

# 1. WELCOME TO THE KOMAKI CITY LIBRARY 英語

ようこそ図書館へ

## 2. KOMAKI CITY LIBRARY

小牧市立図書館

Tel: 0568-73-9951 Free admission

### 3.1. For the first visitors

はじめて利用される方へ

-You need to have your library card to borrow books from the library.-

<How to make the library card>

- All materials can be lent to any residents, commuters or commuting students in Komaki City.
- Please bring a certification to confirm your address, address of your school or workplace.
- Fill in the visitors' application form for registration and bring it to the reception counter desk to get a library card.
- The library card can be used in any library facilities in the city.
- Please notify us if you change your address or phone number etc.
- Please inform the library immediately if you lose your library card.

### 3.2. <About using libraries in other cities ---WIDE Service>

広域利用

- Each residents of Owari Hokubu Area (Komaki, Kasugai, Konan, Iwakura, Ooguchi, Fuso) can use library of other cities.
- How to use the libraries in other cities.  
Documents to conform your address and name.
- Please bring the above and ask at counter. The services are depend on each city.
- At the Komaki City library and library rooms, the reserve service and request services are not provided to the users from other cities.
- Please return the books to the library you borrow.

## 4. WHAT SHOULD I DO IN CASE OF...

こんなときどうしたら？

### 4.1 Borrowing Books...

本を借りる

Take the book you would like to borrow to the counter with your members' card.

The limits are following.

Class	Number of items	Days
Books	20	14
Videos, DVD, CD, cassetes,	10 in total	14
Reference, local materials	2 each	7
20 items		

Some reference or local materials are not available to be lent.

You can extend the period (by telephone, internet,) however in case anyone has waiting reservation, videos, DVD, reference, local materials are not acceptable.

## 4.2 Returning Books

本を返す

- You can return books to the counter at any library within the city.
- While the library is open, please return books to the counter.
- You can return books to the designated return box, when the library is closed.
- ※ Please bring any videos, CDs, DVDs, tape cassettes ( all of those are breakable) directly to the counter during open hours. Do not put them into the return box.

## 4.3 Searching Books

本をさがす

Class	Seacher
Books and Magagin, vidual media (videos, DVD, CD, cassettes, story telling books)	OPAC
Hometown maps	Counter or office
Newspapers	Major newspapers are placed all library and civic center library rooms. Please ask at the office (3 <sup>rd</sup> floor )about back-numbers.
Law books	Reference room on the 3rd floor.

## 4.4 To reserve or oder books

本の予約・購入希望

Each person can reserve as much as 20 items. Is not included the wide service.

If you would like to read books which is already lent, you can reserve it. You should fill the application form and hand it to the counter. You can also use the computer system (OPAC) to search books and to print the application form . Is not possible to reserve books which are not on sale yet, either you can not order magazines, videos, CD, DVD, cassettes, etc.

## 5. To investigate things

しらべたいことがある

On the 3rd floor of the library, there is reference room which you can find

## 6. To take photocopies of Books

本をコピーしたい

You can photocopy books but you should pay 10 yen per page.

## 7. Groups

団体でたくさん借りたい

You can lend books for groups if the company you are working for is in Komaki or if you study in Komaki.. You will require a group library card.

## 8. EVENTS

行事・集会

### 8.1 Day for Movies

図書館映画デー

Every first Sunday, from 2 pm at the audiovisual room on the 1<sup>st</sup> floor, there is theater time for children.

### 8.2 Story Telling

おはなし会

There is a story telling room at the 2<sup>nd</sup> floor where you can also watch videos and read books. These events are announced on KIDS LAIBURA.

### 8.3 Reading Groups

読書会

Reading groups can use the rooms of the City library to read about culture, life facts, etc. Reservation is required.

Audiovisual Room (50 seats) Conference Room (20 seats)

## 9. PRIVACY

プライバシー保護

For registration in the City Library and Civic Center libraries is required to write your name, address, etc. These data are used only for intern control and will never be public.