are not accessible due to the restrictions relating to content or condition. In cases where the condition of the original item is too fragile, access may be offered using a photocopy of the original, etc.

Access Guidelines

When viewing materials, please follow the instructions of the staff at all times and observe the following rules. Failure to do so may result in being asked to leave the Archive.

- (1) Items must be viewed within the Archive or the designated storage area.
- (2) The following items may not be taken into the viewing area: items that might sully or cause damage to the materials (e.g., writing implements other than pencils, food/drinks, camera tripod, lighting, etc.), briefcases, binders, etc. Items not allowed into the Archive should be left at the designated location.
- (3) Care must be taken to prevent any damage to the materials (page interchanging, removal, folding, clipping, forceful opening/closing, etc.), contamination (writing, overwriting, deleting, etc.), or changes to the original works (removal of binding, inserted items or notes present in the original, etc.).
- (4) Care must be taken to avoid any actions that would disturb other users, impair safety, or disrupt the duties performed by the staff (loud talking, intimidating or violent acts, etc.).
- (5) Eating, drinking and smoking are not permitted in the Archive or the storage areas. Food and beverages are allowed only in the designated lounge.

Rights Compliance

Copyrights

Materials in the Archive may have different copyright holders or administrators. Usage of the copyrighted materials must conform with the relevant copyright laws.

Privacy Concerns

Access is prohibited to materials that could potentially infringe upon privacy requirements. Exceptions are made, however, when said materials are not subject to special restrictions and sufficient time is deemed to have elapsed to permit viewing.

Liability

The user may be asked to compensate for any loss, damage or contamination of the Archive facility, its fixtures, materials in the collection, etc.

Inquiries

Please contact: dnpfcoperation@team.dnp.co.jp

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