

Appendix 11. Green Asia Education Center – Internal Regulations Regarding the Use of Library Facilities

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April 1, 2013
Directive of the Program Director

(Purpose)

Article 1 – These regulations prescribe the necessary matters regarding library circulation for the Kyushu University Green Asia Education Center (hereafter “the Center”).

(Usage)

Article 2 – The individuals permitted to use the library are as listed in the following.

- (1) Program Course Students in the Advanced Graduate Program in Global Strategy for Green Asia.
- (2) Faculty involved in the business operations of the Advanced Graduate Program in Global Strategy for Green Asia and students.

2 – In addition to those individuals established in the preceding provision, also those individuals permitted by the Program Director.

(Reading)

Article 3 – Individuals shall conduct reading of materials in the designated locations, and return materials to the designated locations when done reading.

(Lending Period)

Article 4 – The lending period for materials shall be two weeks.

2 – Individuals who apply within the lending period may extend the lending period so long as it does not prevent use by other individuals. In this event, the period of extension shall be limited to the lending period outlined in Paragraph 1, starting on the day of application.

3 – Irrespective of the provisions outlined in preceding paragraphs, the Center Director may change the lending period if he or she determines it necessary.

(Lending Procedures)

Article 5 – The procedures for borrowing and returns shall be completed by the user.

2 – When borrowing or returning, the user shall record the necessary items on the lending box in the Green Asia office.

(Lending Limits)

Article 6 – The number of documents that can be borrowed shall be in principle up to five documents per person.

(Conditions)

Article 7 – Users must observe the following conditions.

- (1) During the period of use, the individual should satisfactorily manage the materials as one’s own responsibility.

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(2) In the event that the materials have been lost or damaged, notify the Center administrative office immediately and comply with the office's instructions.

(Repayment)

Article 8 – Individuals whom have lost, or significantly dirtied or damaged materials while using them may be asked to compensate for those materials with replacement materials or at a price equivalent to the materials.

(Administration)

Article 9 – The Center administrative office shall perform administration related to lending.

(Other Provisions)

Article 10 – In addition to the provisions established in these regulations, the Program Director shall establish other matters elsewhere as necessary.

These internal regulations are effective as of April 1, 2013.

April 1, 2013
Green Asia Education Center