

Restriction on Library Use

If the library materials are not returned 30 days after the due date, lending and reservation service will be restricted. The restriction will be released after all of the overdue materials are returned.

If you Lost or Damaged Materials

If you lost or damaged materials, you may be asked to compensate by purchasing the same material or by other means. In such a case, please contact the public/community library immediately. Please be noted that the libraries are not responsible for any kind of damages made to your electronic devices by using the CDs, DVDs, Video Tapes and etc. which were lent from the libraries.

Office Hours and Closing Days

- General Public Library
 - ◆ Open on
 - Mon/Thu/Sat/Sun: 9:00-17:00
 - 1st, 3rd, 5th Wednesday: 9:00-17:00
 - Tue/Fri: 9:00-19:00 (until 17:00 on holidays)
 - ◆ Closed on
 - 2nd and 4th Wednesday (*If it is a holiday, the next weekday will be closed)
 - Special cleaning period: 10 days or less during the year*
 - Year-end/New Year holidays: December 29th to January 4th
- South Public Library
 - ◆ Open on
 - Monday to Friday: 10:00-20:00
 - Sat/Sun/Holiday: 10:00-18:00
 - ◆ Closed on
 - 2nd Monday (*If it is a holiday, the next weekday will be closed)
 - Special cleaning period: within 10 days during the year*
 - Year-end/New Year holidays: December 29th to January 4th
 - 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 (*If it is a holiday, the next weekday will be closed)
 - *If August 31st is Monday, it will be open
 - Special Cleaning Period: within 10 days during the year*
 - Year-end/New Year holidays: December 28th to January 4th

*Special Cleaning Period will be announced each time it is scheduled.

Services

- Reference service

The staff members of the libraries will willingly answer or assist you regarding any reference or information. At the 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.
- Services for physically challenged

There are large print books, magnifying lenses, reading glasses, braille picture books, and electronic magnifying reading system. If there is a request for the use of a stroller, a wheelchair, or the written communication service, please ask at the circulation desk. *If you are visiting the South Public Library, strollers and wheelchairs can be lent at the Information Counter on the 1st 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.
- Services for Children

There are children’s book sections at all the libraries and events such as “story telling” are held. Guiding/lending services for schools or child-related organizations are also available.

Use of the Four Public Libraries

- Internal computer system equipped in the libraries (OPAC)

You can search for materials or register a password by using OPAC. Key boards and touch panels are available.
- Making copies

If you want to have a photocopy of a library material, making only one partial copy per person (with charge) is allowed as defined in the Copyright Act. Please fill in the “Application form for copying library materials” and submit at the circulation desk.
- DVDs/Video tapes viewing and CDs/Cassette tapes listening section

You can view or listen to audiovisual materials at the libraries. Please operate the electronic equipment by yourself.
- Conference rooms and halls

A Fujisawa-based group comprises of five or more members, majority of which are Fujisawa residents, can use the conference rooms and halls. For details, please contact the libraries.

Guide for Using Fujisawa City Libraries



There are four public libraries (General Public Library, South Public Library, Tsujido Public Library and Shonan Oba Public Library) and 11 community libraries in the City of Fujisawa. They have a wide collection of books, materials and information. We believe that the libraries are enriched and develop as being used by many people. Please feel free to use the libraries and help us nurture them together. If you have any questions, please ask the librarians. Detailed information on material search, password registration etc. is available on the Fujisawa City Library website, which can be accessed from the two-dimensional code. (A mobile phone camera is necessary in order to use the two-dimensional code.)



Registration

Registration is necessary in order to use the libraries. You will receive a library card (common to all the public and community libraries in the city) after registration. Eligibility of registration needs to be confirmed every three years.

- Who can register
 - Those who live in or work/attend school in Fujisawa
 - Those who live in the designated municipalities (Chigasaki, Samukawa, Kamakura, Yamato, Ayase, and Yokohama).
- How to register

Please bring an identification document (My Number Card, Health Insurance Card, student ID, driver’s license etc.) that can verify your current address, and register at the circulation desk of one of the libraries. * Submission of such documents is not required when a junior high school student or a younger child registers by him/herself.

If you are working or attending school in Fujisawa, please bring some document that can verify your place of employment/enrollment. *Any change in the registered information must be notified promptly.
- How to register a password

By registering a password, either through the library website or OPAC (internal computer system equipped in the libraries), you can make a reservation request online.

How to Borrow Materials

Please submit your library card and the materials you want to borrow at the circulation desk. The maximum number of materials that can be lent per person and the lending period:

- 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 Materials

Please bring the returning materials to the circulation desk along with your library card. You can return materials at any of the libraries in Fujisawa. When the public libraries are closed, you can return by putting them into the “*Henkyaku Post* (book drop)”. The items that can be put in the Henkyaku Posts are only reading materials, such as books, magazines, picture books etc. Please be noted that the community libraries do not have such Henkyaku Posts.

How to Make a Reservation Request

When the library materials you are looking for are not on the shelves, you can make a reservation request by submitting a “Request Card” at the circulation desk, inquiring a librarian directly, or making an inquiry to the public libraries by telephone. Community libraries do not accept inquiries by telephone. If you have registered your password, you can make a reservation request either through the library website or OPAC (internal computer system equipped in the libraries). You can receive the reserved materials at a designated library. Maximum number of materials that can be requested per person:

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

General Public Library

- **Number of reading seats**
 - Reading seats: 54
 - Specialized reading seats for adults: 6
 - Specialized reading seats for viewing newspapers: 6
 - Priority reading seats for young adults: 12
 - Reading seats in the Children’s Library: 54
 - Reading seats in the Research Center: 38 (Use of laptops and calculators is allowed in a limited section.)
- *There are priority seats for wheelchair users.

- **Direction**
10 minutes’ walk from the East Exit of Shonandai Station (Odakyu Enoshima Line, Yokohama Municipal Subway Blue Line, Sotetsu Izumino Line)
- **Parking**
 - On the library premises: 27The parking fee is free for the first 2 hours, and after that, 100 yen for every 30 minutes.

- **Research Center**
Research Center stores reference books such as dictionaries, almanacs, white papers and regional materials regarding Fujisawa and Kanagawa Prefecture.
The following materials can be viewed and copied. (Copies available with charge)
 - **Database**
Asahi Shimbun Cross-Search / Official Gazettes / D1-Law.com
 - **Microfilms**
Newspapers (Asahi, Yomiuri, Mainichi, and Kanagawa)
Official Gazettes (Series until December, 2004)
 - **Historical audio resources of National Diet Library**
 - **Digitalized materials of National Diet Library**

- **Audiovisual Library**
The following audiovisual materials/equipment can be borrowed at the Audiovisual Library within the General Public Library.
Please visit our website or call the Audiovisual Library Section (0466-43-1155) for detail.
 - **16mm movie films**
For groups or individuals that are in Fujisawa, Chigasaki, or Samukawa
 - **Educational materials and audiovisual materials**
For groups or individuals that reside/work/enrolled in Fujisawa

- **Contact**
7-18-2 Shonandai, 252-0804
Phone: 0466-43-1111
FAX: 0466-46-1130

South Public Library

- **Number of reading seats**
 - Reading seats: 63
- * There are priority seats for wheelchair users.
- **Direction**
 - 2 minutes’ walk from the South Exit of Fujisawa Station (JR Tokaido Line, Ueno-Tokyo Line, Shonan-Shinjyuku Line)
 - 2 minutes’ walk from Fujisawa Station of Odakyu Enoshima Line
 - A minute’s walk from Fujisawa Station of Enoshima Dentetsu Line

- **Parking**
Asahi-cho Parking Lot is available free of charge for the first 2 hours, and after that, 170 yen for every 30 min.
A paid parking lot is also available at ODAKYU SHONAN GATE.

- **Contact**
6th floor of ODAKYU SHONAN GATE
21-1 Minami Fujisawa, 251-8570
Phone: 0466-27-1044
FAX: 0466-27-1045

Shonan Oba Public Library

- **Number of reading seats**
 - Reading seats: 36
 - Reading seats in the Computer room: 10
 - Priority reading seats for young adults: 18
 - Reading seats in the Children’s Room: 10
- *There are priority seats for wheelchair users.

- **Direction**
 - Approximately 10 minutes’ bus ride from the North Exit of JR Tsujido Station (Tokaido Line) toward the “Shonan Life Town” direction, and, a minute’s walk from the “Oba Shogakko (Elementary School)” bus stop.

- Approximately 25 minutes’ bus-ride from the West Exit of Shonandai Station (Odakyu Enoshima Line) bound for the North Exit of Tsujido Station, and, a minute’s walk from the Oba Shogakko (Elementary School)” bus stop.

- **Parking**
The parking lot of adjoining Shonan Oba Community Center is available free of charge.

- **Shimin Bunko & Special Collections**
Books of authors who are associated with Fujisawa and other special collections are stored.

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

Tsujido Public Library

- **Number of reading seats**
 - Reading seats: 22
 - Specialized reading seats for viewing newspapers: 9
 - General reading seats: 38 (3 of which are priority seats for junior high school students)
 - Reading seats in the Children’s Room: 12
- *There are priority seats for wheelchair users.

- **Direction**
4 minutes’ walk from the East Gate and through the South Exit of Tusjido Station (JR Tokaido Line, Ueno-Tokyo Line, Shonan-Shinjuku Line)

- **Parking**
On the library premises: 10
The parking fee is free of charge for the first 2 hours, and, after that, 100 yen for every 30 minutes.

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

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 the General Public Library.

- **Open on**
Monday to Friday: 9:00-16:30
- **Closed on**
 - Saturday, Sunday, and Holiday
 - Year-end/New Year holidays: December 28th to January 4th

- **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

Community Libraries

- **Open on**
 - Tuesday to Sunday: 10:00-17:00

- **Closed on**
 - Every Monday (*If it is a holiday, the next weekday will be closed)
 - *If August 31st is Monday, it will be open
 - Special Cleaning Period: 10 days or less during the year*
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- **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 Tsujido Shinmachi
Phone: 0466-35-7095
 - Tsujido Community Library**
(Within Tsujido Community Center)
Address: 2-1-17 Tsujido Nishi 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

Fujisawa Electronic Book Service

Fujisawa Electronic Book Service is available for those who reside/work/attend school in Fujisawa.

- Maximum number of electronic materials that can be borrowed per person and lending period: 2 for 2 weeks
- User ID: Same as the library card number
- Initial password: Birthdate (8-digit number, YYYYMMDD)

For detailed instruction of use, please refer to the User’s Guide to ‘Fujisawa Electronic Book Service’ from the two dimensional code.

