

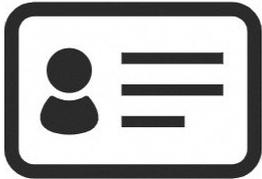
Bunkyo City Libraries Usage Guide

My Bookshelf

Library name	Abbreviation	Open hours		Closed days		Fields	Reading seats <small>Top: With a table Bottom: Chair only</small>	
		Weekdays and Saturday	Sunday, holidays, Dec. 29	Regularly closed days	Other			
Masago Central Library	MASAGO CHUO	9:00 a.m. to 9:00 p.m.	9:00 a.m. to 7:00 p.m.	Fourth Monday of each month	The New Year's holidays and Special organizing days	History, Biography, Politics, Economics, Industry and Local Collections	115 39	
Hongo Library	HONGO					Japanese Modern Literature	41 37	
Koishikawa Library	KOISHIKAWA					Law, Education, Music Literature and Japanese Literature	97 14	
Honkomagome Library	HONKOMAGOME			Third Monday of each month		Natural Sciences, Medicine, Folklore and Language	55 11	
Suidobata Library	SUIDOBATA			Fourth Monday of each month		Geography and Travel, Sociology, Engineering, Domestic Science, Photography, Children's Literature and Children's Book	81 10	
Mejirodai Library	MEJIRODAI			Fourth Monday of each month		Philosophy, Religion and Art	22 14	
Sengoku Library	SENGOKU			9:00 a.m. to 8:00 p.m.		General, Motion Pictures, Theatre, Sports and Foreign Literature	14 22	
Yushima Library	YUSHIMA			9:00 a.m. to 9:00 p.m.		Third Monday of each month		17 4
Nezu Library	NEZU							11 2
Otsuka Park Midori-no Library	OTSUKA KOEN							12 0
Library Service Counter Otsuka Community Center	OTSUKA CHIKATSU	The New Year's holidays			(Service details) User Registration, Reservation, Delivery of the Reserved Book, and Return			
Service Counter (Mukogaoka Community Center)	MUKOGAOKA CHIKATSU	9:00 a.m. to 8:00 p.m.			(Service details) Delivery of the Reserved Book, and Return			

New User's Guide

User Registration



- Please bring documentation that enables the library staff to confirm your address, name, and birth date, such as your insurance certificate, driver's license, or student card. If you commute to the City for work or study, you are registered as a City resident, and you can receive the same services as City residents when you bring documentation that proves that you commute to the City for work or study.
- Library user card can be used at all City libraries in the City.
The card can be displayed on the screen of your smartphone.
- The registration expires after 2 years. You will be required to submit the same kind of documentation as the registration to renew it.

Library Services



Reading



Borrowing



Reservation



Inquiry



Reference

(only for the citizen registrants) (reading counseling)



Internet



Photocopy



Events such as seminars



Events for children



Services for the
handicapped

- Want to research something, but don't know how to do it? We will assist you in finding materials. Please feel free to contact us.
- Photocopy service is available with a charge only for materials owned by the libraries. (limited to the restrictions of the copyright law)
- Unique events such as seminars, reading classes, movie days, and concerts are available.
- Events for children include storytelling, reading picture books, puppet shows, and workshops.
- More information is provided on the City's newsletter, posters, leaflets, or website. Please contact a hosting library for more information.
- As a part of services for handicapped people to use libraries, services for those who find it difficult to come to a library due to a mental or physical disability to receive materials via delivery or postal services are available. In addition, in-person reading services and movie day services in a barrier-free room are also available.

Borrowing and Returns

Borrowing items

Bring items and your library user card to the counter.

Loan allowances and period

※The allowance in the [] is applied for non-citizen registrants (living, working, or studying in the City)



Books, magazines, kamishibai

2 weeks

(Renewals: 2 weeks)

Up to **30**[15] items total



CDs, cassette tapes, record

2 weeks

(Renewals: 2 weeks)

Up to **10**[5] items for each



DVD, Videos

1 week

(Renewals: 1 week)

Up to **2**[1] items for each



E-books

2 weeks

(Renewals: 2 weeks)

Up to **3** items



Audiobooks

No limit in the loan allowance or period

- E-books and audiobooks are available only for citizen registrants (living, working, or studying in the City).
- If the renewal is applied within the loan period, it will only be accepted one time. (Except items requested by another user and items owned by another City)

The renewal period is 2 weeks (or 1 week) from the applied day.

Returning items

You can return the items to any of the City libraries except items owned by another City and large picture books.

Books and Magazines

- Please return at the counter or to the bookpost. (No bookpost is available at the Sengoku Library, the Library Service Counter, and the Service counter)
- The bookposts are available on the 1st floor of the Bunkyo Civic Center (1-16-21 Kasuga) and TRC Library Service Inc. Headquarters, 1st floor (3-1-1 Otsuka). The returning process may take a longer time if returned through these bookposts.

At the counter for other items

- CDs, cassette tapes, record, DVDs, videos, kamishibai, books and magazines with a CD-ROM attached, packaged items such as comics, and items borrowed from a library of another City should be returned to the counter directly.

Searching and Reserving Items

When you want to search for or reserve items



Counter



Phoncall (up to 2 items)



Website



Computer search terminals

Reservation allowances

※The allowance in the [] is applied for non-citizen registrants (living, working, or studying in the City)



Up to the total **20[10]** items

Books, magazines, kamishibai



DVDs, videos

Up to **2[1]** items for each



Up to **10[5]** items for each

CDs, cassette tapes, record



E-books

Up to **3** items

How to contact



Email
Your email address
needs to be registered.



Telephone
The answering
machine may reply.



You don't need any reminder
You need to check the status by
yourself.

Layaway period ※The day that the item is ready is excluded



8 opening days



Books, audiovisual materials, etc.



2 days



E-books

Request service ※The service is available only for citizen registrants (living, working, or studying in the City)

- Services to request a purchase or to borrow from a library of another City for items that the City libraries do not own are available. However, there are cases where we may not be able to accommodate your request (e.g. some items such as CDs cannot be borrowed). For more information, please check the official website of the library.
- The number of your requested items is included in your reservation allowance.

Others

- Only citizen registrants (living, working, or studying in the City) may reserve new arrival items, which are newly accepted items within one month.

Official website

The official website of the library provides opening days and hours of the libraries and announcements.
You can also check your usage status, search and reserve items.



Buykyo City Library Official Website <https://www.lib.city.bunkyo.tokyo.jp>

Searching



■ Easy book search

You can search items with a title, author, keywords, etc.



■ Advanced search

You can also search with multiple search criteria or do a filter search according to the availability of the item or the libraries that store it.

User menu

■ Checking usage status



You can check loan status or reservation status.

You can also check the due date, renew the loan period, cancel the reservation, or change the library to receive the reserved item. (However, if the reserved item is already ready at a library, receiving Library cannot be changed)



■ Register or update your contact information

You can register or update your phone number and email address.



■ Setting a new password/Changing the password

You can set and change your login password.



■ Book list and Reading record

You can make book lists that you would like to read later by group. If you'd like, you can keep a record of items you have borrowed.

E-books and audiobooks ※Only for citizen registrants (living working, or studying in the City).



If you have completed user registration, no extra process is required.

You only need an Internet connection.

① Masago Central Library

4-8-15 Hongo

☎03-3815-6801



Marunouchi Line/Oedo Line

Hongo-sanchome Station

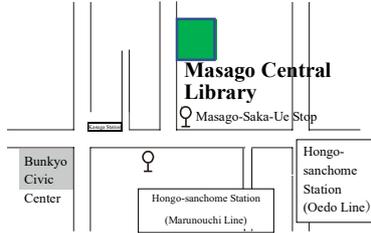
7 min. walk

Mita Line Kasuga Station

7 min. walk

Toei Bus Masago-Saka-Ue Stop

2 min. walk



② Hongo Library

3-2-6 Sendagi (Shiomi Community Center)

☎03-3828-2070



Chiyoda Line Sendagi Station

4 min. walk

Namboku Line Honkomagome Station

10 min. walk

Toei Bus Sendagi-Itchōme Stop

3 min. walk

B-GURU Bunkyo Sendagi-no-Sato

Intensive Care Home for the Elderly

2 min. walk



⑤ Suidobata Library

2-16-14 Suido

☎03-3945-1621



Yurakucho Line Edogawabashi

Station

Exit 4, 8 min. walk

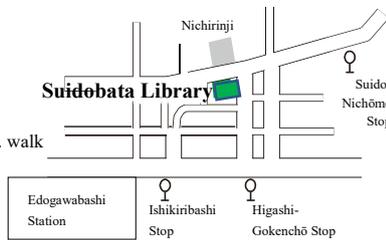
Toei Bus

Higashi-Gokenchō Stop 5 min. walk

Ishikiribashi Stop 7 min. walk

B-GURU Suido-Nichōme Stop

2 min. walk



⑥ Mejirodai Library

3-17-9 Sekiguchi

☎03-3943-5641



Yurakucho Line Gokokuji Station

7 min. walk

Toei Bus

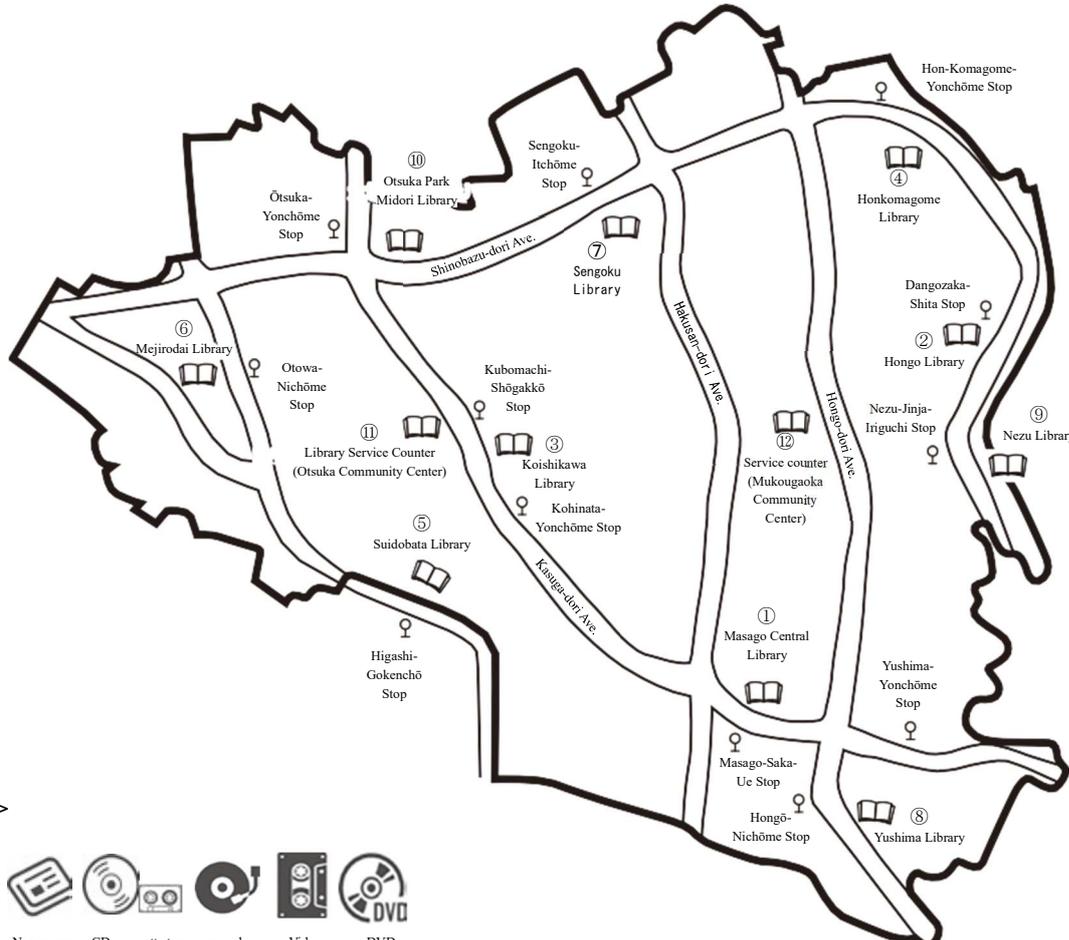
Mejirodai-Sanchōme Stop 2 min.

walk

Otowa-Nichōme Stop 7 min. walk

B-GURU Mejirodai-Itchōme Stop

3 min. walk



<Item types>



Books, kamishibai Newspapers CDs, cassette tapes record Videos DVDs

magazines (KOISHIKAWA only)(SENGOKU only)(MASAGO, KOISHIKAWA, and SENGOKU only)

③ Koishikawa Library

5-9-20 Koishikawa

☎03-3814-6745



Marunouchi Line Myogadani Station

6 min. walk

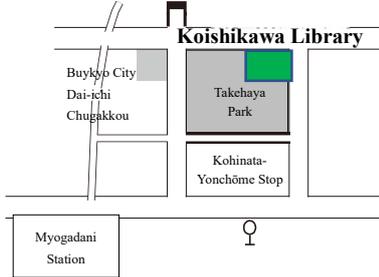
Toei Bus Kohinata-Yonchōme

Stop

2 min. walk

B-GURU Dai-ichi Chugakkou

2 min. walk



④ Honkomagome Library

4-35-15 Honkamogome

☎03-3828-4117

JR Line/Namboku Line Komagome Station

15 min. walk

Toei Bus

(For Waseda)

Next to the Hon-Komagome-Yonchōme Stop

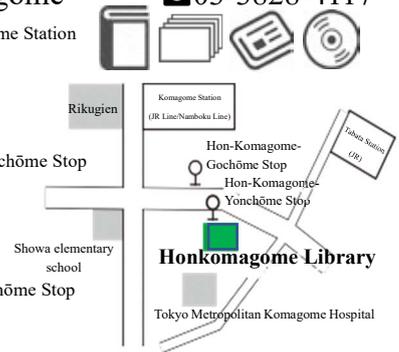
(For Ueno)

Hon-Komagome-Gochōme Stop

2 min. walk

B-GURU Hon-Komagome-Sanchōme Stop

5 min. walk



⑦ Sengoku Library

1-25-3 Sengoku

☎03-3946-7748



Mita Line Sengoku Station

3 min. walk

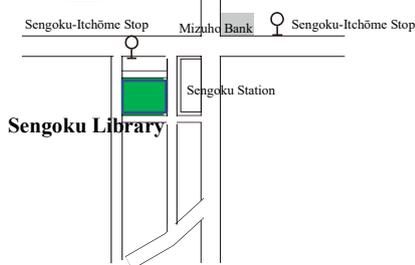
Toei Bus

Sengoku icchōme

2 min. walk

B-GURU Sengoku Station

4 min. walk



⑧ Yushima Library

3-10-18 Hongo, Yushima General Community Center
4th floor ☎03-3814-9242

Marunouchi Line Ochanomizu Station

10 min. walk

Marunouchi Line/Oedo Line

Hongo-sanchoe Station

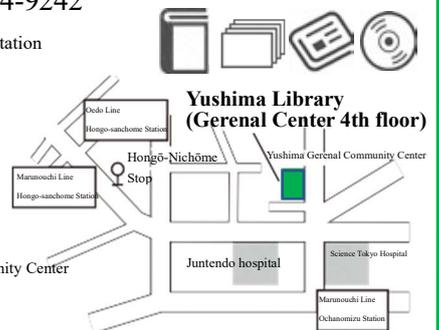
10 min. walk

Toei Bus Hongō-Nichōme Stop

8 min. walk

B-GURU Yushima General Community Center

2 min. walk



⑨ Nezu Library

2-20-7 Nezu Shinobazu-dori Ave. Fureai-kan 2nd floor
☎03-3824-2608

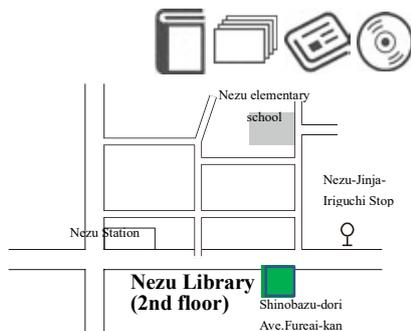
Chiyoda Line Nezu Station

3 min. walk

Toei Bus Nezu-Jinja-

Iriguchi Stop

1 min. walk



⑩ Otsuka Park Midori-no Library

4-49-2 Otsuka

☎03-3945-0734



Marunouchi Line

Shin-otsuka Station

3 min. walk

Toei Bus

Otsuka-Yonchōme Stop

2 min. walk



⑪ Library Service Counter (Otsuka Community Center)

1-4-1 Otsuka Chuo University Myogadani Campus
2th floor ☎03-5395-7960

Marunouchi Line

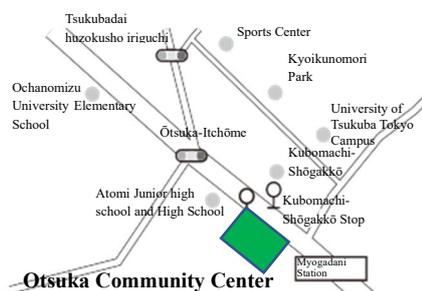
Myogadani Station

1 min. walk

Toei Bus Kubomachi-

Shōgakkō Stop

0 min. walk



⑫ Service Counter (Mukogaoka Community Center)

1-20-8 Mukougaoaka

☎03-3813-6668

Namboku Line

Todaimae Station

0 min. walk

Toei Bus Tōdai-

Nōgakubu Stop

1 min. walk



Announcements and Reminders

Please return the items before the due date



If you miss the due date by one week or more, you will not be able to borrow or reserve a new item unless you return all of the overdue items. If you miss the due date by one month or more, all of your reservations will be canceled.

Handle items with care when using them



- The items are for communal use. If you lose or damage an item (including if it gets wet due to rain), you will be liable for reimbursement.
- If your player malfunctions when playing an item borrowed from the library such as a CD, the library will not be liable for any responsibility.

So that everyone can enjoy their experience at the library...



Please refrain from eating or drinking in the library, entering into the library under the influence of alcohol, using seats for sleeping, carrying in a pet or large luggage, using a cell phone, damaging items in the library, or bothering other people.

Closed days

- If a national holiday falls on a scheduled closed day, the libraries open on the day (Nezu Library closes at 5 p.m.) and closes on the following day instead.
- The New Year's holidays are from December 30 to January 4. (From December 29 to January 4 with Nezu Library and Library Service Counter)
- The special organizing days vary according to each library.
- A calendar for each library is available. Please contact each library for more information. You can also check the calendars on the official website.

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4-8-15 Hongo, Bunkyo City, 113-0033

☎03-3815-6801