

## Services

### •Reference service

The staff members of the libraries will willingly answer or assist you regarding any reference or information. At Research Center of General Public Library, the staff members will assist you with your research. Also a reference inquiry service is available for you through the web page of Fujisawa City Library.

### •Service for physically challenged

There are books written in large sized letter, magnifying lenses, reading glasses, picture books with braille, and electronic magnifying reading system. If there is a request for use of stroller, wheelchair, or written communication service, please ask at circulation desk.

\*If there is a request for use of stroller or wheelchair in South Public Library, please ask at Information Counter on the 1<sup>st</sup> floor of ODAKYU SHONAN GATE.

### •Delivery service

There is a delivery service for those who have difficulty coming to the libraries by themselves due to disabilities or age. For details, please contact the libraries.

### •Children's service

There are children's book sections at all the libraries and events such as "story telling" are held. Also there are services such as group lending system to school or organization related to children.

## Use of library

### •Computer system within libraries (OPAC)

You could search for materials and register a password either by using a key board or touch panel.

### •Making copies

For library materials, you could only make a partial copy per material due to the Copyright Act. Please fill in "Application form for copying library materials" and hand it to the circulation desk. You will be charged for the copy.

### •DVDs/Video tapes viewing and CDs/Cassette tapes listening section

You can view or listen to visual and auditory materials at the libraries. Please use electronic equipment by yourself.

### •Conference rooms and halls

A group which works within Fujisawa with more than 5 members; majority of members must reside in Fujisawa, could use the conference rooms and halls. For details, please contact the libraries.

## Community Library

In order to borrow books from the community libraries, you need to make a lending card for each library. There is no visual and auditory material in the community libraries. Please return the materials at the community library where you borrowed with your lending card. The community libraries do not have "Henkyaku Post" book drop. For details, please ask the staff members of the libraries.

### •Open on

> Tuesday to Sunday: 10:00-17:00

### •Closed on

> Every Monday

\*If Monday is a holiday, it will be open but the next weekday would be closed

\*If August 31<sup>st</sup> is Monday, it will be open

> Special Cleaning Period: within 10 days during the year\*

> Year-end/New Year holidays: December 28<sup>th</sup> to January 4<sup>th</sup>

\*Special Cleaning Period will be announced each time it schedules.

### •Contact

#### Chogo Community Library

(Within Chogo Community Center)  
Address: 513 Chogo Phone: 0466-43-7655

#### Meiji Community Library

(Within Meiji Community Center)  
Address: 1-11-23 Tsjido Shinmachi  
Phone: 0466-35-7095

#### Tsjido Community Library

(Within Tsjido Community Center)  
Address: 1-1-41 Tsjido Higashi Kaigan  
Phone: 0466-35-7076

#### Goshomi Community Library

(Within Goshomi Community Center)  
Address: 1760-1 Uchimodori  
Phone: 0466-48-4675

#### Katase Community Library

(Within Katase Community Center)  
Address: 3-9-6 Katase Phone: 0466-28-6935

#### Endo Community Library

(Within Endo Community Center)  
Address: 2984-3 Endo Phone: 0466-88-6235

#### Mutsuai Community Library

(Within Mutsuai Community Center)  
Address: 4-8-1 Kameino Phone: 0466-83-4686

#### Zengyo Community Library

(Within Zengyo Community Center)  
Address: 1-2-3 Zengyo Phone: 0466-83-4687

#### Fujisawa Community Library

(Within "F-Place" - Fujisawa Multipurpose Public Complex and Fujisawa Community Hall/Labor Hall)  
Address: 1-12-17 Fujisawa Honmachi  
Phone: 0466-28-6895

#### Kugenuma Community Library

(Within Kugenuma Community Center)  
Address: 2-10-34 Kugenuma Kaigan  
Phone: 0466-35-7096

#### Muraoka Community Library

(Within Muraoka Community Hall)  
Address: 1-7-7 Mirokuji Phone: 0466-28-6939

# Guide for Using Fujisawa City Libraries



There are General Public Library, South Public Library, Tsjido Public Library, Shonan Oba Public Library and community libraries in Fujisawa.

You could borrow all kinds of materials and collect information.

For continuous development of the libraries, please feel free to use the libraries.

If you have any questions, please ask the staff members of the libraries.

## Registration

### •Who can register

- > Those who live in or commute to Fujisawa
- > Those who live in designated municipalities including Chigasaki, Samukawa, Kamakura, Yamato, Ayase, and Yokohama.

### •How to register

Please fill in "Application Form for Library Card" and submit it to circulation desk. Please have a document such as health insurance card, student ID, driver's license and etc. ready with you to prove your address.

\*Junior high school students and younger do not require above mentioned documents.

If you are commuting to Fujisawa, please have a document which could prove address of your school or work place.

### •How to register password

If you would like to make a request for reservation of library materials through web page or computer system within libraries (OPAC), you need to register a password. You could register your password through web page or computer system within libraries.

## How to borrow

Please submit your library card and materials you are borrowing to circulation desk.

Maximum number of materials and lending period per person is as follows:

- > Books, magazines, picture books: 10 for 2 weeks
- > CDs, cassette tapes, records: 5 for 2 weeks
- > Video tapes, DVDs: 2 for 2 weeks

## How to return

When you are returning materials, please bring them with your library card to circulation desk. You could return materials at any library in Fujisawa as long as they were borrowed by using your library card.

When the libraries are closed, you can return by putting them into "Henkyaku Post" book drop. However it is limited to reading materials such as books, magazines, picture books and etc.

## How to make a reservation request

When library materials you are looking for are not on the shelves, you could make a reservation request by filling in "Request Card" and turning it into circulation desk or make a request by phone. If you have already registered your password, you could make a reservation request either from computer system (OPAC) within the libraries or internet web page of Fujisawa City Library. You could receive the materials at libraries or community libraries. Maximum request numbers per person is as follows:

- Books, magazines, picture books: 6
- CDs, cassette tapes, records: 3
- Video tapes, DVDs: 2

## Restriction of Usage

If library materials are not returned after 30 days of returning date, lending and reservation service will be restricted. However, the restriction will be abolished immediately after all of the materials are returned.

## When you lose or damage materials

If you have lost or damaged materials, the library will ask you to buy the same material or if the material is hard to obtain, you will be made to buy other material which are designated by the library.

The library will not be responsible for any kind of damages to electronic equipment caused by CDs, DVDs, Video Tapes and etc. which were lent from the libraries.

## Hours and Closing days

### ●General Public Library

#### ◆ Open on

- Mon/Thu/Sat/Sun: 9:00-17:00
- 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> Wednesday: 9:00-17:00
- Tue/Fri: 9:00-19:00 (until 17:00 on holidays)

#### ◆ Closed on

- 2<sup>nd</sup> and 4<sup>th</sup> Wednesday
- \*In case of a holiday, it will be open but the next weekday would be closed
- Special cleaning period: within 10 days during the year\*
- Year-end/New Year holidays: December 29<sup>th</sup> to January 4<sup>th</sup>

### ●South Public Library

#### ◆ Open on

- Monday to Friday: 10:00-20:00
- Sat/Sun/Holiday: 10:00-18:00

#### ◆ Closed on

- 2<sup>nd</sup> Monday
- \*In case of a holiday, it will be open but the next Monday would be closed
- Special cleaning period: within 10 days during the year\*
- Year-end/New Year holidays: December 29<sup>th</sup> to January 4<sup>th</sup>
- Facility inspection day: Whole day once a year

### ●Tsujido/Shonan Oba Public Library

#### ◆ Open on

- Wed/Thu/Sat/Sun: 9:00-17:00
- Tue/Fri: 9:00-19:00 (until 17:00 on holidays)

#### ◆ Closed on

- Every Monday
- \* In case of a holiday, it will be open but the next weekday would be closed
- \*If August 31<sup>st</sup> is Monday, it will be open
- Special Cleaning Period: within 10 days during the year\*
- Year-end/New Year holidays: December 28<sup>th</sup> to January 4<sup>th</sup>

\*Special Cleaning Period will be announced each time it schedules.

## General Public Library

### ●Number of carrel desks

- Carrel desks: 54 seats
- Specialized carrel desks for adults: 6 seats
- Specialized carrel desks for viewing news papers: 6 seats
- Priority carrel desks for young adults: 12 seats
- Carrel desks in children's library: 54 seats
- Within Research Center: 38 seats (Calculator and laptop could be used at limited section. Specialized carrel desks for adults are available.)
- \*There are priority seats for wheelchair users.

### ●Direction

10 minutes walk from East Exit of Shonandai Station (Odakyu Enoshima Line, Yokohama Municipal Subway Blue Line, Sotetsu Izumino Line could be used)

### ●Parking

- Within library property: 27
  - Shonandai parking (near by the library): 57
- Both parking areas are free for the first 2 hours but after, it will cost 100 yen per 30 min.

### ●Research Center

References such as dictionaries, almanacs, white papers and regional materials regarding Fujisawa and Kanagawa Prefecture are stored. Following materials could be viewed and be able to make a copy. (You will be charged for the copy)

#### ➢ Database

Kikuzo II Visual / Nikkei Telecon 21  
MAGAZINEPLUS / Official Gazettes /  
D1-Law.com

#### ➢ Microfilms

News papers (Asahi, Yomiuri, Mainichi, and Kanagawa)  
Official Gazettes (Series until December, 2004)

#### ➢ Historical audio resources of National Diet Library

#### ➢ Digitalized materials of National Diet Library

### ●Visual and Auditory Library

Following visual and auditory equipment and educational materials could be borrowed at Visual and Auditory Library of General Public Library.

Please call Visual and Auditory Library Section (0466-43-1155) for detail.

#### ➢ 16mm movie films

For groups or individuals that are in Fujisawa, Chigasaki, or Samukawa

#### ➢ Educational materials and visual/auditory materials

For groups or individuals that reside/work/enrolled in Fujisawa

### ●Contact

7-18-2 Shoandai, 252-0804  
Phone: 0466-43-1111  
FAX: 0466-46-1130

## South Public Library

### ●Number of carrel desks

- Carrel desks: 63 seats
- \*There are 3 priority seats for wheelchair users.

### ●Direction

- 2 minutes walk from South Exit of JR Fujisawa Station (JR Tokaido Line, Ueno-Tokyo Line, Shonan-Shinjyuku Line could be used)
- 2 minutes walk from Fujisawa Station of Odakyu Enoshima Line
- 1 minute walk from Fujisawa Station of Enoshima Dentetsu Line

### ●Parking

Asahi-cho parking area could be used free for the first 2 hours but after, it will cost 170 yen per 30 min.

Paid parking area is also available at ODAKYU SHONAN GATE.

### ●Contact

On the 6<sup>th</sup> floor of ODAKYU SHONAN GATE  
21-1 Minami Fujisawa, 251-8570  
Phone: 0466-27-1044  
FAX: 0466-27-1045

## Tsujido Public Library

### ●Number of carrel desks

- Carrel desks: 22 seats
- Specialized carrel desks for viewing news paper: 9 seats
- General desks: 38 seats (among 3 are priority seats for junior high school students)
- Within Children's room: 12 seats
- \*There are priority seats for wheelchair users.

### ●Direction

4 minutes walk from South Exit of East ticket gate of Tsujido Station (JR Tokaido Line, Ueno-Tokyo Line, Shonan-Shinjyuku Line could be used)

### ●Parking

Spaces are open for 10 vehicles  
Parking fee is free for the first 2 hours but after, it will cost 100 yen per 30 mins.

### ●Contact

2-15-8 Tsujido, 251-0047  
Phone: 0466-35-0028  
FAX: 0466-36-5186

## Shonan Oba Public Library

### ●Number of carrel desks

- Carrel desks: 36 seats
- Within Computer room: 10 seats
- Priority carrel desks for young adults: 18 seats
- Within Children's room: 10 seats
- \*There are priority seats for wheelchair users.

### ●Direction

- Ride on the bus for approximately 10 mins which goes to direction of "Shonan Life Town" from North Exit of Tsujido Station, JR Tokaido Line  
Get off at "Oba Shogakko (elementary School)" and walk for about a minute
- Ride on the bus for approximately 25 mins which goes to direction of "North Exit of Tsujido Station" from West Exit of Shonandai Station, Odakyu Enoshima Line  
Get off at Oba Shogakko (elementary school)" and walk for about a minute

### ●Parking

You can use the parking space of Shonan Oba Community Center for free.

### ●Special Collections

Reading materials of authors that have relations with Fujisawa and other special collections are stored.

### ●Contact

5406-4 Oba, 251-0861  
Phone: 0466-86-1666  
FAX: 0466-86-1441

## Braille Library

This facility lends and produces braille books and digital recorded books. It also provides lectures about braille and computer. Furthermore, it offers instructions and training programs for those who wish to volunteer in translation into braille, transliteration, and guiding persons with blindness. This library is on the basement floor of General Public Library.

### ●Open on

Monday to Friday: 9:00-16:30

### ●Closed on

- Saturday, Sunday, and Holiday
- Year-end/New Year holidays: December 28<sup>th</sup> to January 4<sup>th</sup>

### ●Who can register

Those who have 1-6 degree disability certificate on visibility and reside/work/enrolled in Fujisawa.

### ●Contact

Phone: 0466-44-2662  
FAX: 0466-44-2388