



■ Chuo-Library ちゅうおうとしょかん 中央図書館

3219-1 Kibi, Kosai-City, 〒431-0441

phone 053-576-4351 / fax 053-576-1100

Open Hours : 9:30am~18:30pm

Closed Days : Every Monday / Year-end and New Year Holidays / Arrangement Period

※Other National Holidays open (closed the another day after open holidays)

■ Arai-Library あらいとしょかん 新居図書館

250-5 Arai, Kosai-City, Shizuoka 〒431-0302

phone 053-594-3155 / fax 053-594-3604

Open Hours : 9:30am~18:30pm

Closed Days : Every Tuesday / Year-end and New Year Holidays / Arrangement Period

※Other National Holidays open (closed the day after open holidays)

■ Seibu-Kominkan Library せいぶこうみんかん 西部公民館

Open Days and Hours : Tuesday-Sunday 9:00am~17:00pm

Closed Days : Every 3rd Sunday / Holidays / Year-end and New Year Holidays/Arrangement Period

■ Hokubu Tamokuteki Center Library ほくぶたもくてき 北部多目的センター

Open Days and Hours : Tuesday-Saturday 9:00am~17:00pm

Closed Days : Every 3rd Sunday / Holidays / Year-end and New Year Holidays/Arrangement Period

【 How to get a Card 】 かしだし 貸出カードのきくせい作成

Library Card is required to use the Library. Residents/Students/Workers of Kosai-City and Toyohashi-City can get a FREE library card. Complete the application form and present it with proper identification (a valid driver's license is ideal or another form of picture ID) to a circulation staff. You will be able to borrow library materials on the day you receive your card. The library will review your registered information every three years.

*Bring your library card whenever you visit the library. You will not be able to borrow materials without it.

【 Cards can be used at 】 利用できる館

Kosai-City Chuo Library / Arai Library / Seibu-Kominkan Library / Hokubu Tamokuteki Center Library

*You may return any items you check out to any location above.

【 Guidelines for Library users 】 注意事項

You must present your library card for all library transactions.

Books and materials must be returned in good condition.

Please report immediately lost or stolen cards.

Additional replacement cards will cost extra fee.

Please report immediately when your address/phone number changes after registering.

You will be held responsible for items checked out and for any charges on items that are lost or damaged.

Drinking, eating and smoking in the library are not allowed.

Taking pictures and telephoning in the library is not allowed.

If you don't follow our library rules, we stop using your library card.

【 Borrowing 】 借りのとき (貸出点数・貸出期間・返却期限延長)

Your library card is your key to borrowing circulating books, compact discs, DVDs, etc. at any Kosai City public library. Just present your card and library materials to the staff at the circulation desk.

Loan periods are the following :

Library Material	Checkout Period	Quantity
Books & Public Documents	2 weeks	12
Compact Disks	2 weeks	2
DVDs		

*Books and most other library materials may be renewed, if there are no reserves on the items. Only one renewal per item is allowed. You may also renew your materials at any public library, by calling during open hours. DVDs/Compact Disks are not renewable.

【 Returning 】 返すとき

Most library materials do not have to be returned to the library from which they were borrowed. They may be returned to any public library. After hours, books may be returned in the library's book drop. Because audiovisual materials can be damaged when heavy books fall on top of them in the book drop, they should be returned to a circulation desk during the library's open hours.

【 Reservation 】 予約・予約点数

You can reserve books that are currently out on loan. Please apply for reservation at the circulation desk.
(Book Reservation Forms for reserving book(s) out on loan are available at the circulation desk or from the Library Home Page (Advance password registration is required). We will inform you when they are available. (If mail informing is preferred, e-mail registration is required)

(i) Books and magazines・・・up to 5 books per once.

AV materials・・・1 item per once.

(ii) Please visit the library with your library card within one week from informed. When visit with in one week is not available, the reservation will be cancelled.

【 Book Requests 】 リクエスト・リクエスト冊数

When the book is not available in the library, book request may be made. Staff will consider whether to purchase or lent it from other related libraries considering the balance of the genre, other borrower conditions, and comply each request by following the Document Acquisition Standard. Please be aware that requested items may not be obtained for certain reasons or may take several months to obtain.

*One item request can be made by each person per one month.

【 Material Search 】 資料を探したいときは・・・

There are Search Engine Computers in the Library. Enter the title, author, etc. into the computer and it will help you search information and acquire literature. Also, please feel free to ask the staff.

【 Internet 】 インターネット端末

Internet usage is available by presenting your Library Card or with proper identification (a valid driver's license is ideal or another form of picture ID).

(i) Internet usage is available for searching and browsing only.

(ii) Since there will be access by the general public, there may be limit in access.

【 Copying Service 】 コピーサービス

We provide copying services within the limits of the "Copyright Law" so as not to infringe the rights of the copyright holders. Complete the "Document Copying Application Form" application form (name of the book, page, and your name) at the counter.

*Only library materials may be photocopied. Personal use only. (Under the Japanese Copyright Law).

*Our copying service is based on the Copyright Law, Article 31.

Copy Price:

Black-and-White 10-yen(per copy) Color 50-yen (per copy)

【 Use of Study Rooms (Chuo-Library) 】 がくしゅうしつ ちゅうおうとしょかん 学習室 (中央図書館)

Study Room is available on the 2nd floor. Please fill in the "seating card", located at the circulation desk and apply.

(i) Eating and drinking are strictly prohibited inside the study room.

(ii) Please refrain from the use of calculators, computers, and other materials that make sounds. It can bother others.

【 Seasonal Events 】 かくしゅちまお もの あんない 各種催し物のご案内

We prepare movie meets, story telling, and also seasonal events that can be enjoyed by children to adult. Please refer the news letter "Kosai", Library Homepage, or the Bulletin Board at the Library.

