



CONSULATE-GENERAL OF JAPAN
QUEENSLAND

CONDITIONS OF LOAN OF CULTURAL MATERIALS

1. Cultural materials are available to borrowers in **Queensland** only. Borrowers should be teachers or persons/organizations promoting or teaching Japanese culture, etc.
2. Anyone intending to borrow cultural materials from the Consulate must apply by completing a Request for Loan of Cultural Materials form and submit it **Two Weeks** before the proposed loan period.
3. No more than **10 items** may be borrowed at one time by one borrower, unless special arrangements have been made with the Librarian prior to the loan period.
4. Cultural materials may be borrowed for a maximum of **2 weeks**. In busy periods this may be reduced to accommodate other loan requests.
5. Borrowers must organise collection and return of materials.
With some exceptions, items must be collected and returned by the borrower in person.
6. Loan of cultural materials will only be granted on the condition that the borrower agrees to return all materials in the same condition as they were prior to the loan. If damage or loss occurs, the borrower must be prepared to reimburse the Consulate for any costs incurred in repairing or replacing the item.

**BORROWERS WHO DO NOT COMPLY WITH THESE CONDITIONS
WILL BE REFUSED FURTHER LOANS**

CONSULATE-GENERAL OF JAPAN
17TH FLOOR, 12 CREEK STREET , BRISBANE, QLD, 4000



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REQUEST FOR LOAN OF CULTURAL MATERIALS

Borrower: (Name) _____

(Position) _____

(Organisation) _____

Address: _____

Telephone: _____ Facsimile: _____

Mobile Phone: _____ Email: _____

Date of Loan: FROM _____ / _____ / _____

TO _____ / _____ / _____

Location of Event: _____

Number of People to Attend Event: _____

Items to be Lent: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Planned method of collection:

Courier / post / in person / other (please indicate): _____

Planned method of return:

Courier / post / in person / other (please indicate): _____

****With some exceptions, items must be collected and returned by the borrower in person.***

AGREEMENT ON THE LOAN OF CULTURAL MATERIALS

I certify that I wish to borrow the above listed items provided by the Consulate-General of Japan in Brisbane. I agree to abide strictly by the Conditions of Loan of Cultural Materials.

Signature: _____

Date: _____ / _____ / _____

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