

# Shisui Public Library Guide

## Opening Hours

◇ Tuesday to Sunday, and national holidays 9:00a.m.- 5:00p.m.

## Closed Days

- ◇ Mondays (The following weekday if a Monday falls on a national holiday)
- ◇ The next day of a national holiday (Except for Saturdays and Sundays)
- ◇ Library reorganization days (Every 3<sup>rd</sup> Thursday)
- ◇ The new year holiday period
- ◇ Special reorganization period

## <<<Registration>>>

◇ The library card is required to borrow materials.

Who can make the library card?

\*Anyone who lives in Shisui town (including 0-year-old baby)

\*Anyone who works or attends school in Shisui town

\*Anyone who lives in neighboring cities of Shisui town ( Narita, Tomisato, Sakura, Yachimata, and Inzai )

◇ Please fill out an application form.

To apply for the library card, you need to present a document that proves your identity and current address, such as a driver's license or residence card.

Please bring it to the library counter with the application form.

And also, if you work or attend school in Shisui town, please bring a document of proof upon applying (employee or student identification card).

◇ The library card may be used only by the person to whom the card was issued.

◇ The library card is valid for 5 years from the issue or renewal. The card can be renewed from 3 months before the expiration date.

<Handling of personal information>The information of registration is observed by the regulations of personal data protection in Shisui town.

## <<<Checking Out Materials>>>

◇ Please bring materials you wish to borrow with your library card to the library counter.

◇ Self-checkout machines (Self Counters) are located next to the library counter. You can check out materials by yourself if you follow the instructions on the screen. But if you would like to borrow audio-visual materials, please bring them with your library card to the library counter.

◇Reference books, local materials, the latest issues of magazines, newspapers and other valuable materials are only available for use inside the library.

Types of Materials	Maximum Number	Borrowing Period
Book / Magazine / Picture story board	10 total	2 weeks
CD / DVD	2 total	2 weeks

## <<<Extending Loan Period>>>

◇You can ask to extend the loan period at the library counter, on the website, or by phone.

If the material is not overdue, you can extend the period for a further 2 weeks from the date of application.

The loan period can be extended only once.

◇You cannot extend the materials reserved by other users, on loan from other municipalities. And also, you cannot extend audio-visual materials.

## <<<Returning Materials >>>

◇Please return the material you borrowed to the library counter by the due date.

◇When the library is closed, you may drop only books into the “Book Post”(the drop-off box ) which is set up the side of the entrance.

◇You cannot use the “Book Post” (the drop-off box) for any audio-visual materials. This is to prevent the materials from getting damaged. Please return them at the library counter.

## <<<Searching for the materials>>>

◇You can search the library materials by using the “OPAC”(Online Public Access Catalogue) search engine. And also, you can search them on the library’s website.

◇Reference Service

The library offers not only reading materials but also supporting service such as information for research and introduction of material search method.

Please feel free to enquire.

◇Reference materials (dictionaries, statistics, yearbooks, etc.)

◇Computer for the internet service

You can use the computer for free at the library so that we can help your research and survey.

## <<<Reserving materials>>>

◇If you live, work, or attend school in Shisui town, you can make reservations of the materials.

If you cannot find the book you would like to read or it is being checked out by other users, you may make a reservation.

◇When the requested books become available, we will notify you by means you have chosen in advance. (By phone, email, unnecessary, etc.)

- ◇ Please pick the requested books up within a week. Reservations will be cancelled automatically after one week.
- ◇ Reserving audio-visual materials is not acceptable.
- ◇ Reserving new books before release date is not acceptable.
- ◇ How to reserve
  - You can make a reservation at the counter. (Please fill out the request form and bring it to the counter.)
  - Reservation can be made through the search machines (OPAC) in the library.
  - You can make a reservation from our webpage.
  - And also, you can make a reservation by phone.
 (When you make a reservation on the internet or from the search machine on your own, a password is required.)
- ◇ You may confirm your borrowing materials or the status of the materials you have reserved by using the following;
  - The library's webpage... "My Menu"
  - "OPAC" in the library
- ◇ Also, you may change or cancel your reservation from the computer in the library or on the website.

## <<<Lending service for organizations>>> (Group Checkout Service)

- ◇ Nurseries, schools, reading activity groups located in Shisui town may use the group lending service. (Group Checkout Service is available for groups which registered with the library.)
  - Up to 100 materials for maximum of one month may be borrowed.
  - If you would like to introduce some books to children in your story hour, or if you need a lot of books to check up on something, please ask the staff.

## <<<Other Services>>>

- ◇ Photocopy Service (black and white 10yen per copy)
  - There is a charge for photocopy services.
  - Materials in the library can be photocopied within the limits of the copyright law.
  - Please apply by filling out the photocopy application form.
  - Some materials cannot be photocopied.
  - Notebooks and other materials brought from outside cannot be photocopied.
- ◇ Request Service
  - If you live, work, or attend school in Shisui town, you can make a request of the material.
  - If the material is not owned by the library, you may make a request at the counter or by phone.
  - If your requested book is not owned by the library, we will comply with your request as much as we can to purchasing them or borrowing them from other libraries.
  - Please note that we may not meet all your requests.
  - Requesting audio-visual materials is not acceptable.
  - Requesting new books before release date is not acceptable.
- ◇ Audio-visual corner
  - To use the corner, please apply at the counter. You need the library card to apply.
  - Audio-visual booths are available. You can watch and listen to the audio-visual materials owned by the library in the booths.

PCs to search the internet are available. You can use the PC for 30 minutes a time. You can extend to use it more 30 minutes if nobody waits for.

For more information, please ask the staff.

- ◇ Magnifiable reading machines      ◇ Books printed by large-sized type      ◇ Sterilizer for books
- ◇ Reading record register
- ◇ OPAC / The library's website service

If you make use of the functions (Favorites /Email Magazine /Reading Record), please register on the website.

- ◇ E-books service  

If you live, work, or attend school in Shisui town, you can make use of this service. And also, the library card is necessary.

## <<<Support of reading for Children>>>

Our library staff will help children to meet books and support their research.

- ◇ Picture books, excellent readings for children, picture-story boards, illustrated reference books, dictionaries and useful books for comprehensive learning are available in the children's library.
- ◇ Shisui Public Library presents the events for children.  
“Story time for children” and “Story time for babies” are held monthly. And also, wonderful and enjoyable events are held for them every season.
- ◇ Our library issues children's book lists according to age.
- ◇ Our library gives Reading Record Register to children. (The children can record the books they have borrowed.)
- ◇ Children's website (OPAC / The library's website)

There are a lot of enjoyable functions for children. (Searching for the library materials/ Email “I've come to the library.”/ Reading Medal, etc.)

### ◇◇◇Notification◇◇◇

The library is a public facility. Please keep the manners in the library.

Please take good care of all materials of the library.

Eating, drinking, and photo shooting are not allowed in the library.

Please refrain from talking on your phones inside the library.

All materials of the library are important public property in Shisui town.

If you lose or damage a borrowed material, you'll be required to pay for a replacement.