

Loan Policy

Cultural Resource Loan Library

21/07/2023

1. Borrowers must present their ID at the time of borrowing. A photocopy of the ID will be kept by the Cultural Resource Loan Library until the items are returned.
2. An individual or organization may borrow up to two (2) items at a time for a period of fourteen (14) days. Loans may be renewed unless reserved by another party.
3. If the items cannot be returned in person, the borrower may mail the items to the Embassy of Japan in Cyprus at their expense.
4. The individual or organization in whose name items are borrowed, will be responsible for any damage, alteration (including scribbles, highlighting, etc.,) and loss. The Embassy of Japan in Cyprus reserves the right to determine the extent of any damage incurred or the replacement cost for lost items.
5. Items may be used for non-profit and educational purposes only. Entry fees may not be charged for displays.
6. Items may not be duplicated unless previous arrangements have been made with the Embassy of Japan in Cyprus.
7. Designated reference materials may not be removed from the Embassy facilities.
8. Clothing must be cleaned by dry cleaners of the borrower's choice and at their own expense.
9. Failure to abide by the loan policies might result in the blacklisting of the borrower. Blacklisted individuals or organizations are not able to borrow from the Cultural Resource Loan Library.