

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(FAX) 0537 - 73 - 1132(1133)

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

Open Days Tuesday ~ Sunday

Open Hours 10:00a.m. ~ 6:00p.m.

Closed

- Every Monday
- National Holidays (If it falls on Monday, also on the following Tuesday)
- December 28 ~ January 4
- Specified Period for rearrangement (in February)

User

- Everyone lives, works or attends school in Kikugawa.
- Everyone lives in Omaezaki - shi or Kakegawa - shi.
(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	15 days
Magazines (except the latest)	5	15 days
Audio - materials	3	8 days

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.