

### [M3] Regulations with Regard to Filming in Toyo Bunko

Photographing of the buildings or items in the Toyo Bunko Museum will be controlled in line with the following regulations.

#### (Purpose)

1. These regulations are established to ensure that photography and filming of the buildings and collections of Toyo Bunko are done in an appropriate manner.

#### (Permission for Filming)

2. Without first gaining written permission no one may film any of the following items on or within the property of Toyo Bunko: buildings on the property, any of the facilities, exhibition items, books in the collections, other items in the collection, products, individuals and their possessions. (This includes filming for movies, dramas, and other production of images, as well as photography or filming for commercial advertisements.)
3. Photography and filming can only be done after an application has been approved by Toyo Bunko.

#### (Limitations on Filming)

4. Toyo Bunko bans filming under the following circumstances:
  - (1) Filming without first gaining written permission.
  - (2) Filming by individuals have previously filmed without gaining permission.
  - (3) Filming related to religious activities.
  - (4) Filming related to political activities.
  - (5) Filming related to activities that offend public order.
  - (6) Filming that damages or has the possibility of damaging Toyo Bunko property.
  - (7) Filming that is related to illegal or inappropriate activities.

(8) Filming that is judged to be inappropriate.

(Procedures for Filming)

5. Those who seek permission to film or photograph must receive permission by submitting the Request for Permission to Film together with a proposal and explanatory materials four weeks before the planned date of filming.

\*For more information on requests for filming, please see the “Procedures for Filming.”

(Conditions for Filming)

6. In granting permission for filming, the following conditions must be followed:
  - a. Filming must include only those items requested in the application.
  - b. Filming must take place during the time and in the places agreed upon with the Toyo Bunko staff, and using the method (video, photography, etc.) agreed upon.
  - c. The person doing the filming must provide all necessary equipment and should consult with the Toyo Bunko staff regarding power supply.
  - d. Those doing the filming should not smoke or eat in places that are not designated for those functions.
  - e. If there is any trash created during the filming, those doing the filming must remove it.
  - f. None of the images of buildings, land or external structures should be manipulated. To prevent damage during filming, those doing the filming should listen to the advice of the Toyo Bunko staff, and when the filming is completed must return the areas where they have filmed to their original state and clean up the filming site.

- g. Those who have done the filming will take responsibility to deal with any questions raised about legal matters, including ownership rights and copyright issues.
- h. In attributing credit for images, please consult with Toyo Bunko about the appropriate way of acknowledging the cooperation of Toyo Bunko.
- i. A copy of the completed work with images should be given to Toyo Bunko.
- j. For requests for images of individual books or other materials, please refer to the separate regulations for “Requests for Reproduction.”

(Suspension of Filming)

- 7. In cases where those doing the filming violate any of the conditions in items 4 and 6, Toyo Bunko reserves the right to order a suspension of the filming. If filming is suspended, those doing the filming must pay the fees for filming.

(Fees for Filming)

- 8. The following fees are collected for filming (The listed fees do not include the consumption tax which will be added to the fee).
- 6. Still photos (for magazines or advertisements) ¥20,000 per hour
- 7. Video images (for films, commercials or television broadcast) ¥40,000 per hour
- 8. Fees will be individually negotiated for filming that will requires longer hours.

(Compensation for Damages)

- 9. If any person damages the building, internal facilities, exhibits, collections, stored items, or products of Toyo Bunko due to reasons attributable to that person, Toyo Bunko shall be compensated for all damages. The same applies to any injury caused to individuals within Toyo Bunko or on its property.

(Revision of the Regulations)

- 10. Toyo Bunko can amend the regulations at any time.

These regulations go into effect from April 1, 2024