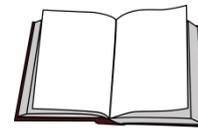


KONAN CITY PUBLIC LIBRARY GENERAL INFORMATION



[Library Card]

- The library card will be expired after 5years from the date of issued.
- The library will review your registered information with your identification card after 5 years from the date of issued.

[Borrowing]

- You may borrow **up to 10 items** (books, magazines and Kamishibai ,etc) for up to 2 weeks.
- You may borrow **only 2 item** each for audiovisual material (videos, CDs and DVDs) for up to 2weeks.
 - ★ **You may not borrow more than 10 items at once.**
- When you lost your library card, the library will issue “temporary card” which expire for 1 month. One month later, if your library card is not found yet, the library will reissue you a new library card.

[Returning]

- All the items borrowed from the library may be returned at the reception desk during opening hours.
- When the library is closed, you can return your items in the “Book Return Box” which is located outside of the main entrance. There is also the “Book Return Box” as following branch.



Hotei Branch(Hotei Fureai Kaikan), Miyata Branch , Kusai Branch and Konan station(located in front of the left side elevator near the ticket barrier: return only)

- All the items may be returned as these following institutions during opening hours.



Shougaigakushu section in Konan City Hall, Rojin Fukushi Center, Kochino-Kita Community Center, Kochino-Nishi Community Center and Hotei-Nanbuchiku studying facilities.

When the City Hall is closed, you can only return your items at the night-duty room where located north entrance.

- If any of your items are overdue longer than 15 days, you cannot borrow other items.
- **★ Please keep your return's due date.**

[Finding Books]

- If you are looking for any items, please ask the library staff .
- You can search for items by the computer in the library. Please feel free to use the computer anytime.
- You can search for items by the library's search engine. You can also search items by the computer at Hotei Branch(Hotei Fureai Kaikan), Miyata Branch and Kusai branch.

[Reserving]

- You can reserve to hold the items which has been borrowing by someone. Please fill out the form for a reservation at the library reception desk. However, you cannot reserve any comics. You can search any special collection of books and to reserve books through the library computer as following branch.



Hotei Branch(Hotei Fukushi Kaikan), Miyata Branch and Kusai Branch.

If you would like to reserve items, you must obtain a password first.

----How to obtain a password----

You may go to the library reception desk or you may register through the library's website. On the website, you may access to [利用者のページ]→[新規パスワード生成] to obtain a password.

You can also use your mobile phone to obtain a password.

The library suggests you for changing the password afterwards. (**Recommended Password**: create mix the alphabet and numbers 8 characters in total)

[Request Books]

- You can request books which are not in the library.
- After your request, the library will consider your request. If your request is approved, the library will deal with your request as best as they can.

[Internet Service]

- 1 hour for free. It's limited to use for each person a day.

[Copy Service]

- You are allowed to copy only the library items that follows within the copyright law.
- The charge per sheet / 10 yen. Color printing 50 yen per sheet

[Reference Service]

- Users who require assistance with research or reference databases should ask the reception desk for assistance. Please feel free to ask them.

[Delivery Service]

- The library has delivery service of books following institutions. You can borrow and return books when delivery is in service.



Shougaigakushu section in Konan City Hall, Hotei Branch(Hotei Fureai Kakan), Miyata Branch, Kusai Branch, Rojin Fukushi Center, Kochino-Kita Community Center, Kochino-Nishi Community Center, Hotei-Nanbuchiku studying facilities and Konan Station(return only)

---Delivery Schedule---

- . Mondays, Wednesdays and Fridays (★public holidays are available for returning only)
 - You can request the items for a delivery service through the website and at the three library branch.
- If you have books which are borrowed at the library, accept to return to any institutions above.

[Home Delivery Service]

- Home delivery service is available for those whom going to the library is difficult due to disability or aged, the library is pleased to deliver any items from the library.
- Please feel free to ask the library anytime.

Hours: Monday to Sunday (9:00am – 6:30pm)

Closed: Every fourth Thursday for facility maintenance.

*If fourth Thursday is a public holiday, closed on next Friday.

- Middle November for inventory
- December 29 - January 4.

Address: 82, Sinmei, Ishimakura-cho, Kounan-city

Contact: Phone 0587-81-2306 URL:<http://lib.city-konan-aichi.jp>