

How to Use the Public Library

Who Can Borrow Materials from the Public Library

- Those who live, work or go to school in Inagi City.
- Those who live in Tama City, Fuchu City or Kawasaki City may also use the library, albeit with restrictions.

To Obtain a Library Card (Registration)

- Please complete an application form to register as an individual borrower.
- Those who are junior high school students and older must bring some form of documentation that shows their address (such as a health insurance card, driver's license, resident registration card or student ID.) Those who work or go to school in Inagi City must bring documentation showing their place of employment, or bring school ID.

When Borrowing Materials

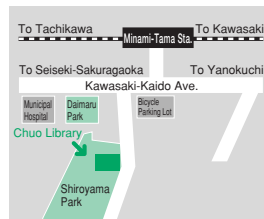
- Bring the materials and your library card to the checkout counter.
- If you would like to continue borrowing a book or magazine and if no reservation has been placed on that item, you can extend your borrowing period for another two weeks.

Type	No. of Check-Out Items	Borrowing Period
Books, magazines and picture stories	10 or less	Within two weeks
Audio-visual materials - CDs, videos and DVDs	2 or less	Within two weeks

When Returning Items

- Please observe the deadline for returning books, and return borrowed items to the reception counter or book box. (You do not need your library card when returning books.) If you plan to borrow items that day, please bring the items to the counter.
- If the library is closed, please return items by placing them in the book box. (Do not place borrowed audio-visual materials or items borrowed from other city libraries in the book box. Please return them to the counter in person.)
- Borrowed library books can be returned through any municipal library within Inagi City.

Access Map



Inagi City Chuo Library (Joint Facility with Shiroyama Experiential Learning Hall)

4-6-18 Koyodai (Inside Shiroyama Park)

TEL : 042-378-7111

FAX : 042-378-7162

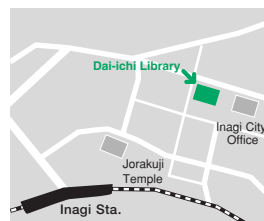
Hours : 9:00 a.m. to 8:00 p.m.

Closed : The 4th Monday of the month, during the year-end/New Year holidays and special inventory periods.

How to Get There : 1) A seven-minute walk from Minami-Tama Station on the JR Nambu Line
2) A two-minute walk from the Shiroyama Koen bus stop, taking the "I Bus" from Inagi Station on the Keio Sagami Line or a 新05 or 新22 bus.



Chuo Library



Inagi City Dai-Ichi Library (Formerly the Main Municipal Library)

2111 Higashi-Naganuma (Inside Chuo Cultural Center)

TEL : 042-377-2123

FAX : 042-378-9612

Hours : Tuesday through Sunday, 10:00 a.m. to 5:00 p.m.

Closed : Mondays, national holidays, during the year-end/New Year holidays and special inventory periods.



Dai-Ichi Library



Inagi City Dai-Ni Library

1780 Yanokuchi (Inside Dai-Ni Cultural Center)

TEL : 042-377-1866

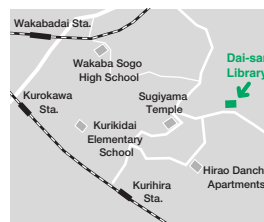
FAX : 042-377-1866

Hours : Tuesday through Sunday, 10:00 a.m. to 5:00 p.m.

Closed : Mondays, national holidays, during the year-end/New Year holidays and special inventory periods.



Dai-Ni Library



Inagi City Dai-San Library

1-20-5 Hirao (Inside Dai-San Cultural Center)

TEL : 042-331-1439

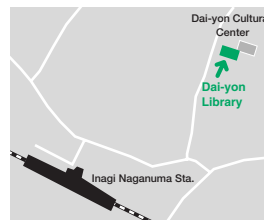
FAX : 042-331-1439

Hours : Tuesday through Sunday, 10:00 a.m. to 5:00 p.m.

Closed : Mondays, national holidays, during the year-end/New Year holidays and special inventory periods.



Dai-San Library



Inagi City Dai-Yon Library

271 Higashi-Naganuma (Inside Dai-Yon Cultural Center)

TEL : 042-378-2401

FAX : 042-378-2401

Hours : Tuesday through Sunday, 10:00 a.m. to 5:00 p.m.

Closed : Mondays, national holidays, during the year-end/New Year holidays and special inventory periods.



Dai-Yon Library

Sakahama Book Distribution Center

974 Sakahama (inside Sakahama Community Disaster Prevention Center)

Inquiries : Dai-San Library TEL : 042-331-1439

Hours : Wednesdays, 1:00 to 4:00.

*A book box has been placed at Wakabada Branch City Office.

INAGI CITY PUBLIC LIBRARIES

<http://www.library.inagi.tokyo.jp/>

Library Services

How to Look for a Book

- Please use the OPAC (On-line Public Access Catalog) book search computer system in the library.
- You can also search for materials in the library's collection via the library website.

How to Request (Reservation or Backorder for) Materials

- If the book you are looking for is not on the shelf (if it is not part of the library collection, is checked-out to someone else or is part of the collection of another library), you can file a request (reservation or backorder).
- Please file a request through the library OPAC (On-line Public Access Catalog) computer system, through your cell phone or through the library website. Requests are also accepted via request cards, by telephone and by fax.
- You will be notified when the requested material is available at the library. The pick-up period is one week after notification is made.
- One person may request up to 10 books or up to two audio-visual materials in total at all libraries. Requests cannot be filed for audio-visual materials that are not a part of the library collection.
- To check out requested material, you must have the library card of the person who filed the request.
- You can also pick up requested material at the facility below. If you would like to use this pick-up facility, please request it specifically.

【Wakabadai Branch City Office】

Hours: 8:30 a.m. to 5:00 p.m. on open days

* This branch office does not handle borrowed materials from other city libraries or audio-visual materials.

How to Get Information

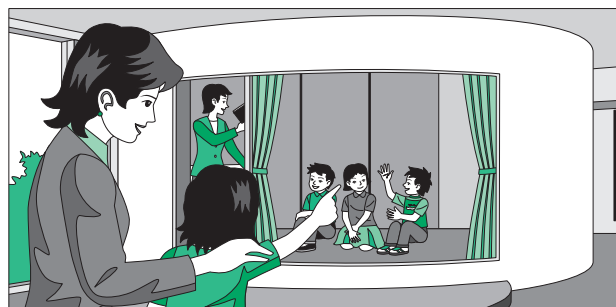
- If you do not know how to look for materials or where they are located, library staff can help you. Take advantage of the Reference Counter services. You can also ask for help over the telephone, by fax or via e-mail.
- Each public library has access to the Internet. To use the computer system, bring an application form and your library card to the counter. Those who are elementary school students and older may use this service.
- Besides the reference books for research, Chuo Library also has an on-line database of newspaper companies.

Library Website Services

- You can search for materials in the library collection or make requests from your personal computer or cell phone. You can also check the status of books you have checked out and/or requested.
- Information is provided concerning the library, such as events, holidays, books checked out, ranking of popular requests, etc.
(<http://www.library.inagi.tokyo.jp/>)

For Children

- Storytelling programs are held for children according to age, such as those for infants and toddlers, and those for school children. For more information regarding the schedule, please read *YHiroba* (the Inagi City bulletin folded into the morning paper on the 15th of each month) or visit the library website.



For the Disabled (Chuo Library)

- The library has parking for the disabled, multipurpose toilets, wheelchairs, reading space for those who use wheelchairs and reading magnifiers.
- For the visually impaired, the library offers services such as recording materials and checkout by mail systems.
- For the hearing- and speech-impaired, staff can respond to questions in writing. Research and consultation can also be done by fax.
Please call Chuo Library for more information.

Photocopy Services

As a rule, photocopy services are restricted to materials from the library collection and within the bounds of copyright laws. (Fees charged.) You must complete the designated application form for this service.

CD/DVD/Video Corner (Chuo Library)

- You can listen to CDs, or view DVDs and videos in this section.
- Please complete an application form and bring the material you would like to use along with your library card to the counter.
- You can make reservations and pick up materials from the branch libraries.



Automated Checkout Machine (Chuo Library)

- You can complete checkout procedures by yourself.
- Audio-visual materials (CDs, DVDs and videos), newspapers, magazines, books with a sticker that says “附属資料あり” (With Attachments,) storytelling cards, large books, reserved materials, closed-shelf library books, etc. cannot be checked out with the automated check-out machine.
- Return/Extension procedures cannot be completed with the automated checkout machine.

Use of the Checkout Locker (Chuo Library)

- When the library is closed, you can pick up books and magazines through the checkout locker.
- To use the checkout locker, you must call in advance to make reservations. You must provide your user ID (library card number).
- Please pick up the materials between 8:00 p.m. on the desired pick-up day and 6 p.m. on the following day. Please note that the materials will be returned to the shelf if they are not picked up within this time.