



川口市立図書館 利用案内 (English)

KAWAGUCHI CITY LIBRARY

User's Guide



The library is free of charge.

Books, magazines and other library materials on the stacks are available to all.

We respect the privacy of our users.

◆ Library Hours (かいかん じかん)

	Library Hours	Closed days
中央 Chuo ☎048-227-7611	Monday to Friday 10:00 – 21:00 Saturday, Sunday & National Holiday 9:00 – 18:00	The 3rd Friday of each month (the preceding day if the 3rd Friday is a national holiday) Year-end & New Year (12/29 – 1/4) Special Maintenance Periods (will be posted in advance.)
前川 Maekawa ☎048-268-1616	Tuesday to Friday 10:00 – 18:00 Saturday, Sunday & National Holiday 9:00 – 17:00	Mondays (the following weekday if Monday is a national holiday) The Last day of each month (if the last day of the month falls on a weekend, Monday or national holiday, the library will close on the preceding weekday) Year-end & New Year Special Maintenance Periods (will be posted in advance.)
新郷 Shingo ☎048-283-1265		
横曽根 Yokozone ☎048-256-1005		
戸塚 Tozuka ☎048-297-3098		
鳩ヶ谷 Hatogaya ☎048-285-3110		
芝園分室 Shibazono (Branch-Lib) ☎048-269-2241	Tuesday to Friday 13:00 – 17:00 Saturday, Sunday & National Holiday 10:00 – 17:00	
We also have ... 移動図書館 Bookmobile (Mobile library) 文庫 Bunko (Library-rooms in the community centers)		※For details : Library's webpage https://www.kawaguchi-lib.jp

◆ Getting the library card (りよう カード を つく る)

In order to make a library card, a piece of identification which shows your name and address (e.g. Residence Card, Health Insurance Card) is required.

Please fill out the “Application Form for Library Card” and bring it to the counter with your identification.

The library card can be used at all public libraries in Kawaguchi City.

Please let us know if you lose your card or change your address.

◆ Borrowing (かしだし)

Please bring your library card and the materials to the counter.

In Chuo library, you may check out at the “貸出”(check-out) counter or Automated checkout machine.

Please be careful not to cause damage to the library materials.

All items can be borrowed for **2 weeks**
from the day they are checked out.

★Number of materials you can borrow...

Books and Magazines ----- Total of **20** items
CDs, DVDs and Videos ----- Total of **5** items
Cassette Tapes and Language-study CDs ---- Total of **3** items

Please return the materials within the borrowing period !

If the items borrowed exceeded 15 days or more, unless overdue items are returned, the borrower will not be allowed to:

- Check out other items
- Extend borrowing period of all items you borrowed
- Make new reservations

◆ Returning (へんきやく)

Please bring the materials to the counter.

When the library is closed, you may slip the books into the “Book Post/Return Slot”.

★Please do not deposit CDs, DVDs and videos in the slot. Please return these items to the counter.

◆ Searching for materials (しりょうをさがす)

By using the "OPAC" (Online Public Access Catalogue) search engine in the library, you can search the library materials.

You can also search them on the library's webpage (<http://www.kawaguchi-lib.jp>).

The library staff will help you search the materials. We also provide research and reference assistance.

◆ Reservation Service (よやくサービス)

Users can make reservation for the library materials.

★The number of materials you may request
 Books and Magazines --- total of 20 items
 CDs, DVDs, and Videos --- total of 5 items
 Cassette tapes or Language-study CDs --- total of 3 items

In order to make reservations, please fill out the "Reservation Card."

If you already have your password issued from the library, reservations can be made by using the "OPAC" in the library or from our webpage.

When the items become available, we will notify you by means you have chosen in advance.

Please pick up the items **within a week**. Reservations will be cancelled automatically after one week.

Reservations cannot be made for audio-visual materials that are not held in Kawaguchi City libraries.

For books and magazines that are not held in our library, it is possible to purchase or borrow from other libraries. (Please note that we may not meet all your requests.)

◆ Checking User Status (りようじょうきょうのかくにん)

You may confirm the items you have checked out or the status of the items you have reserved by using the following;

Webpage URL: <http://www.kawaguchi-lib.jp> (English is available)
 "OPAC" in the library (English is available)

You need a **password** to use these systems. The password will be issued at the counter.

◆ Photocopy Service (コピーサービス)

* There is a charge for photocopy services.

Items in the library can be photocopied within the limits of the copyright law.

Please apply by filling out the photocopy application form.

Some items cannot be photocopied.

◆ Internet Access (インターネットえつらん)

Personal computers for accessing the Internet are available in the library.

These computers are aimed to be used for research.

To apply to use this corner, please come to the counter.

You cannot print or save data to any recording media.

◆ Audio-visual Materials (しちょうかくしりょう)

* CDs, DVDs, videos and other audiovisual materials are fragile. Please handle them with care.

Returning audio-visual materials:

- Please return audiovisual materials directly to the staff at the return counter. The library staff will check the items to ensure that there has been no damage.
Please let us know if there was something wrong with the material.
- Do not return audio-visual materials to the "Book Post/Return Slot". (It may damage the items.)
- Please rewind videos and cassette tapes before returning.
- Be sure to return attached booklets with the materials.

Lending videos in the library is permitted only for individual use, either at home or in the library by the copyright law. Materials cannot be copied, displayed for public viewing or broadcast without the direct permission of the copyright holder. Our library is making every effort to provide as many materials as possible. However, due to the copyright law, items will be limited.

Foreign newspapers & magazines

Location : Chuo Library

Newspapers :
 The Japan News
 The Japan Times
 Asahi Weekly

Magazines :
 TIME FOREIGN AFFAIRS
 Newsweek FORTUNE
 Forbes The Economist
 NATIONAL GEOGRAPHIC
 HIRAGANA TIMES.

etc...