

# Asakura City Libraries

## Usage guide

### Add library to your life



#### First Time Visitors

- A library card is needed to borrow items. Please submit a library card application to the information counter. Please have identification confirming your name and address (driver's permit · health insurance card · student ID · etc.)
- ◎ A 100 yen charge will be assessed for processing a new library card.

#### Checking out items

- Bring your selected items and your library card to the check-out counter. (You may borrow only on your own card)

	Limit of titles	Loan period
Books · picture stories	15	2 weeks
Video DVD CD Cassette	2	
Periodicals	5	

※current issues of periodicals are not available for loan.

#### Returning items

- Please bring items to the return counter. A library card is not necessary for returning items.
- When returning items on library holidays or during closing hours, please place items in the book post.
- ※ Video · DVD · CD · Cassette, are susceptible to damage. Please do not place in the book post.

#### Searching For Items

- You can search for items on the library catalogue computers.
- Library catalogue search is also available on your home computer.  
※You can access the library webpage through the Asakura City homepage.  
<http://www.city.asakura.lg.jp>
- If you have trouble searching or locating an item please ask a staff member at the counter.

#### Reserve · Request

- You can request items that are currently on loan or unavailable. The library will contact you when the reserved item is available for loan.
- You may request items to loan from other library systems, including the prefectural library.

#### Research Materials

- Please inquire at the counter about research materials. We will try to assist you.

#### Mobile Library

Cardholders may also use the Mobile Library (Ohisama-go)

Using Materials in the Library

#### Newspapers

- Nishi-Nihon Shimbun · Nihon-Keizai Shimbun · Asahi Shimbun · Yomiuri Shimbun and other newsprint are available.  
※Inquire at the counter for previous issues.

#### Periodicals

- Current issues can be viewed in the library.  
※Previous issues are available for loan.

#### LD · DVD · CD

- Can be viewed in the library.  
Please inquire at the counter.

#### Photocopies

- If you wish to make photocopies of library materials, inquire at the counter. Copies are permitted within copyright restrictions.  
Monochrome = 1 pg. 10 yen  
Color copy = 1 pg. 50 yen

#### Internet

- One person for 30 minutes at a time. (free of charge)

### Hours of operation

10AM ~ 6PM

### Holidays

- Monday (Amagi Chuo · Haki Libraries)  
Tuesday (Asakura Library)
- Library Maintenance  
Last Wed. of every month (Amagi Chuo · Haki Libraries)  
Last Thurs. of every month (Asakura Library)
- New Year Holiday (Dec. 28 ~ Jan. 4)
- Additional Maintenance: Around 15 days every year.



### [About the handling of library materials]

The library materials are used and enjoyed by the greater community. Let's treat the materials properly. Compensation will be requested for damaged materials.



Central Library

〒838-0068 198-1 Amagi Asakura-city, Fukuoka  
TEL : 0946-22-3059 FAX : 0946-22-8141



Asakura Library

〒838-1397 1997 Miyano Asakura-city, Fukuoka  
TEL : 0946-52-3434 FAX : 0946-52-3434



Haki Library

〒838-1511 483-1 Hakiikeda Asakura-city, Fukuoka  
TEL : 0946-63-3178 FAX : 0946-63-3178