

## Guide for Users Fuji City West Library (NISHITOSHOKAN)

- ◆ Address : 20-1, Fuji-cho, Fuji-shi, Shizuoka-ken
- ◆ Post Code : 416-0915
- ◆ Phone number : (0545)64-2110
- ◆ Facsimile number : (0545)64-3001
- ◆ Home page address : <http://library.fujishi.jp/hp/>
- ◆ Hours of Opening : 9:30-19:00 (Weekdays)  
9:00-17:00 (Saturday, Sunday, and national holidays)
- ◆ Days Closed : Take and see a copy of the library calendar at the counter.  
Mondays (When it is a Bank holiday, the next day is closed)  
The Second Friday of the month  
New Year Holiday (December 29 to January 4)  
Library Maintenance Days
- ◆ Issuing Library Cards :  
Library cards are issued free. (Reissue is charged)  
At the information counter, hand in a completed application form, and show your foreign resident registration card as your identification.  
Do not give or lend your library card to anyone else.

◆ Lending :

Materials	Maximum number Allowed	Maximum period
Books and Magazines	10	2 Weeks

Show your library card and materials at the Checkout Counter.  
Maximum 10 Books/Magazines can be lent in one time for two weeks.  
Take a good care of all library materials.  
The lent materials should be returned prior to the due date.  
The latest issue of Magazines cannot be checked out.  
Materials with a red “ 禁帯出 ” seal cannot be checked out.

- ◆ Returning : Return the lent materials to the Return Counter.  
While the library is closed, Materials can be returned through the drop box by the side of West entrance door of Koryu Plaza.  
Audio-visual materials like CDs and DVDs cannot be returned into the drop.  
People with overdue books cannot check out any other materials.
- ◆ Renewal : When you wish to renew any materials, ask at the information counter before the initial period. Provided that there is no reservation, materials can be renewed only once.

- ♦ Reservation : When a material you would like to borrow is out on loan, you can make a reservation. Fill in a pink application form of reservation and show it at the counter.
  
- ♦ Searching for materials : You can ask the librarian about anything concerning library materials at the Reference Counter.  
You can search for materials of Fuji city central library through its Website or OPAC system (Online Public Access Catalogue).
  
- ♦ Inter-library loan system :  
You can borrow books from Shizuoka Prefectural Library and the other public libraries through this library. Ask a librarian about it.
  
- ♦ Photocopying :  
In accordance with copyright laws, library materials can be photocopied within copyright restrictions.  
Before photocopying, fill the application form in, hand in the form at the counter, then photocopy on your own.
  
- ♦ When you lose, soil or damage library materials, you must replace it.
  
- ♦ Computers for Internet  
Computers are available only for information search through internet, but not for e-mail function or any other purposes. Printers are not available.  
Show your Library card and ask Library staff at the counter for Internet.  
You can use a computer within an hour only once a day.  
Do not change the setup of any computer. Anyone who does so is forbidden from using the computers.
  
- ♦ When you leave Japan and go back to your home country, return your Library card and all the Library materials you have borrowed.