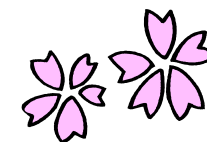
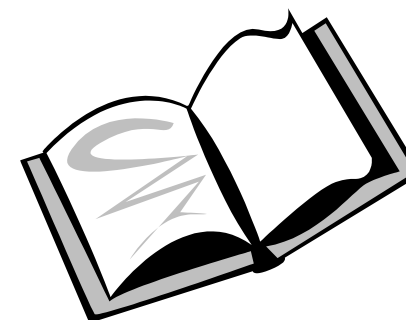
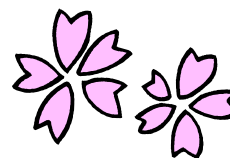


Branch Information

Main Library	Open: 10:00am – 5:00pm Open until 8:00pm on Wednesday, Thursday, and Friday (only the 1st floor). Closed: Monday and 1 st Friday of each month TEL: 042-383-1138 Address: 1-1-32 Honcho Koganei City 〒184-0004
Higashi Branch	Open: 9:00am – 7:00pm Closed: 1 st and 3 rd Tuesday of each month TEL: 042-383-4550 Address: 1-39-1Higashicho Koganei City 〒184-0011 (located inside of Higashi Center)
Midori Branch	Open: 10:00am – 5:00pm Closed: Tuesday, 1 st Friday, and Public Holidays TEL: 042-387-7302 Address: 3-3-23 Midoricho Koganei City 〒184-0003 (located inside of Midori Center)
Nukui Kita Branch	Open: 9:00am – 7:00pm Closed: 1 st and 3 rd Tuesday TEL 042-385-3561 Address: 1-11-12 Nukui Kitamachi Koganei City 〒184-0015 (located inside of Nukui Kita Center.)
Nishinodai Kaikan Branch	Open: 10:00am – 5:00pm Closed: 2 nd and 4 th Wednesday, Public Holidays, and Days Nishinodai Kaikan is closed TEL: 042-385-9563 Address: 3-8-1 Maeharacho Koganei City 〒184-0013 (located inside of Nishinodai Kaikan.)

- ◇ The library is also closed during the New Year holidays and inventory period.
- ◇ Parking facility is not available. Please use public transportation.
For people with special needs, Please contact the library.
- ◇ Free bicycle parking is available.

Welcome to Koganei City Library



Library Home Page <http://www.library.koganei.tokyo.jp/>

New Users (初めてご利用の方は)

☆ Users are entitled to a free library card if you are resident of Japan.

To get a library card, identification with current name and address in Japan (such as Residence card, Health Insurance card, driver's license, etc.) is required.

Children in junior high school or younger do not need to show identification.

☆ The library card is valid for all library branches in Koganei city.

☆ The library card should be renewed every 4 years.

☆ Please let us know if you lose your library card or change your address.

Borrowing Materials (借りるときは)

☆ Please bring your library card and materials to the counter.

- Books, Magazines, etc.

The loan period is 3 weeks.

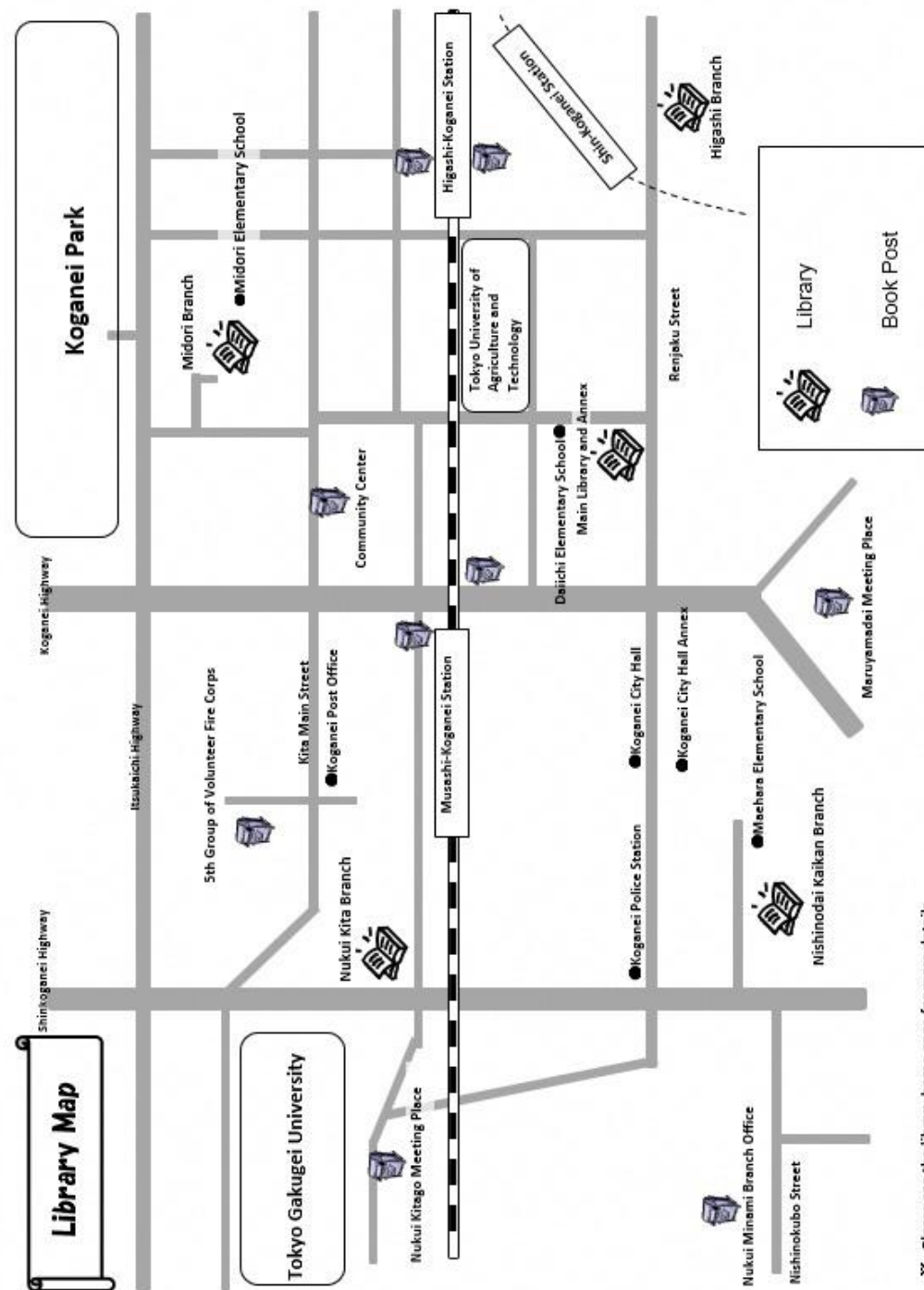
There is no limit on the number of materials to be borrowed.

- CDs

Up to 5 items for 2 weeks

☆ Reference books and the latest issues of magazines should be read only in the library.

These materials can be borrowed overnight (from 30 minutes before closing time to 30 minutes after opening time on the next day)



※ Please see the library home page for more details.

Services with Other City Libraries

(四市の図書館がご利用になれます)

- ☆Persons living in Koganei city are eligible to apply for a library card at the library in Mitaka City, Musashino City, Nishitokyo City, and Fuchu City. For detail, please ask each library.

Study Room (学習室)

- ☆A study room is located next to Main Library. It is available from 10:00am to 5:00pm on Friday, Saturday, Sunday and public holiday (except the days Main Library is closed.)

Remarks (ご利用にあたって)

- ☆Please return the materials within the borrowing period. If materials are overdue more than 4 weeks, you cannot neither borrow nor reserve other materials.
- ☆Please take good care of the materials. You will be responsible for making reparation in kind for materials, if you lose or damage them.

- ☆ Extension of period (延長)
You can renew the loan period only once.
Due date will be extend up to one week.
(Via phone or internet or OPAQ)

- ☆ Reloan (再貸出)
You can borrow the same book and magazine again at the counter, only once.

- * Please note that the following materials are not be renewed and reloaned.
 - Materials already requested by another person
 - Materials belonging to other libraries out of Koganei city
 - CDs

Extension of period and reloan are accepted from one week before the due date to one week after the due date.

Returning materials (返すときは)

- ☆ Materials can be returned to any libraries in Koganei city. Your library card is not necessary to present then.
- ☆ You may return books and magazines into book-drops. (Book post)
Please note that the following materials must be returned to the counter.
 - CDs
 - Materials belonging to other libraries out of Koganei city
 - Large-sized picture books
 - Reference books and the latest issues of magazines (overnight)

Searching for materials (本を探すには)

- ☆You can search the materials by using the "OPAC" search engine in the library or library's website.
- ☆The Research and Reference room is available only in the main library.
- ☆Library staffs will help you to search materials.

Reservation and Request Services (予約)

- ☆You can make a reservation for library materials. The number of the materials you may request is up to a total of 10 items (including up to 5 CDs.)
- ☆Only members living, working, or studying in Koganei city can request materials which we do not possess (except CDs.)
- ☆Reserving period is 8 days excluding the day when the materials are ready. (except for the closing days)
If you do not pick up within 8 days, your reservations will be canceled.

Online Service

- ☆Users can reserve materials, confirm reservation and borrowing status, and extend borrowing periods via the Internet (webpage or

OPAC.)

When using this service, you need to register a password from the web.

- ☆You can offer your contact preference [E-mail or Unnecessary] for notification that your reserved materials are available.

Story-Hour (おはなし会)

- ☆Library staffs read aloud to children books and picture card-shows at story-hour.

- Main library...
3 years of age and older
Every Wednesday, 3:00pm-3:30pm
Infants and older, Up to 2 years old
For detail, please ask Main library.
- Higashi Branch...
Infants and older
For detail, please ask Higashi Branch.
- Midori Branch...
3 years of age and older, Up to early elementary grade
Once a month on Saturday, 10:30am-11:00am
Parents and infants can attend to story-hour.
- Nukui-Kita Branch...
4 years of age and older
For detail, please ask Nukui-Kita Branch.