

How to use General Public Library

How to make a library card (Registration)

You need a library card to borrow library materials such as books, magazines, DVDs, CDs, video tapes and etc. from libraries.

There are 4 libraries in Fujisawa and the library card can be used at all of the libraries and you can borrow library materials for free.

Who can make a library card (He/ She needs to fulfill at least one of the following qualifications)

*Those who live in Fujisawa

*Those who go to school in Fujisawa

*Those who work in Fujisawa

Registration Procedure

1. Please fill in "Application Form for Fujisawa Library Card".
2. Please submit document such as; Resident Card, Special Permanent Resident Certificate, Driver's License, Student's ID and etc. which could prove your name and address to circulation desk.
3. Card will be issued immediately for the one to receive.

How to borrow library materials

You can borrow total of 10 books/magazines, 5 CDs, and 2 DVDs from any of the libraries in Fujisawa for 2 weeks.

Please submit your library card along with materials you are borrowing to circulation desk in order to complete lending process.

*When you forget your library card, please let the library staff know.

*Books with red label written "Kariremasen (Can not be borrowed)" and latest magazines could not be borrowed.

How to return library materials

You can return borrowed materials at any library in Fujisawa.

Returning Procedure (When libraries are open)

1. Bring the returning materials to circulation desk with your library card.
2. After you are done with returning procedure, please place the materials on "Henkyaku-Dana (Returning Shelf)."

*Do not return the materials to the original shelves by yourself.

Returning Procedure (When libraries are closed)

During the time when libraries are closed, you can only return books and magazines by putting them into "Henkyaku Post (book drop)".

*CDs/DVDs are fragile so don't put them into the book drop.

You would not be able to reserve or borrow materials if you did not return the materials by return dates.

How to find library materials

You can find all of the books from libraries in Fujisawa by using either web page of the libraries or by using computer system (OPAC) within libraries.

For computer system (OPAC) within libraries, you could either search by using keyboard or by touching panel. If you have any question, feel free to ask the staff members at circulation desk.

How to make reservation request

If the books which you wish for are not on the book shelves, you could make reservation request up to 6 books per a person.

Even if you make reservation request of books which are at other libraries within Fujisawa, you could receive them at the nearest library.

Ways to make reservation (either way)

- Fill in "Request Card" and hand it to the staff members at circulation desk
- Use web page of libraries or by computer system (OPAC) within libraries
- * If you are using the systems, make sure to register your password before using them

You can check whether the materials are ready by following ways

- Call the library
- Ask the staff members at circulation desk
- Search by using web page of the library (only if you have registered your password)

If you wish for, you can receive post card or e-mail; cell phone e-mail address is possible, which will let you know that books are ready. In that case, please request so when you are making reservation.

There will be a notice from the library if the books can not be lent.

You could also reserve books from Kanagawa Prefectural Library.

Making Copies

You need to fill in application form to use copying machine.

Payment per a copy (please pay by yourself)

- Monotone copy: 10 yen
- Color copy (for B5, B4, A4 sized paper): 50 yen
- Color copy (for A3 sized paper): 80 yen

Reference

If you are searching for something, feel free to ask librarians. They will help you.

Others

Library staffs will deliver books for those who are physically or psychologically challenged to come to the library.

Feel free to ask the staff members at circulation desk.

Open on

Day	Hour
Monday	9:00-17:00
Tuesday	9:00-19:00
Tuesday (in case of holiday)	9:00-17:00
Wednesday (1st, 3rd & 5th)	9:00-17:00
Wednesday (2nd & 4th: in case of holiday)	9:00-17:00
Thursday	9:00-17:00
Friday	9:00-19:00
Friday (in case of holiday)	9:00-17:00
Saturday	9:00-17:00
Sunday	9:00-17:00

Closed on

- 2nd & 4th Wednesday: In case of holiday, the next weekday after the day will be closed
- Special Cleaning Period: Closed for 10 days within April to July
- Year-end/ New Year holidays: December 29th to January 4th

Requests from libraries

- Smoking is prohibited in the libraries
- There's parking area at the libraries but number of parking spaces are limited
- Do not disturb others by talking in loud voice, using cell phone and etc. within the libraries
- You will be charged with fines when you loose or damage library materials
- Take good care of books

Contact

General Public Library of Fujisawa

TEL: 0466-43-1111

*Available only in Japanese