

## Using the Libraries

### Who can borrow library materials

- Anyone who lives, works, or goes to school in Inagi (Blue card)
- People who live in Hachioji, Fuchu, Chofu, Machida, Hino, Tama, and Kawasaki can also use the libraries, although certain restrictions apply. (Green card)

### Making a library card (registration)

- Please fill out the individual registration application.
- Something to confirm your address, such as your health insurance card, driver's license, copy of your resident record (*juminhyo*), or student ID, will be required, except for elementary school age or below.
- Something to confirm your employer's or school's address will be needed if you work or study in Inagi.
- Renewal procedures are required every three years upon your birthday. You will not be able to check library usage conditions or reserve items from the online public access catalog (OPAC) if you do not renew. You can take care of the procedures from a month before your birthday.
- Something to confirm your address will be needed if it has changed.

### Borrowing materials

- Your library card will be required so please be sure to bring it.
- You can extend the time you take materials out for an additional two weeks if nobody has reserved them.

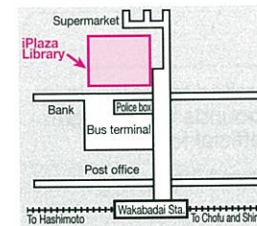
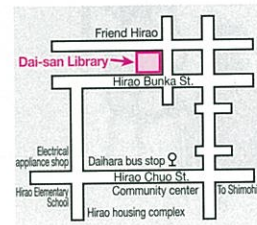
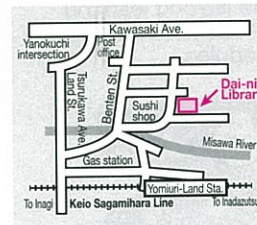
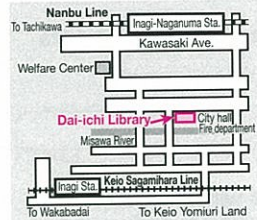
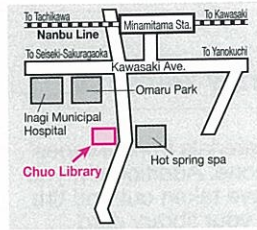
Type of item	Number that can be borrowed	Period items can be taken out
Books, magazines, <i>kamishibai</i> (storytelling pictures) materials	10 items or fewer	Up to two weeks
Audiovisual materials (CDs, DVDs, videos, etc.)	Two items or fewer	Up to two weeks

### Returning items

- Please return items by their due dates. You will not be able to borrow or reserve new items if you still have materials two or more weeks past their due dates.
- You can use book drops to return books and magazines. (Please return materials at the Information Counter to the extent possible during library hours.)
- Please bring audiovisual materials and items borrowed from other municipalities directly to the Information Counter. These cannot be returned in book drops.
- Items can be returned at any municipal library in Inagi.

### Caution

- As a rule, you will be asked to reimburse the library for lost, defaced, or damaged materials.
- DVDs and videos are extremely costly due to copyrights so please handle them with sufficient care.



### Chuo Library (in same building as Shiroyama Experience and Learning Museum)

4-6-18 Koyodai, Inagi  
Phone: 042-378-7111  
Fax: 042-378-7162

- Hours 9 a.m. to 8 p.m.
- Closed Fourth Monday of the month (Tuesday if Monday is a public holiday), year-end/New Year holidays, and during special inventory periods

### Dai-ichi Library

2111 Higashi-Naganuma, Inagi (next to city hall, in Chuo Culture Center)  
Phone: 042-377-2123  
Fax: 042-378-9612

- Hours Tuesday to Sunday, 10 a.m. to 5 p.m.
- Closed Mondays, public holidays, year-end/New Year holidays, and during special inventory periods

### Dai-ni Library

1780 Yanokuchi, Inagi (in Dai-ni Culture Center)  
Phone: 042-377-1866  
Fax: 042-377-1866

- Hours Tuesday to Sunday, 10 a.m. to 5 p.m.
- Closed Mondays, public holidays, year-end/New Year holidays, and during special inventory periods

### Dai-san Library

1-20-5 Hirao, Inagi (in Dai-san Culture Center)  
Phone: 042-331-1439  
Fax: 042-331-1439

- Hours Tuesday to Sunday, 10 a.m. to 5 p.m.
- Closed Mondays, public holidays, year-end/New Year holidays, and during special inventory periods

### Dai-yon Library

271 Higashi-Naganuma, Inagi (in Dai-yon Culture Center)  
Phone: 042-378-2401  
Fax: 042-378-2401

- Hours Tuesday to Sunday, 10 a.m. to 5 p.m.
- Closed Mondays, public holidays, year-end/New Year holidays, and during special inventory periods

### iPlaza Library

2-5-2 Wakabadai, Inagi (in Inagi Municipal iPlaza)  
Phone: 042-331-1731  
Fax: 042-331-1716

- Hours 9 a.m. to 8 p.m.
- Closed Second and fourth Mondays of the month (Tuesday if Monday is a public holiday), year-end/New Year holidays, and during special inventory periods

# Guide to Inagi Municipal Libraries



Chuo Library



Dai-san Library



Dai-ichi Library



Dai-yon Library



Dai-ni Library



iPlaza Library

## Guide to Services

### Searching for materials

- Please use the online public access catalog (OPAC) inside the libraries.
- You can also conduct searches from the libraries' websites.

### Requests (reservations and special orders)

- You can reserve materials that you are unable to locate, either because they are not in the collection, have been lent out, or are at other libraries.  
Note: Green card holders are restricted to materials in the collection.
- Please request materials in the library collection with the libraries' OPACs or via the Internet or cellphone sites to the extent possible. Requests are also taken at the Information Counter and by fax or phone.
- Please fill out the official form for materials not contained in the collection. Requests are taken at the Information Counter and by fax, e-mail, etc.
- You will be contacted when the materials become available. They will be set aside for one week after you are contacted.
- Reservations are limited to 10 books and two audiovisual materials from all the municipal libraries per person. Audiovisual materials not contained in the collection cannot be reserved.
- The library card of the person who requested the reservation will be required when reserved materials are picked up.

### When seeking information

- Staff will help you look for materials if you are unsure how to search for them or about their locations. Please inquire at the Information Counter. Requests are also taken by fax, phone, or e-mail.
- Computer terminals connected to the Internet are installed in all the libraries.
- Along with reference books for looking things up, you can also use newspaper companies' online databases at Chuo Library.

### Services Available on Library Websites

- You can search for and reserve materials from libraries' collections with your PC or cellphone. Additionally, you can check which materials you have taken out and the status of reservations by entering your library card number and password.
- There are also children's pages for children and adults involved with children.

### Services for Children

- Libraries hold storytelling sessions with illustrated books, divided by age group for toddlers and young children. Please refer to *Hiroba*, the lifelong learning newsletter that comes out on the 15th each month, or the websites for details about schedules.



### Services for People with Disabilities (Chuo Library)

- The library has parking spaces for people with disabilities, reading desks for wheelchair users, magnification devices for reading, and automated read aloud devices.
- For people with visual impairments, the library produces recorded reading materials and lends materials by mail.

### Copy Services

- As a rule, permission for copies is limited to materials in the libraries' collections within the bounds of copyright law (fees apply). Please fill out the official form.
- Color copies are also possible at Chuo Library.

### Audiovisual Booths (Chuo Library)

- You can listen to or view CDs, DVDs, and videos in the library.
- Please bring the items you would like to listen or view to the Information Counter with your library card.



### Automated Sign Out Machine (Chuo and iPlaza Libraries)

- You can take care of sign out procedures yourself.
- These cannot be used for procedures to return materials or extended borrowing.

### Chuo Library

- It is not possible to carry out this procedure for borrowing magazines, books affixed with the "fuzoku shiryō (attached materials)" sticker, *kamishibai* materials, large books, reserved books, or archive books.
- Audiovisual materials (CDs, DVDs, and videos) are contained in protective cases. Please be sure to have them removed from their cases at the Information Counter.

### Reserved Materials Can Be Picked Up Even When Libraries Are Closed

### Chuo Library

- You can pick books and magazines that you have reserved up at a locker when the library is closed.
- Please be sure to call in advance for a reservation when using a locker. Your library card number will be required.
- Please pick the items up between 8 p.m. on your preferred pick-up date and 6 p.m. the following day. Please note that items will be retrieved after that.

### Dai-ichi, Dai-ni, Dai-san, and Dai-yon Libraries

- You can pick up materials that you have reserved during evening pick-up time at the Culture Center counters after the libraries have closed. Please inquire at the respective annex libraries for more information.