

# Hachioji City Library Users' Guide

## **New Users**

Users must possess a library card in order to borrow materials.

Persons living, working or studying in Hachioji, or living Fuchu, Chofu, Machida, Hino, Tama, Inagi, Akiruno or Sagami-hara are eligible to apply for a library card.

Persons above elementary school age must show some ID which includes address.

Your library card should be renewed every 5 years.

## **Borrowing Materials**

Please bring your library card and materials to the circulation desk.

You may borrow a maximum of 10 written publications and 3 audio-visual materials.

Reference books and the latest issues of magazines may not be removed from the library.

The loan period is 2 weeks.

## **Returning Materials**

It is not necessary to present your library card when returning materials to the circulation desk.

When the library is closed, you may place books and magazines only into book drops.

AV materials and items obtained through the inter-library loan system must be returned to the circulation desk to prevent damage.

If you keep items more than a month beyond the due date, you can neither borrow nor reserve further items.

## **Photocopy Service (Charged)**

A photocopy service is available, for library materials only, within the copyright law. Please fill out the form provided.

## **Request Service/Reservations**

If the materials you are looking for have been checked out or are not on the shelf, you can ask to reserve them. It may often be difficult to fulfill requests for books that we do not hold, but it is sometimes possible to ask other libraries like the Tokyo Metropolitan Library.

## **English Services**

There are some staff who can speak English. They wear green neck strap on their staff ID cards. Please don't hesitate to contact them if you need any help.