

**Appendix 2 Principles Regarding the Use of Equipment, Office Supplies,
Stationery Items, and Objects at the Archives Access Center**

Category	Remarks
Locker	<ol style="list-style-type: none"> 1. Each user is in principle allowed to use only one locker. A user who needs to use a locker must contact the front desk to obtain a key, and must personally store his/her items. The AAC will bear no liability for damages in the event anything is lost or damaged. 2. The user must retrieve stored items and return the key on the same day before the conclusion of AAC customer service hours. If the key is lost or damaged beyond repair, the user must pay for the cost of making a replacement. 3. Valuables, animals, food, or items that might make a locker dirty are not to be kept in a locker, nor are visitors allowed to keep hazardous, illegal, stolen, or perishable items in a locker. 4. If items are left in a locker after the conclusion of AAC customer service hours, the AAC has the right to photograph the content as evidence before emptying the locker and notifying the user to retrieve the items. If there is food or anything else that would likely affect public health if it remains in storage, the AAC may dispose of it, and the offending party will have no right to contest the matter. Within 15 days of the day next following delivery of the AAC's notification, the user must contact the AAC front desk to retrieve the stored items, and the AAC may dispose of items not retrieved by the deadline. The AAC will bear no liability for damages in the event anything in its custody is lost or damaged. 5. If a user has a locker key copied or uses a locker to conduct illegal transactions or engage in criminal activity, the AAC has

	<p>the right to revoke user privileges and require the user to pay for the cost of having the lock changed, and it may also report the matter to the police station with the relevant jurisdiction.</p>
<p>Viewing equipment</p>	<ol style="list-style-type: none"> 1. NAA computer equipment is in principle to be used only to check catalogs of archives or other related information, or to view archives. Users are not allowed to install files, software, or programs not provided or approved by the NAA, nor may they take equipment or external storage media not provided or approved by the NAA and plug into computer equipment. 2. Anyone who uses a portable computer, tablet computer, or another such personal device must do so at a location designated by a staff member at the front desk. 3. When using an NAA computer, a person must abide by the NAA's information security policy and related Internet usage rules, and must not use the Internet to engage in illegal activity. In the event of a violation, or improper use as listed below, the NAA may revoke user privileges, and the user shall bear any legal liability. <ol style="list-style-type: none"> (1) Interfere with or damage either the software or hardware systems in NAA information and computer equipment. Arbitrarily change computer settings or take other actions that affect information security, e.g. spreading computer viruses or malware, or attempting to intrude into a system that one is not authorized to access. (2) Engage in acts that violate the Copyright Act or otherwise infringe upon intellectual property rights. (3) Steal another person's account and password, or engage in any sort of Internet-based transactions; play online games, engage

	<p>in online chats, or visit dating sites; spread or collect rumors, salacious text, images, videos, or audio; or browse documents or websites that feature pornography, gambling, or other content that is contrary to public order or good morals.</p> <p>(4) Interfere with other users, or hinder information security or viewing order.</p>
Photocopiers	<ol style="list-style-type: none"> 1. When using photocopying equipment, one must respect the intellectual property of others, abide by the provisions of the Copyright Act, and bear related legal liability. 2. To have an archive photocopied, contact a staff member at the front desk for assistance; users may photocopy books or publications themselves. A fee will be charged.
Photography equipment	<ol style="list-style-type: none"> 1. Users may take in their own cameras or borrow from the NAA, but are required to use a camera stand provided by the NAA to photograph original archives. A user must not use a flash, and photographic equipment must be set to the mute setting. 2. A visitor who needs to borrow a camera from the NAA must contact a staff member at the front desk to borrow a camera and handle matters regarding storage of the photos of records. A visitor who finishes using a camera prior to close of business on the same day, or who needs to leave the premises temporarily, must return the camera to a staff member at the front desk. 3. The light bulb or light tube on a camera stand may be turned on only while photographs are being taken, and must be turned off immediately after photographing is finished in order to reduce wear.
Office supplies, stationery,	<ol style="list-style-type: none"> 1. A visitor who needs to use a transparent container or borrow reading glasses or headphones from the NAA must contact a staff member at the front desk to borrow the item, and must return it

and other items	<p>the same day after one has finished using them.</p> <p>2. A visitor may directly take and use clear paper holders, paper bookmarks, pencils, loose blank sheets of paper (and other such office supplies and stationery), gloves, dust masks, and other such items; clear paper holders, pencils, and unused loose blank sheets of paper must be returned to place from which they were originally taken, but the other items need not be returned.</p>
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