

# Tama Art University

## Application for library visit

Please complete the form and send it to Hachioji Library Office ([tosho-h@tamabi.ac.jp](mailto:tosho-h@tamabi.ac.jp)) at least **14 days before** the visit.

**Name of the representative person**

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**Names of the other visitors** (\*if the space below is insufficient, please attach the full list to this form)

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**Number of visitors** (\*we do not accept visits from groups of more than 20 people)

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**Preferred date and time of your visit** (\*please refer to the [library calendar](#) on the website to check if the library is open to visitors on your specified date)

Date (DD/MM/YYYY): \_\_\_\_\_ Arrival time: \_\_\_\_\_

**Your affiliation** (\*name of the university, architectural firm, or other company you are affiliated with)

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**Purpose of your visit**

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**Email address at which you can be reached during your stay in Japan**

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**Postal address in your home country**

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I have read carefully and fully understand the instructions as provided on the library website. I agree to follow the instructions of the librarians and other officials as explained on the day of my visit. I also promise not to violate TAU students' rights to study and other regulations assigned by the university, especially the prohibition of taking pictures inside the library building.

I agree.

**Other comments/questions/requests** (\*if any)

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