

Saitama Prefectural Libraries User Guide

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.

There are two prefectural libraries and one circulation point in Saitama Prefecture. Each library collects materials from different fields.

Kumagaya Library : Foreign language materials, Philosophy, Religion, History, Geography, Social Sciences, Industry & commerce, Saitama local materials, and CDs/DVDs.

Kuki Library : Science, Technology, Art, Language, Literature, Braille books, Recorded materials for the visually-challenged, Children's books, and CDs/DVDs.

Urawa Branch (circulation point): It is a counter for viewing, borrowing, and returning prefectural library materials. No materials are kept here.

HOURS

Kumagaya and Kuki Library

Tuesday–Friday	Saturday, Sunday, and national holidays
Jun.–Sep. 9:00–20:00	9:00–17:00
Oct.–May. 9:00–19:00	

Urawa Branch (circulation point)

Tuesday–Sunday
9:00–17:00

*Children's Library 9:00–17:00

CLOSED

Kumagaya and Kuki Library

- Mondays (The libraries will be closed on the following Tuesday if a national holiday or the Prefectural Citizens' Day (Nov. 14) falls on Monday.)
- 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

Urawa Branch (circulation point)

- The closing days of Saitama Prefectural Archives
- Fourth Friday of every month (The circulation point will be closed on the preceding Thursday if any Friday is a national holiday. Circulation point will be open on the fourth Fridays of July and August.)

HOW TO CHECK OUT LIBRARY MATERIALS

- When borrowing library materials, please bring your library card to the counter. 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 applied once.

HOW TO RETURN LIBRARY MATERIALS

- Please bring the library materials to the counter by the due date. When the library is closed, you may slip the materials into the book drop at the entrance. You can also return them by mail (you must bear the cost). 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.
- You can return your borrowed materials to any of the Saitama Prefectural Libraries (Kumagaya and Kuki), or to the Urawa Branch (circulation point).
- Library users who have long overdue library materials will be suspended from reserving or borrowing any library materials.

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.

REFERENCE SERVICES

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

INTERNET

These libraries provide access to the internet. PCs are available for a standard allotment of 30 or 60 minutes. Please ask the librarian for details.

INTERLIBRARY COOPERATION ACTIVITIES

Interlibrary loans, exchange of information and so on are being carried out with public libraries in Saitama Prefecture. You may borrow materials from the Saitama Prefectural Libraries at a library in your neighborhood at no charge.

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.

OTHER

Saitama Prefectural Libraries (Kumagaya and Kuki) have reading services for the visually-challenged, available by appointment.

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.

MAGAZINES

You can borrow back issues of magazines issued within the last 2 years. Latest issues are not allowed to borrow.

Language	Name of magazines	Location
Simplified Chinese	中国烹饪, 中华武术, 人民文学	Kumagaya
Traditional Chinese	亞洲週刊	Kumagaya
Korean	월간조선 (月刊朝鮮)	Kumagaya
English	Bloomberg Business Week, Car and Driver, The Economist, Foreign Affairs, Fortune, Highlighting Japan, Japan Review, JAPAN REVIEW, Library Journal, The Library Quarterly, The New Yorker, Scientific American, Time, Vogue, Zoological Science	Kumagaya
	Bulletin of the Center for Children's Books, The Horn Book Magazine	Kuki
Portuguese	Casa e Jardim, Claudia, Veja	Kumagaya
German	Der Spiegel	Kumagaya
French	France Japon Eco, Geo	Kumagaya
Spanish	Kyodai	Kumagaya

NEWSPAPERS

The newspapers cannot be taken out of the library.

Language	Name of newspapers	Location
Simplified Chinese	人民日报北京版	Kumagaya
Traditional Chinese	留學生新聞	Kumagaya
Korean	조선신보 (朝鮮新報) 동아일보 일본판 (東亞日報日本版)	Kumagaya
Vietnamese	Báo sinh viên	Kumagaya
English	Asahi Weekly, The Japan Times, The Japan Times / The New York Times Weekend Edition, The New York Times. International ed., The New York Times Weekday ed.	Kumagaya
	The Japan News	Kuki
French	Le Monde	Kumagaya

ACCESS

Kumagaya Library



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.

Kuki Library



85-5 Shimohayami, Kuki-shi, 346-8506

Tel : 0480-21-2659 Fax : 0480-21-2791

- 20 minutes' walk from west exit of Kuki Station (JR, Tobu Iseaki Line)
- Shiyakusho-mae (City hall) bus stop by intra-city bus.

Urawa Branch (circulation point)



1F, Saitama Prefectural Archives, 4-3-18, Takasago, Urawa-ku, Saitama-shi, 330-0063

Tel: 048-844-6165 Fax: 048-844-6166

- 12 minutes' walk from west exit of Urawa Station (JR)



Library website
<https://www.lib.pref.saitama.jp/>



Multicultural Library Service &
Foreign Language Materials Corner Webpage
<https://www.lib.pref.saitama.jp/foreign/multicultural->



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