

## 初めて利用する方へ **For First-Time Users**

### 利用者登録 **User Application**

Both residents and non-residents of Obu City may apply for library cards if name and address are confirmed.

Please fill out the 'Library Card Application Form' and bring your ID or any of the following documents that may be used as proof of address and identity with you to the reference desk.

Library cards are also available at any city hall in Obu City or Ishigase Hall between 9:00am – 17:00pm on weekdays.

### 証明書類の例 Examples of documents that may be used as proof of your identity

\*Driver license

\*Health insurance card

\*Documents issued by local government or government offices (valid for 3 months from date of issue)

\*Bills for public service fee (valid for 3 months from date of issue)

\*Student card

Please update your record if there are any changes in your address, phone number or name. If you lost your library card, please report the library as soon as possible.

### 利用者カードの更新 **Library Card Renewal**

Library card is valid for 3 years from the date of issue.

Please go to the information desk or the reference desk for library card renewal.

### 団体貸出 **Checkout Services for Schools and Groups**

Schools or reading groups that fulfill certain requirements may borrow limit of 100 items (including limit of 5 audiovisual materials) for 1 month.

If you wish to apply as a group, please fill out 'Library Card Application Form (Group)' and submit it to the information desk or the reference desk with the proof of the address of the group's office or the representative's.

## ご利用方法 **How to Use Library**

### 本を借りる **Checkout**

Please bring items you wish to borrow and your card to a self-checkout machine for checkout. You may also check out items at the reference desk.

Limit of 20 items (including up to the total of 5 comic books and audiovisual materials) may be checked out per person.

### 貸出期間 **Checkout Period**

\*Books, kamishibai (illustrated paper cards), magazines 2 weeks

\*Comic books, audiovisual materials (CDs, DVDs, videos and audiocassettes) 1 week

### 本を返す **Return**

Please go to the self book return desk located at the library entrance to return items. You may also use a book return box located close to the north entrance of the library. (Kitanomori)

Please return audiovisual materials at the reference desk, and do not put those in return box as it may cause damage.

City halls in Obu City or Ishigase Hall also accept returns.

### 貸出延長について **Renew Items**

Items before due may be renewed one time unless the items are on hold for another borrower. (checkout period is for 2 weeks from the renewal date)

Items may be renewed by the phone or at the reference desk. If you have your password registered, you may also renew items online via the library website or OPAC.

### 資料のさがし方 **Search Items**

Items may be searched by title, author or other keywords by using OPAC.

Receipts of item details or item locations may be printed out from OPAC printer.

Items may also be searched using the library website or your cell phone.

If you have any problems finding items, please feel free to ask library staffs.

### 資料の修理・弁償 **Lost / Damaged Items**

Library items are shared by all users. Please handle those with care.

If you lost items, please promptly notify the library.

In case items were accidentally damaged, please bring those to the reference desk. You are expected to pay the replacement cost for items that are damaged beyond repair as well as water-damaged items due to rain. Please handle items carefully in rainy days.

The library will repair damaged or torn pages. Please do not try to fix those by yourself, and bring the items to the reference desk.

If the items are already damaged before you have borrowed, please notify the library when you return those.

### 延滞者への利用制限について **Penalty for Overdue Items**

The library asks users to return items by the due date in order to make items available to as many users as possible. If you have overdue items that exceed 30 days from the due date, the following services are not available until the items are returned.

#### \*Checking out items (including items on hold)

Your family members' cards may not be used to checkout your items.

Please return the overdue items before the hold expires.

#### \*Renewing, placing holds or makings requests

Library materials are shared by all users, and many users wait for the items to be available. We appreciate your understanding and cooperation.

### 予約・リクエスト **Request / Place Holds**

#### 予約について **Place Holds**

If items you wish to borrow have already been checked out, the items may be placed on hold.

The maximum of 10 items may be placed on hold per person. (including up to the total of 5 comic books and audiovisuals)

Please fill out 'Hold/Interlibrary Loan Request Form' and submit it to the reference desk.

Once your password is registered, you may make a request online via OPAC, the library website or the phone.

You may also place holds on non-reserve items through library website or the phone, however, if the item is requested by other visiting user, the visiting user has a priority over checking out the item. We appreciate your understanding.

When items are ready for pick up, you will be notified by phone or e-mail (e-mail registration needed). Please pick up the items within 1 week.

The hold will be cancelled if you do not come to pick up the items after the hold period.

### リクエストについて **Request Items**

You may make interlibrary loan request for items that are not owned by the library.

Please fill out 'Hold/Interlibrary Loan Request Form' and submit it to the reference desk.

The maximum of 10 items may be requested per person in 1 Japanese fiscal year. (from April to March next year)

In case your requested items have already been ordered by the library, the items will be excluded from your request list.

The library is not able to accept requests for unpublished items or items other than books (comic books, magazines, audiovisual materials and others).

We appreciate your understanding in case we are unable to fulfill your request.

### 受取場所について **Pickup Locations**

Requested items may be picked up at Obu Bunka Koryu no Mori Library or any city halls in Obu or Ichigase Hall. You may change your pickup location via the library website if the items are not yet ready. (Password needed)

### 受信アドレス許可について **Spam E-mail Filter**

The library e-mail address used for notification is [lib\\_renraku@allobu.jp](mailto:lib_renraku@allobu.jp).

In case you are using spam e-mail filters, please remove the library address from blocked senders.

### その他 **Others**

\*The maximum of 10 items may be checked out per person.

\*The library is not able to fulfill requests from non-residents of Obu City.

We apologize for the inconvenience. Please ask your local library for assistance.

### レファレンス **Reference Services**

#### レファレンスとは **What is Reference Service?**

Reference service is assistance that helps you to search for items or information you need by using library materials or database.

The library helps you in finding items that provide information for both daily trivia questions and questions concerning your academic research.

We are not able to assist you with the following:

- \*Homework or quizzes for prize winning contests
- \*Medical/legal/personal consultations
- \*Examining art works, paintings or antiques
- \*Conducting research or compiling data for users
- \*Researches that require a large amount of money or time

Reference appointment may be made at the reference desk or through the user page of the library website. (password needed) Appointments via phone, e-mail or FAX are also available.

#### 電話・FAXでの申込 **Reference Appointment by Phone/FAX**

Obu Bunka Koryu no Mori Library

6-150-1 Hiragiyama-cho, Obu-shi, Aichi 474-0053

Reference Service TEL: 0562-48-1808 FAX: 0562-48-8131

e-mail: [library@allobu.jp](mailto:library@allobu.jp)

#### レファレンス事例 **Past Reference Q&A Archives**

The library compiles past Reference Q&A database. Questions and answers may be searched online.

#### 複写サービス **Photocopy Services**

Within the bounds of copyright law, one photocopy per page is available per person.  
(monochrome: 10 yen per page color: 100 yen per page)

If you wish to make photocopies of items, please fill out 'Photocopy Request Form' beside photocopy machines and submit it to the reference desk. Photocopy service is available until 19:45pm.

#### 宅配サービス **Item Delivery Services**

The library provides free item delivery services for residents of Obu City aged 75 and over who have difficulties visiting the library, and for physically disabled residents. Users who have their delivery service application completed may use the service by the phone or FAX.

For application, you or your family member need to come to the library, or consult the library by the phone.

#### 登録手続きの際の証明資料

## **ID and Documents Needed for Item Delivery Service Application**

\*Driver license, health insurance card, certificate of residence, or any other documents that may be used as proof of your age

\*Disabled person identification

### **A V コーナー Audiovisual Viewing Area**

DVDs may be viewed in audiovisual viewing area. (10 seats)

Bring DVDs that you wish to watch and your card with you to the reference desk.

A headset and a remote controller will be provided after checkout.

Please return those to the reference desk when you are finished.

AV services are available at the reference desk until 19:00pm. AV viewing area will be closed 19:45pm.

Viewing seats may be booked if those are fully occupied. Please come to the reference desk by your scheduled time with your reservation request receipt which will be issued when you make a booking.

If you do not come within 20 minutes of your scheduled time, your booking will be cancelled.

Trial listening of CDs is available. Bring CDs that you wish to listen and your card with you to the reference desk.

### **I C T コーナー ・ 無線 L A N について**

#### **ICT Area and Wireless LAN**

The library provides access to the internet in ICT Area. (10 PCs)

Please come to the information desk with your card.

You will receive a receipt of ID/password to access the internet.

PCs may be used for up to 1 hour at a time. Web pages may also be printed out.

(printing fee needed)

Internet access services are available at the information desk until 19:00pm.

ICT Area will be closed 19:45pm.

PC seats may be booked if those are fully occupied. You may use a PC as soon as it becomes available. Please wait close to the ICT Area.

Your booking will be cancelled if you do not come to the ICT Area within 20 minutes after a PC becomes available.

PC hour may be extended if there is no other booking. Please go to the information desk for extension.

You may use your laptop in any area in the library (only with fully charged batteries). Please do not use library's power sockets.

The library also provides wireless LAN access. Please come to the information desk to use the service.

Please keep noise levels (ex. clicking sound of a keyboard) to a minimum in ICT Area.

### おはなし会 Kids Storytime

Library staffs and library support members offer children's picture books and kamishibai (illustrated paper cards) readings and storytellings (without using picture books or kamishibai).

These programs are provided in Storytelling Room in Kids Area on the 1<sup>st</sup> floor. No booking is needed. Please feel free to join the programs.

<開催日 Days>	<開催時間 Hours>	<対象 Ages>
Every Tuesday	11:00am – 11:30am	Children less than age 4 and their parents or caregivers
Every Saturday	14:00pm – 14:30pm	Ages 4 and above
The first Sunday of Every month	14:00pm – 14:30pm	Ages 4 and above
The second Saturday of Every month	11:00am – 11:30am	Ages 5 and above
The third Wednesday of Every month	11:00am – 11:30am	Children less than age 4 and their Parents or caregivers

### グループ室の利用について Group Rooms

The library has 3 group rooms. The rooms are designed to be used for studies and programs using library materials, such as group studies, group discussions and book reading programs.

All residents of 5 cities and 5 towns of Chita Peninsular (Obu City, Handa City, Tokoname City, Tokai City, Chita City, Agui Town, Higashiura Town, Minamichita Town, Mihama Town, Taketoyo Town) may use the group rooms.

Advance booking is required to use the rooms. Please fill out 'Group Room Use Request Form' and submit it to the reference desk.

One booking at a time may be made up to 1 month in advance per group. Please come to the reference desk to pick up the room key by your scheduled time on the booking date. In case of late arrival, it is necessary to inform the reference desk. Your booking will be cancelled if you do not contact the library within 30 minutes of the scheduled time.

### 資料の寄贈 Gift Books

Obu Bunka Koryu no Mori Library appreciates donations of books. Please bring books to the library which are no longer needed in your house. You will be asked to submit 'Book Donation Form' to make your donation.

The library especially welcomes popular items among users. (Please see 'Requested Items Ranking' on the library website for details) The items listed in the ranking are largely requested by users, and some users need to wait for few months or a year until the items become available. We would greatly appreciate your donations of those items.

The library also tries to collect, organize and maintain Obu City-related materials. Since these area study materials become very difficult to obtain as time passes, the library welcomes donations of these materials in order to hand those over to the next generation.

Because it is the library's responsibility to keep the collection coherent and organized, some items may not be added to the library collection or may be disposed after being donated.

The library reserves the right to use or dispose donated items once those are accepted.

The library is not able to return donated items or receive inquiries regarding those. The donor will be responsible for packing and sending items regardless of its amount.

### 寄贈をご遠慮いただきたい資料

Following is the list of items the library does not accept:



- \*Books or materials that are damaged, torn or marked by pen or pencil
- \*Workbooks, textbooks or reference books
- \*Comic books
- \*Magazines, newspapers or leaflets
- \*Audiovisual materials (videos, DVDs, CDs, audiocassettes)
- \*Collected editions or complete works that have missing volumes
- \*Dated encyclopedias or illustrated books
- \*Books or materials intended for sales, political or religious purposes
- \*Books or materials considered to be inappropriate for children and teens

#### 至学館大学連携協定

#### **Partnership Agreement with Shigakkan University**

Registered users of Obu Bunka Koryu no Mori Library may use Shigakkan University Library by submitting 'Library Use Request Form (External User)'. It is valid for a year and may be renewed.

Please access URL below to see library open days and hours.

<http://www.sgk.ac.jp/mlib/gakugai.html>

(available in Japanese only)