

Embassy of Japan in Barbados

Cultural Resource Library

Loan Policy and Procedure

1. Borrowers are required to present a valid photo ID at the time of borrowing. A copy of the ID, along with the contact details of the borrower, will be retained by the Cultural Resource Library for record-keeping purposes.
2. An individual may borrow up to two (2) items at a time, for a period of fourteen (14) days.
3. Borrowers are requested to return items by the due date.
4. Reasonable care should be exercised when using library books and materials.
5. The borrower is responsible for any damage, alterations (scribbles, highlighting, etc.), or loss of items. The Embassy of Japan in Barbados reserves the right to determine the extent of any damage or alterations incurred, as well as the replacement cost for lost, damaged or altered items.
6. Items may be used for non-profit purposes only.
7. Items may not be reproduced, duplicated or distributed without prior written consent from the Embassy of Japan in Barbados.
8. Failure to adhere to the loan policy will result in the suspension of borrowing privileges. Individuals with suspended privileges will be unable to borrow items from the Cultural Resource Library.

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