

# Nagahama Municipal Libraries

## ~Utilization Guide~



## Welcome to the library

There are 6 municipal libraries and 3 library rooms in the city. For all libraries together, we will endeavor to provide services that are related to people and useful for living.

If you have any questions about the use, feel free to contact us or please ask the staff.



### Closing days / Opening hours

| Library   | Closing days   | Opening hours                                      |
|---|--|--|
| Nagahama  | <b>Tuesday</b><br>Last Thursday<br>(every month)                   | 10 am - 8 pm<br>※Sat. Sun. Holiday<br>10 am - 6 pm |
| Azai<br>Biwa<br>Torahime<br>Kohoku<br>Takatsuki | <b>Monday,</b><br><b>Tuesday</b><br>Last Thursday<br>(every month) | 10 am - 6 pm                                       |

In addition, the year-end & New Year holidays (Dec., 28-Jan, 4) and Special arrangement periods will be closed.

For more details, please refer to the "Nagahama City 6 Libraries Calendar" on Library homepage

|           |                            |              |
|-----------|----------------------------|--------------|
| Nagahama  | Takada-cho12-34            | 0749-63-2122 |
| Azai      | Oyori-cho 528              | 0749-74-3311 |
| Biwa      | Nanba-cho 505              | 0749-72-4305 |
| Torahime  | Miyabe-cho 3445            | 0749-73-2335 |
| Kohoku    | Kohoku-cho Hayami 2745     | 0749-78-1687 |
| Takatsuki | Takatsuki-cho Douganji1 15 | 0749-85-4600 |

Email : [tosyokan@city.nagahama.lg.jp](mailto:tosyokan@city.nagahama.lg.jp)

Homepage :

### Making a library card

• The library card is issued to the following people.

- ① those who live in Nagahama city
- ② those who commute to school or work in Nagahama city
- ③ those who live in Maibara city.

• For registration, you need to prove information about your address or commuting place.

(Driver's license, health insurance card, employee card, student card, etc.)

• The card must be renewed every 5 years.

(We will check your registration details)

• Please inform us if your address or contact information has changed.

### Borrowing a book

• Please present your library card to the counter along with the materials.

(The card is for your own use only)

• Nagahama and Takatsuki library has an automatic lending machine that you can do the procedure yourself.

### Number of lending books & Period

|   |                           |
|---|---------------------------|
| Books • Kamishibai •<br>Magazines         | 30 materials •<br>3 weeks |
| Large picture books •<br>Large kamishibai | 3 materials •<br>1 week   |
| CD  | 3CDs • 1 week             |
| Wooden toys                               | 1 toy • 3 weeks           |

(There are exceptions regarding reference books, assignment books.)



### Returning books

● Nagahama library: Please put them into the Return Post. (There are some exceptions)

● Other libraries: Return them to the counter.

• You can return materials from any libraries in the city. **(Please return the wooden toy to the counter at the library you borrowed from)**

• Please use the return post when the library is closed, **(CDs, large picture books are easily broken, so please return them to the counter during opening hours)**

### When you cannot read by the due date

- It can be extended for one week from the return date if it's within the rental period. (Up to once)
  - We accept it from one week before return date
  - You can apply it at the counter, by telephone, and on library website
- However, it cannot be extended in the following cases.
  - 【There is a reservation for the next person】
  - 【Borrowed from a library outside the city】
  - 【Some of the borrowed materials have passed the return date】
- It cannot be borrowed or reserved, if there is a materials that has been delayed for more than 60 days. Please ask the staff for details.

### Reservation / Request service

- you can make a reservation at the library counter, by telephone, on the library homepage or in the library search device when the materials you are looking for are rented.
- Please ask at the counter or by phone, if the material you are looking for is not in the library.
- There are some materials that take time to provide, and some cannot be provided if they are not owned.
- The storage period of the provided materials (the period you can receive them) is one week after contact.

### Reference service

- We will help you with your research.
- In addition to provide information on how to use the library, we will look for materials that contain information you need to know in order to solve various questions in your living.
- In addition to ask at the counter, you can also contact us by phone, fax, or email.
- ※The following questions cannot be answered.
  - Legal or life consultation, medical issues.

### Internet service

- If you register your password on the library website, you can make a reservation for materials on your computer, smartphone, or in the library search device.
- You can also check your current usage status. For more details, see "Information for Internet Services". (Japanese only)

### Copy service

- For library materials only, you can copy within the scope of copyright laws. (10 yen for black and white: 50 yen per color)
- Application is required.  
For details, ask the staff.

### Services at Library Rooms

- Kinomoto Machizukuri Center Library Room
- Yogo Culture Hall Library Room
- Nishiazai Machizukuri Center Library Room
  - ① Borrowing and returning library materials
  - ② Receipt of reservation materials
  - ③ Registration of a library card
  - ④ Application for reservation / request  
(Only for reception)

You can also search and reserve library materials from the library website.

### Baby Time

We have set priority times for babies and their families to use the library without hesitation.

|           |                 |               |
|-----------|-----------------|---------------|
| Nagahama  | Every Monday    | 10:00 - 16:00 |
| Azai      | Every Friday    | 10:00 - 12:00 |
| Biwa      | Every Sunday    |               |
| Torahime  | Every Wednesday |               |
| Kohoku    | Every Thursday  |               |
| Takatsuki | Every Saturday  |               |

### Service for Persons with disability

- Those who cannot go to the library
  - Those who have difficulty to read the print  
There are postal lending and face-to-face reading services
- ※Prior registration is required for this service.  
Please consult us.

### Please cooperate with us

- Please handle the materials with care.
- If the material is lost, soiled, damaged or wet with water, you may be asked to compensate. Please consult us.
- Please refrain from eating, drinking, and phone calls. Use a hydration corner and a phone call corner that provided separately.