資料閲覧願

Library Material Request Form

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| 年 | 月 | 日 |
| Year | Month | Day |

Addressee’s Institution (in Japanese):

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿　資料閲覧係御中 To the Public Service Section Head

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name (Last, First Middle)　氏名 | | | Status 身分 | | | University and Department 所属 | |
|  | | | Student: undergrad/masters/  doctoral; Academic staff;  Other ( ) | | |  | |
|  | | | | | | | |
| Contact Information　連絡先 | | | | | | | |
| Ｅ-mail |  | | | | Phone |  | |
| Mailing  Address |  | | | | | | |
| I would like to make a reservation to view the materials below:  下記の資料について、閲覧予約を申請します。Additional materials may be listed on a separate sheet if required. | | | | | | | |
| 利用希望資料タイトル・書誌情報詳細  Requested Materials (Please fill out in Japanese.  For journals specify year and vol./issue nos.) | | | | **ISBN/ISSN** | | | 請求記号  Call Number |
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| **閲覧の目的**  Purpose of use  (in Japanese) | |  | | | | | | |
|  | | | | | | | |
| **閲覧希望日時**Proposed Date(s) | | 年　　　　月　　　日（　　　） | | | | | |

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※この申請についての回答を下記にご記入の上ご返送ください。 Please return this form after giving your answer below.

□ 上記希望日に閲覧を許可します。 Your request has been accepted.

□ 希望には応じられません。 We are unable to accept your request.

□ 閲覧可能な日を改めてご相談ください。 Please select other dates.

（ご回答日Date: ＿＿＿＿年＿＿月＿＿日） （ご担当者Name: ＿＿＿＿＿＿＿＿＿＿＿）