

## Guide for Users

### Fuji City Central Library (CHUO TOSHOKAN)

- ◆ Address : 3-7, Nagatakita-cho, Fuji-shi, Shizuoka-ken
- ◆ Post Code : 417-8515
- ◆ Phone number : (0545)51-4946
- ◆ Facsimile number : (0545)51-7135
- ◆ Home page address : <http://library.fujishi.jp/hp/>
- ◆ Hours of Opening : 9:00-17:00 (Sat, Sun.& national holidays)  
9:00-19:00 (Tues, Wed. Thur, & Fri)
- ◆ Days Closed : Take and see a copy of the library calendar at the counter.  
Mondays  
The Fourth Friday  
New Year Holiday  
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
Audio-visual materials	3	1 Week
Reproductions of painting	1	1 Month

(Junior high school student age or over)

Show your library card and materials at the Checkout Counter.  
Take a good care of all library materials.  
The lent materials should be returned prior to the due date.  
LDs cannot be checked out. They can be watched only in the Audio-visual booths.  
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 the entrance door.  
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.

## Floor Guide

◆ Floor Guide : 1st floor

- Open Stacks
- Reading Space
- Art Stacks (around No.24 and 25)
- Foreign Language Books
- OPAC system (Online Public Access Cataloging)
- Business
- Computers for internet

2nd floor

- Study Room
- Lounge for eating and drinking
- Meeting Rooms
- Audio-Visual Room
- Office

3rd & 4th floor Closed Stacks - Not open to the public

South building (Annex)

- Audio-visual materials Department
- Study Room
- Civil Gallery
- Lounge for eating and drinking
- Meeting Rooms
- Parking lot
- The Industry Support Center (f-Biz)

◆ Foreign Materials :

- Foreign books (the stack next to No.3)
- Newspaper: The Japan Times
- Magazines: Newsweek-Asia, Time-Asia, Hiragana Times
- The newest issue cannot be checked out.
- The New Encyclopedia Britannica (the stack No.28)

◆ Materials with a red “ 禁帯出 ” seal cannot be checked out.  
They are only for reference.

All foreign books are classified according to the Nippon Decimal Classification (ND C) .

- |                                     |                            |
|-------------------------------------|----------------------------|
| 0 General works                     | 5 Technology & Engineering |
| 1 Religion & Philosophy             | 6 Industry & Commerce      |
| 2 History & Geography               | 7 The arts & Sport         |
| 3 Social Science                    | 8 Language                 |
| 4 Natural Science & Medical Science | 9 Literature               |