

Minokamo Municipal Library User's Guide

(美濃加茂市立図書館利用案内)



Chuo Library



Higashi Library



North Branch Library



Library in Sakahogi Town
Central Community Center



Minokamo Municipal Library Website

<http://www3.city.minokamo.gifu.jp/>

Mobile <http://www3.city.minokamo.gifu.jp/mobile/index.html>

Searching books, news, user's guide and more are available on the website



Opening Hours

- Weekdays 10:00 am – 6:00 pm
(Until 8:00 pm at the East Library)
- Sat. Sun. & Holidays 10:00 am – 5:15 pm
- North Branch library is open only on weekdays from 10:00 am to 5:00 pm.

Days Closed

- Chuo Library Mondays and every last Wednesday of the month for organizing books. (If Monday falls on a holiday, the following day will be closed.)
- Higashi Library Fridays and every last Wednesday of the month for organizing books. (If Friday falls on a holiday, the day before will be closed.)
- New Year holiday Dec. 29 – Jan. 3
- Period for organizing books Once a year within 10 days.
(Please refer to the library calendar.)
- North Branch Library Sat. Sun. & Holidays

Chuo Library

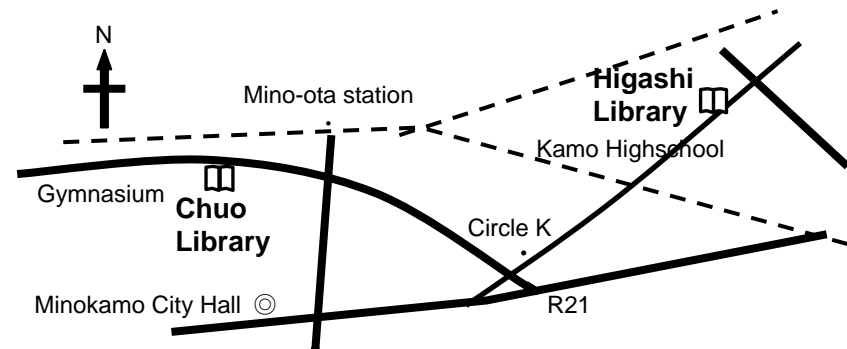
Tel. 25-7316
 Address 〒505-0041 Ota-cho 1921-1
 E-mail lib-chuoh@city.minokamo.lg.jp

Higashi Library

Tel. 26-3001
 Address 〒505-0027 Hongo-cho 9-2-22
 E-mail lib-higashi@city.minokamo.lg.jp

North Branch Library

Address 〒505-0002 Miwa-cho Kawaura 2565
 (In Miwa Exchange Center)



How to use

- Libraries are open to everyone.

Library card

- You must present a library card to borrow books, CDs, videotapes, DVDs, or replicas.
- Who is eligible to borrow library materials.
 - Residents in Minokamo City
 - Those who work or study in Minokamo City
 - Residents in Kani City, Seki City, Mitake Town or Kamo Gun.

Your library card will be issued soon after you fill out the application form. (Your ID or other certificates must be shown to prove your address etc.). Registration in North Branch library is available only on 1st and 3rd Tuesday of the month.

You may use your library card at Chuo library, Higashi library, North Branch library, and Library in Sakahogi Town Central Community Center.

How to borrow books/materials

- Please bring books/materials you wish to borrow to the reception desk together with your library card. (Borrowing books/materials in the North Branch library is available only on 1st and 3rd Tuesday of the month)

How many books/materials and how long can I borrow

- Books (general, children's books, picture-story "*kamishibai*", etc.):
 - Maximum 10 books, 15 days / person
- CD, videotape, DVD or replica: One material, 8 days / person
Higashi library only.
You cannot borrow videotape & DVD together at the same time.
- Replicas: (*Higashi library only*) One material, 30 days / person

How to enjoy audio/visual (AV) materials in the library

Available only in Chuo & Higashi library.

- Please bring the sample case to the reception and you will be given a number card. Please enjoy music, movie or others in the designated area.

Copy services

- You may copy library books/materials within the limits permitted by the Copyright Act.

Service fee:	Black and white	¥10 / paper
	Color	¥30 / paper

How to return books/materials

- Simply return books/materials to the reception. You do not need to show your library card.
- You may return books to any libraries (i.e. Chuo, Higashi, North Branch library, or Library in Sakahogi Town Central Community Center) (In case the library is closed you may return them into the return box outside of the library)
- Returning books/materials to the North Branch library is available only on 1st and 3rd Tuesday of each month.
- CD, videotape, DVD, and replica must be returned to the Higashi library reception desk during its open hours. (Do NOT return them into the return box).
- In case of loss or damage of books/materials, compensation fee will be charged.

Book reservation

- If you cannot find the book you wish to borrow, please fill out the "Reservation Request Sheet" and submit it to the reception. We will let you know when the borrowing person returns the book to the library.
- In case we do not have the book you are looking for, we will do our best to arrange it for you by borrowing it from other libraries or buying it.
- **Online book reservation is available** (Only when the book you are looking for is borrowed-out)
To use this service, please register your password at the reception.
(User's guide of online booking is available on the web or at library reception)

Reference service

- Library users can consult the staff for help in finding information.

Feedback and request

- Your feedback and requests are welcome. Please write your comments and put them into the user feedback box in the library, or e-mail us from the City of Minokamo website.

Library in Sakahogi Town Central Community Center (Network Library)

Closed: Public holidays on weekdays. (Library may be closed without notice due to an event or other reasons)
New Year holiday (Dec. 29 – Jan. 3)
Opening hours: 9:00 am – 5:00 pm

〒505-0071 Gifu-ken Kamo-gun Sakahogi-cho Kuroiwa 1260-1
Tel. 26-7151 E-mail: kyouiku@town.sakahogi.gifu.jp

