

# The Fukuoka Prefectural Library

## User Guide

Fukuoka Prefectural Library is free of charge in principle and available to all.

You are free to look at the books, newspapers, magazines, etc. on the open shelves.

The libraries respect the privacy of users.

### HOURS

Tuesday– Saturday	Sunday
9:00–19:00	9:00–17:00
<b>Children's library</b> 9:00–17:00	9:00–17:00



### CLOSED

- Mondays
- The last day of every month (The library will be open on weekends and public holidays.)
- The end and beginning of the year (Dec. 28 to Jan. 4)
- Special inventory periods
- The founding anniversary(Apr.1)

### HOW TO CHECK OUT LIBRARY MATERIALS

- If you are borrowing materials for the first time, go to the counter, fill out the application form for a library card, and bring some form of identification which proves your name and address, such as a residence card, a driver's license, etc.
- If you live or work or study in Fukuoka prefecture, you are entitled to have a library card.
- Anyone may borrow up to 10 books or magazines for a period of 15 days.
- If you wish to keep the materials beyond the due date, please request an extension by phone or via the internet within 15 days. Provided the materials have not been reserved by others, an extension can only be made once.



### HOW TO RETURN LIBRARY MATERIALS

- Please bring the library materials to the counter by the due date. When the library is closed, you may slip the materials into the book drop at the staff entrance. Please return audio-visual items directly to the counter whenever possible. If you need to return CDs, DVDs, or video tapes via the book drop, you must wrap them in bubble wrap or any soft material to avoid damaging them.
- Library users who have long overdue library materials will be suspended from reserving or borrowing any library materials.

### REQUESTS FROM THE LIBRARIES

Please handle the library materials carefully. If you soil, break, or lose any library materials, you are required to replace them.

## HOW TO SEARCH FOR LIBRARY MATERIALS

You may search for library materials using the Online Public Access Catalog (OPAC), internet, and mobile phone. If the materials are not in the library or out on loan, you may ask us to order them.

## REFERENCE SERVICES

Please feel free to ask the librarians for assistance when you are looking for materials or information.

## INTERNET

These libraries provide access to the internet.

## INTERLIBRARY COOPERATION ACTIVITIES

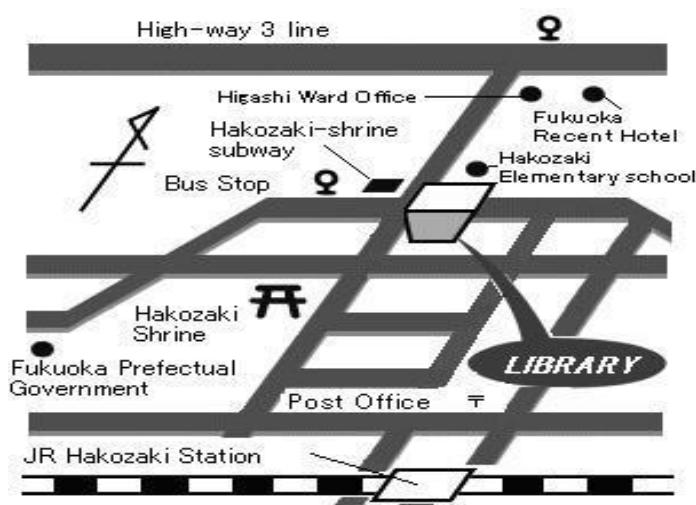
Interlibrary loan service enables you to borrow books that are not held by this library from other libraries.

## PHOTOCOPY SERVICE

- You may photocopy the materials in the library within the limitations of Copyright Law. The charge for one black & white photocopy is 10 yen, and color photocopies are 30 yen per sheet.
- Please fill out the application form at the counter before you photocopy.
- You are not permitted to photocopy your own materials at the library.

## ACCESS

- 2 minutes' walk from first exit of Hakozaki-Miyamae Station (Subway, Hakozaki Line)
- 2 minutes from the bus stop (Hakozaki)
- 10 minutes' walk from Hakozaki Station(JR, Kagoshima Line)



1-41-12 Hakozaki, Higasi-ku, Fukuoka-shi, 812-8651

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