

Term and conditions of "Tadoku Material" Borrowing Program

The Japan Foundation, Kuala Lumpur (JFKL)

- (1) The material borrowed should be utilised strictly for non-profit educational purpose only. This service is not applicable for profit making individual/organisation.
- (2) The borrowing period is 28 days and is counted from "pick up date" to "return date". The "pick up date" means the day when the material leave JFKL premise and the "return date" means the day when the material is returned and reached JFKL premise. Avoid "pick up date" and "return date" on Sundays. Kindly take note that the delivery date is subject to be changed at our sole discretion. Therefore, please arrange for pick-up service ONLY AFTER you receive a confirmation email from JFKL.
- (3) The borrowing period can be renewed up to only one (1) time for another 28 days, provided there is no borrowing request from another borrower at that time. Renewal request shall be made 7 days before the overdue date via email to the person-in-charge.
- (4) The borrower will bear all delivery fee and additional charges (postage, service tax, etc.) for pick up and return of the material. Otherwise, the borrower will have to walk-in in person to pick up and return the material.
- (5) If the material is damaged, lost, or stolen, the borrower is responsible for compensation of the material. Kindly take note that the borrower will have to compensate a whole set of the material for each damaged, lost, or stolen item in that particular set of material. In the case where compensation is not made within one (1) month after the end of the borrowing period, additional penalty charge will be imposed. Rate of charges will be decided depending on each case. The compensate set of material shall be delivered to JFKL in person or via postal delivery service. All delivery charges relating to the compensation shall be borne by the borrower. List of the materials can be downloaded here:
<https://www.jfkl.org.my/files/user/Tadoku%20Web/Borrowing%20book%20List.pdf>
- (6) A feedback report shall be submitted along with the return of material. Please fill in the feedback report here: <https://forms.gle/CwQTiWjybjUTfB7m9>