The Saitama Prefectural Libraries are free of charge in principle and available to all.

You are free to look at the books, newspapers, magazines, etc. on the open shelves.

The libraries respect the privacy of users.

○○Library User Guide

　HOURS

Tuesday–Friday

 Jun.–Sep. 　9:00–20:00

Oct.–May.　9:00–19:00

Saturday, Sunday, and
national holidays

 9:00–17:00

 9:00–17:00

　CLOSED

● Mondays (The libraries will be closed on the following Tuesday if any Monday is a national holiday.)

● Fourth Friday of every month (The libraries will be closed on the preceding Thursday if any Friday is a national holiday. Libraries will be open on the fourth Fridays of July and August.)

● The end and beginning of the year (Dec. 29 to Jan. 3)

● Spring and fall special inventory periods

5-6-1 Hakoda, Kumagaya-shi, 360-0014

Tel：048-523-6291 Fax：048-523-6468

● 20 minutes’ walk from north exit of Kumagaya Station (JR, Chichibu Line)

● 2 minutes from the bus stop (Hello Work Kumagaya-mae) by Kokusai Jyuo bus for Kuzuwada, Kumagaya Dome or Hakoda-shako.

　REQUESTS FROM THE LIBRARIES

Please handle the library materials carefully. If you soil, break, or lose any library materials, you are
required to replace them.

地図

　ACCESS

● Please bring the library materials to the counter by the due date. \*期限までに資料を返してください。When the library is closed, you may slip the materials into the book drop at the entrance. Please return audio-visual items directly to the counter whenever possible. If you need to return CDs, DVDs, or video tapes via the book drop, you must wrap them in bubble wrap or any soft material to avoid damaging them.

● Library users who have long overdue library materials will be suspended from reserving or borrowing any library materials.

● すのが　とても　おくれた　は　・などを　りること、　することが　できなくなります。

　HOW TO RETURN LIBRARY MATERIALS

　HOW TO CHECK OUT LIBRARY MATERIALS

● If you are borrowing materials for the first time, go to the counter, fill out the application form for a
library card, and bring some form of identification which proves your name and address, such as a
residence card, insurance card, a driver's license, etc.

● Anyone may borrow up to 10 books or magazines and 5 audio-visual items for a period of 15 days.

● If you wish to keep the materials beyond the due date, please bring them to the counter or call us within 15 days. You can confirm whether an extension is possible by phone or via the internet. Provided the materials have not been reserved by others, an extension can only be made once.

　INTERLIBRARY COOPERATION ACTIVITIES

Interlibrary loan service enables you to borrow books that are not held by your local library from other libraries in the prefecture.

　REFERENCE SERVICES

Please feel free to ask the librarians for assistance when you are looking for materials or information.

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　HOW TO SEARCH FOR LIBRARY MATERIALS

You may search for library materials using the Online Public Access Catalog (OPAC), internet, and mobile phone. If the materials are not in the library or out on loan, you may ask us to order them.

　INTERNET

These libraries provide access to the internet. PCs are available for a standard allotment of 60 minutes.

　PHOTOCOPY SERVICE

● You may photocopy the materials in the library within the limitations of Copyright Law. The charge for one black & white photocopy is 10 yen, and color photocopies are 30 yen per sheet.

● Please fill out the application form at the counter before you photocopy.

● You are not permitted to photocopy your own materials at the library.