

## **“Books for Understanding Japan” Book Donation**

The Read Japan program donates books about Japan to libraries overseas. Libraries can apply to receive books from the “Books for Understanding Contemporary Japan” booklist below by submitting applications to The Nippon Foundation after reading the Application Guidelines.

### **A. “Books for Understanding Contemporary Japan” Book Donation**

These books, which were selected by a committee of Japanese and foreign scholars, journalists, etc., cover five categories: (1) Politics & International Relations, (2) Economy & Business, (3) Society & Culture, (4) Literature & Arts, and (5) History.

<https://readjapan.org/synopsis/>

### **B. Application Guidelines**

#### **a) Eligibility:**

- **Libraries recommended by an official overseas office of the government of Japan (e.g. Consulate General of Japan, Embassy of Japan, etc.)**
- University libraries and public libraries used by scholars and students
- Libraries serving a general public
- Libraries attached to research organizations and think tanks

Note: Priority will be given to institutions that have not previously received books through this program.

#### **b) Application Materials: (Please read before submitting your application)**

It is necessary to prepare several documents, data files or photo (if any) for your application.

Please prepare to have these materials ready before you start your online application to ensure a smooth process. Once you start the application on the online screen, you have to continue the process until the end as you are not able to save the application temporarily. Therefore, please read the instructions below carefully and prepare the materials before the application.

- 1. Consent Form for GDPR Countries
  - For certain countries/regions, you may need to attach a consent form stating

your agreement to the GDPR. Please check on your own if you are not sure whether your country is subject to the GDPR or not. If your country is subject to the GDPR and you do not have a consent form, you may be rejected.

- 2. Cover letter on a letterhead addressed to Mr. Yohei Sasakawa, the Chairman of the Nippon Foundation
  - 3. Photos or images of an event or seminar relating to Japan held in your library. Those can be used as a reference during the screening process.
- c) Other things you should prepare before the application
- 1. If you need to request the Embassy of Japan in your country to receive the books on your behalf due to certain delivery issues, you must consult the Embassy in advance.
  - 2. There are questions on the online platform such as main source of funding or annual budget for library etc. You can confirm the questions using a sample application form. We recommend you confirm the questions and collect the necessary data before you start the online application.
  - 3. You can choose all books from the booklist.
  - \*please note that we may not be able to meet your request when the book is out of print or out of stock etc.
  - \*Hardcover may be replaced by paperback when it is out of stock.
  - If you have any further questions, please visit our **FAQ page**.

**d) Application Deadline: October 9, 2020 (Japan time 17:00)**

Within two weeks after receiving your application, we will send you a message acknowledging receipt. Please contact us if you do not receive it or check your spam/junk mail inbox. The application will be screened, and successful libraries will be announced by the end of November 2020.

**e) Costs:**

The Nippon Foundation is fully responsible for shipping expenses. However, libraries are responsible for payment of customs fees, VAT and other related charges incurred in the destination country. There is a possibility that customs fees will be incurred even the recipient is the Embassy of Japan. Also, the Nippon Foundation is not responsible for any delivery charges from the Embassy to the applicants. Please consult with the person at the Embassy regarding these charges.

READ JAPAN PROJECT

The Nippon Foundation

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