



Japan Display Box



The Institute for Japanese Studies at The Ohio State University is pleased to offer the Japan Display Box, a complete, out-of-the-box exhibition for use by librarians and community organizations for up to six weeks. The Japan Display Box contains an array of items from Japan such as artwork, artifacts, utensils and various other display objects. The box also contains display-size description cards of each item so that borrowers can quickly and easily set up a beautiful and educational exhibition.

The Institute for Japanese Studies will mail the box, **free of charge**, directly to schools or organizations wishing to use it. Because the contents of the box are fragile and in some circumstances, irreplaceable, **a credit card is necessary to secure the use of the box.** *A \$25.00 fee will be charged to borrowers if the box and its contents are not returned to the Institute for Japanese Studies safely and timely.* The Japan Display Box must be returned to the Institute of Japanese Studies **at the expense of the borrower.**

The Institute for Japanese Studies has two Japan Display Boxes, so we encourage schools and organizations to reserve the boxes in advance. At times, it may be necessary to reduce the length of time an organization may borrow a box to accommodate a higher demand.

Individuals interested in borrowing a Japan Display Box are asked to complete the form below and return the form by fax, mail, or e-mail to:

Institute for Japanese Studies
The Ohio State University
310 Oxley Hall, 1712 Neil Avenue
Columbus, Ohio 43210
Tel: 614-292-4002
Fax: 614-292-7589
E-mail: jasco@osu.edu

The Institute for Japanese Studies will contact you to confirm your reservation and to obtain your credit card information. Thank you!

Contact Person: _____
Event or Exhibition Title: _____
School or Organization: _____
Address: _____
City/State/Zip: _____
Tel: _____ Fax: _____
Mobile Phone: _____
E-mail: _____

I would like to receive the box by:

I will return the box by:

The Japan Display Box can be checked out for 6 weeks.
Thank you for your cooperation.

for office use only

1. mdy rqst rcvd: _____
2. Outreach RSVP _____
3. AnyTime Calendar _____
4. Assigned Box: _____
5. MDY box sent: _____
6. Expected return date _____
7. Actual return date _____
8. Return Outreach RSVP _____
9. Contents Confirmed _____
10. Survey Rec'd _____