

きくがわしりつとしょかん りょう ごあんない
菊川市立図書館 利用のご案内

Kikugawa Public Library Service Guide

●Kikugawa Bunko

61 Horinouchi Kikugawa-shi 439-8650

TEL 0537-36-2220 FAX 0537-35-0908

●Ogasa Library

6225 Shimohirakawa Kikugawa-shi 437-1514

TEL 0537-73-1132 FAX 0537-73-1133

●URL <http://tosyo.city.kikugawa.shizuoka.jp/>

●Open Days Tuesday ~ Sunday

●Open Hours 10:00 a. m. ~ 6:00 p. m.

●Closed

- Every Monday
- December 29 ~ January 3
- Specified Period for rearrangement

●User

- Everyone lives, works or attends school in Kikugawa.
- Everyone lives in Omaezaki-shi, Kakegawa-shi, Hukuroi-shi, Iwata-shi or Mori-machi. (If you live in other areas, inquire at the Counter.)
- There is no limit by the age.

●Lending

- You can use the card at both Kikugawa Bunko and Ogasa Library.
- When borrowing library materials, please present them at the Counter with your Library Card.
- When borrowing Audio-materials(CD・Cassette・Video・DVD), please bring the sample case to the Counter.

<Per one person>

Kind	Max	Period
Books・Picture-story show	10	15days
Magazines (except the latest)	5	15days
Audio-materials	3	8days

●Returning

- If you can, please return to the library where you borrowed.
- Please return the borrowed material by the decided day.
- When the library is closed, please put materials into the “Book Post” by the entrance.
- If they are Audio—materials, please return to the Counter.
- You can send the book by mail.

●Extension the Lending Period

- When you want to extend the lending period, offer at the Counter in the period.
- You can extend 15 more days except the materials which are reserved by someone.

●Reserving Service

- You can reserve the materials which are lent out.
- Let you know by the telephone when you can borrow the materials.
You receive them at the library where you reserved.

●Request Service

- You can request to borrow the book that we don't have at this library from other libraries.
- You receive it at the library where you required.

●Photocopying Service

- You can photocopy only the materials in this library in accordance with copyright law.
(You must pay the charge for photocopying)
- Please fill out the application at the Counter.

●Searching For Materials

- You can use the computer OPAC (Online Public Access Catalog) by the Counter. You can search materials by the title, author or publishing company.
- Please ask a staff at the Counter if you require any assistance for using the OPAC.

●Reference Service

If you have a particular question that can be solved by referencing library materials, we can find the answer for you.

●Registration

- The first time you use the library, please apply for your Library Card at the Counter.
- It is free to get a Library Card, but it is necessary to fill out the application and show some identification with your name and current address (ex. Driver's License, Social insurance certificate, Foreign registration card).

●The user card ; importantly

- In the library, it is computer aided.
When borrowing library materials, please present them at the Counter with your Library Card.
- Your Library Card cannot be used by other people

●When you have lost the user card

- Please contact us at once when Library Card was lost and when the content of registration changes.
- It costs actual expenses to reissue the user card.

●How to use in the library

- Please do not return the books directly to the shelf.
- Drinking, eating, smoking in the library is not allowed.
- Please do not disturb other users of the library.