

FAQ /READ JAPAN PROJECT

No	Item	Question	Answer
1	About the Project	Do you donate only English books?	Yes, we donate only English books.
2	Customs duties	How much is the customs duties for books?	Please inquire your local authority as the fee varies according to the system of the country. The size of the parcel: 60 books in a medium-sized cardboard, weight: about 20kg. Please set aside a customs budget when applying.
3	Customs duties	Do you have any measures for customs duties which may hinder the process of book donation?	Please note that any fees that are incurred locally, such as customs duties, will be borne by the applicant as stated in the application process. Here are some steps that we suggest: 1) Issue a certificate of donation to prove that the books are imported for non-commercial purpose 2) Send the certificate of donation in PDF file to the receiver at the time of shipment 3) Attach the certificate together with the books Depending on the country, the Japanese Embassy may receive the books on your behalf after consultation with the applicant, so please communicate with the Embassy in advance.
4	Terms and condition	My application was rejected in the past. Can I apply again?	Yes, you can.
5	Terms and condition	Do you donate to a university that its name is on your past donation list?	We do not donate the same title to the same library, unless it is a title which is never donated before. If the faculties and departments are different and the libraries are different within the same site, you can apply as a new recipient.
6	Terms and condition	Can museums apply for book donation?	Yes, if they have a library.
7	Terms and condition	Is it possible to apply from a library operated by an NGO or research institution rather than a public library?	If your library has a recommendation from the Embassy of Japan, you can apply regardless of the library size.

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8	Terms and condition	Is there a priority during the screening process?	We will give priority to countries/regions where no donation has been made in the past. In addition, we would prioritize the institutions where the donated books are likely to be utilized, with reference to the application details. Please fill in the relevant fields in the application form.
9	Application method	Is a maximum or minimum limit set to the number of books?	You can apply all books, and there is no minimum limit.As a general rule, one title is donated once per library. However, please note that we may not be able to meet your request when the book is out of print or out of stock etc.
10	Application method	I don't understand English. Is it possible to ask someone at the Embassy to apply for me?	Yes. Please communicate well and make sure all information submitted in the application is correct.
11	Application method	What is the format for cover letter?	To ensure that the application is based on the true intentions of the representative, a general format with the letterhead of your institution is well enough. You can upload the cover letter in the online base application form, and you do not have to send the original copy.
12	Application method	How should we apply if there are several libraries for different departments within a university?	It is possible to submit application for separate libraries within the same university. Even if your university's name appears on our past donation list, you can still apply if it is from a different department or if a title is not donated before. In this case, you have to specify the library name.
13	Application method	Do you have an application format in Japanese?	Sorry, but all applications are submitted online in English only.
14	Schedule	When will the decision be made?	Acceptance/Rejection notice will be sent out by early December.

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15	Schedule	When will the books be delivered?	According to our past experience, we usually start the delivery from the end of the year to the beginning of the following year once all the necessary arrangements have been made. In general, books are sent via surface mail. However, depending on the circumstances, we may send the books via air mail or local delivery company. We will contact you individually and decide after the book donation is confirmed officially.
16	Other	What kind of organization is the Nippon Foundation? Is it an organization backed by the government of Japan?	We are a non-profit private foundation established in 1962. We use part of our profits from MB to fund our social contribution activities within and outside the country based on the law of Motor Boat Racing. We also support the promotion of understanding Japan. We cooperate with the government of Japan on some activities, but we operates
17	Other	Do you have any support (fellowship program) for Japanese	We are sorry that we do not provide fellowship program or other research support under the READ JAPAN PROJECT.
18	Other	Apart from books, do you offer other support such as library renovation or textbook fee for students?	We are sorry that we only support English book donation under the READ JAPAN PROJECT.