



**Image Use Protocol -> Image Use Protocol Guide -> Permission Request Templates**

Addressee	Request reasons	Copyright of object (sakuhin)	Owner of object (sakuhin)	Copyright of image	Owner of image	Subject itself
Individual: author, artist, photographer, etc.		●	●	●	○	
Organization		●(1)	○	●	●(2)	○
Institution: museum, temple, library, etc.		○	●	●	●	
Publisher		○		●	●	
Person/building in the picture ( <i>hishatai</i> ) taken by yourself						●

- : Frequent cases. (1) and (2) correspond to choice in the cover letter and request form to organizations.
- : Infrequent but possible cases.

**Letter type by addressee**

1. **Individual (author, artist, photographer, etc.): Permission regarding image of his/her work**
  - ✓ For scholarly publication  
[Individual - Cover letter](#)  
[Individual - \[Form A\] Request for permission](#)
  - ✓ For Website of academic institutions  
[Individual \(Website\) - Cover letter](#)  
[Individual \(Website\) - \[Form A\] Request for permission](#)
  - ✓ For promotional materials of academic institutions or their events  
[Individual \(Promotion\) - Cover letter](#)  
[Individual \(Promotion\) - \[Form A\] Request for permission](#)



Request for permission of use of image of the individual's work. The individual may also be relevant to the ownership of the image itself.

**2. Organization (local government, political party, non-profit organization, company, etc.): Permission regarding organizational image, or image owned by them**

- ✓ For scholarly publication  
[Organization - Cover letter](#)  
[Organization - \[Form A\] Request for permission](#)

Request for permission of use of (1) image of the organization (such as public relations materials), or (2) image owned by the organization (such as historic scenes of community).

**3. Institution (museum, temple, library, etc.): Permission regarding image of a work in their collection**

- ✓ For scholarly publication  
[Institutional holdings - Cover letter](#)  
[Institutional holdings - \[Form A\] Application for permission](#)

Application for permission of image use of the work in their collection. While many works/objects held in museums and temples may be out of copyright protection, their ownership still matters.

- ✓ [Institutional holdings - \[Form B\] Procedure information](#)

Information on procedures in detail for lending the image. Many museums just "lend" images, and you are often required to return them.

**4. Publisher: Permission for use of image from their publication**

- ✓ For scholarly publication  
[Publisher - Cover letter](#)  
[Publisher - \[Form A\] Request for permission](#)

- ✓ For Website of academic institutions  
[Publisher \(Website\) - Cover letter](#)



[Publisher \(Website\) - \[Form A\] Request for permission](#)

- ✓ For promotional materials of academic institutions or their events  
[Publisher \(Promotion\) - Cover letter](#)  
[Publisher - \[Form A\] Request for permission](#)

For obtaining permission of use of image in a Japanese publication. Use for a jacket or flyer may require different treatments.

- ✓ [Publisher - \[Form B\] Procedure information](#)

Procedures in detail for providing the image. Some publishers may not keep the images they used in their publication.

#### **5. Subject in the image: Permission regarding individuals, buildings, etc. in the picture**

- ✓ For scholarly publication  
[Person as subject - Cover letter](#)  
[Person as subject - \[Form A\] Request for permission](#)

For obtaining permission for use of photograph taken by yourself. As identifying a person in the picture and finding his/her contact may be extremely hard, it is highly recommended for you to get permission when pictures are taken.

- ✓ For scholarly publication  
[Person as subject - Cover letter](#)  
[Person as subject - \[Form A\] Request for permission](#)

For obtaining permission for use of photograph taken by yourself.

### **Notes to fill in the templates**

All sample cover letters are bilingual (Japanese and English) in order to facilitate communication. Usually Japan side prefers to receive letters in Japanese, and North American publishers accept only English-language documents. Bilingual forms aim to fill this gap.



- Fill in the “1. Request” part of [Form A] fully, and write in your name and date of request in the beginning of “2. Permission” part. Blue letters show important items to fill in.
- Fill in the top part of [Form B] (the rest to be filled by the respondent).
- Send all of them with a cover letter. If permission is given, you receive fully-filled [Form A], and [Form B] (when applicable) in response.