

# Bunkyo City Library Usage Guide

## My Bookshelf

| Library Name                                 | Hours                  |   | Closed                       |  | Fields of Expertise  | Seats |
|--|------------------------|---|------------------------------|--|--|-------|
|  | Weekdays and Saturdays | Sundays, national holidays, December 29 | Regular holidays             | Other  |  |       |
| Masago Central Library                       | 9 a.m. to 9 p.m.       | 9 a.m. to 7 p.m.                        | Fourth Mondays               | Year-end/New Year's holidays and special maintenance periods | History, biography, politics, economy, industry, regional materials  | 105   |
| Hongo Library                                |                        |   |                              |  | Modern Japanese literature   | 41    |
| Koishikawa Library                           |                        |   |                              |  | Law, education, music books, Japanese literature   | 114   |
| Honkomagome Library                          |                        |   | Third Mondays                |  | Natural sciences, medicine, folklore, linguistics  | 81    |
| Suidobata Library                            |                        |   |                              |  | Geography and travelogues, sociology, engineering, home economics, photography, children's literature and children's books | 81    |
| Mejirodai Library                            |                        |   | Fourth Mondays               |  | Philosophy, religion, art  | 20    |
| Sengoku Library                              |                        |   |                              |  | General, cinema, theater, sports, foreign literature   | 14    |
| Yushima Library                              |                        |   | Third Mondays                |  |  | 21    |
| Nezu Library                                 |                        |   |                              |  |  | 10    |
| Otsuka Park Midorino Library                 |                        |   |                              |  |  | 4     |
| Mukogaoka Community Center (service station) | 9 a.m. to 8 p.m.       |   | Year-end/New Year's holidays |  |  |       |

### Types of Materials



Books and magazines



Picture story shows (Kamishibai)



Newspaper



CDs and cassettes



Records (Koishikawa only)



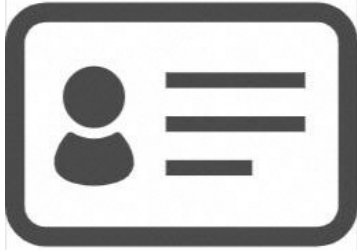
Videotapes (Sengoku only)



DVDs (Masago, Koishikawa, Sengoku only)

# To New Users

## Before Borrowing Materials



Please bring proof of your address, name and date of birth (insurance card, driver's license, student ID, etc.). If you work or study in the city, also bring a document proving that fact.

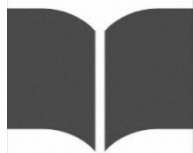
You can use your library card at all municipal libraries in the city.

Your card is valid for two years. (Proof of address is required for renewal every two years.)

## Library Services



Browse



Borrowing



Reservation



Request

(Only available for  
city registrants)



Reference

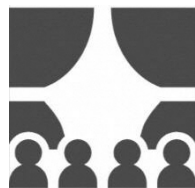
(Readers' advisory)



Internet



Photocopy



Lectures and  
other events



Children  
events



Services for  
the disabled










- If you don't know how to find the information you need, we can help you find it. Please feel free to contact us.
- You can photocopy library materials for a fee (within the scope of the Copyright Act).
- Libraries hold special events such as lectures, reading sessions, movies and concerts.
- Children's events include gatherings (*Hinamatsuri*, *Tanabata*, Christmas), storytelling sessions, picture book sessions and craft sessions.
- Event details will be announced in the city newsletter, on posters, flyers and the city website. Please contact the library branch you use for details.
- Services for the disabled include home delivery and postal borrowing of materials to city residents who have physical or mental disabilities that make it difficult for them to visit a library. We also provide face-to-face reading services and movie sessions for the disabled.

# Borrows and Returns

**Borrows** Bring the material and your library card to the counter.

## Number of items that can be borrowed and the loan period

\*The number in [ ] is the limit for library users that are not living, working, or studying in the city.

|   |   |  |
|---|---|--|
|    | Books, magazines and picture story shows<br><b>Total of 30 [15]</b> | <b>2 weeks</b> <b>2-week extension</b><br>   |
|     | CDs, cassettes, records<br><b>Up to 10 [5] per item</b>             | <b>2 weeks</b> <b>2-week extension</b><br>   |
|   | DVDs and videotapes<br><b>Up to 2 [1] per item</b>                  | <b>1 week</b> <b>1-week extension</b><br>   |
|  | E-books<br><b>Up to 3 items</b>                                     | <b>2 weeks</b> <b>2-week extension</b><br> |
|  | Audiobooks<br><b>No limit on the number of items and period</b>     |  |

- E-books and audiobooks are only available to city registrants (living, working, or studying in the city).
- One extension is allowed for materials without another reservation if you apply within the original loan period (excluding materials borrowed from other municipalities).
- The extension period is two weeks (or one week) from the date you apply for the extension.

**Returns** Materials other than those from other municipalities and large picture books can be returned at any municipal library.

## Books and Magazines

- Return your materials to the counter or the book post. (Sengoku Library does not have a book post.)
- It takes more time for material delivery and return processing if you return the materials to the book post at Bunkyo Civic Center 1F (1-16-21 Kasuga) or TRC Building 1F (3-1-1 Otsuka).

## Return other materials to the counter



Audiovisual materials



Materials with  
attached CDs or DVDs



Picture story shows  
(*Kamishibai*)



Materials from  
other municipalities

# Notices and Requests

## Be sure to meet the return deadline



If you are more than a week late in returning materials, you cannot borrow or reserve new materials until you return all overdue materials. If you are more than a month late, all reservations for materials will be canceled.

## Use materials carefully



- The materials are for everyone to use. If any materials are lost, soiled or damaged (including water damage due to rain and the like), you will be asked to replace them.
- The library is not responsible for malfunctions of your own playback equipment when using library materials such as CDs.

## For the comfortable use of everyone



Please do not eat or drink in libraries, enter libraries under the influence of alcohol, use seats for napping, bring in pets or large luggage, use cellphones, deface or damage library property, or any other activities that may disturb other users.

## Closed days

- When a regular library holiday falls on a national holiday, the library will be open during regular hours (except for Nezu Library, which will be open until 5 p.m.) and closed the following day.
- The year-end/New Year's holidays are from December 30 to January 4. (Nezu Library and Mukogaoka Community Center are closed from December 29 to January 4.)
- Special maintenance periods are different for each library.
- Each library follows its own calendar, so please contact the library you plan to use for details. This information is also available on the website.

## About the Mukogaoka Community Center (service station)



You can only pick up reserved materials and return materials here. Please use other libraries for registration changes and other consultations and inquiries.

### My Bookshelf

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