

Shizuoka City Library Guide

(Revised April 2019)

Chuo Library 29-1 Oiwa-honcho, Aoi-ku 420-0884	TEL: 054-247-6711
Chuo Library Asahata Branch 2-43 Arinaga-cho, Aoi-ku 420-0969	TEL: 054-248-5035
Chuo Library Miwa Branch 5-1 Abeguchi-danchi, Aoi-ku 421-2113	TEL: 054-296-6501
Miyuki-cho Library 3-21 Miyuki-cho, Aoi-ku 420-0857	TEL: 054-251-1868
Warashina Library 5-9 Hatori-honcho, Aoi-ku 421-1217	TEL: 054-278-4100
Nishina Library 2-32-43 Sena, Aoi-ku 420-0911	TEL: 054-265-2556
Hokubu Library 6-17-10 Yoichi, Aoi-ku 420-0949	TEL: 054-653-1817
Nambu Library 3-1 Minami Yahata-cho, Suruga-ku 422-8074	TEL: 054-288-2151
Osada Library 13-1 Kami Kawahara, Suruga-ku 421-0132	TEL: 054-259-7878
Shimizu Chuo Library 15-23 Irieoka-cho, Shimizu-ku 424-0839	TEL: 054-354-1331
Shimizu Okitsu Library 829 Okitsu-honcho, Shimizu-ku 424-0205	TEL: 054-360-4311
Kambara Library 1-22-22 Kambara Shinden, Shimizu-ku 421-3211	TEL: 054-388-3456

- Library Web Address

<https://www.toshokan.city.shizuoka.jp>

- Mobile phone Site Address

<https://www2.toshokan.city.shizuoka.jp/winj/mobileopac/top.do>

1 Important Notices

- 1.1 Please contact the library if you have lost your card or changed your address/phone number.
- 1.2 Please return your card to the library if you have lost your usage privileges due to moving out of Shizuoka, Shimada, Yaizu, Fujieda, Makinohara Cities, Yoshida Cho, Kawane Honcho and Fuji City the city and no longer commute here for school/work.
- 1.3 Library materials are for the use of all local residents, so please use them carefully. Be advised that you will be fined for lost or damaged materials.
- 1.4 Your card is required to make an inquiry about an item you have checked out. Please bring it with you to the counter.
- 1.5 Please refrain from any activities that may bother others, such as using a smart phone, cell phone or other noise-making implements in the library, eating or drinking, etc.

2 Setting up a Library Card

- 2.1 Anyone who lives in Shizuoka City, commutes here for school/work, and anyone who lives in Shimada, Yaizu, Fujieda, Makinohara Cities or Yoshida Cho, Kawane Honcho and Fuji City are eligible for a library card.
- 2.2 You will need to show a form of ID with your present address, birthdate, etc. Please bring your residence card, driver's license, health insurance card, student ID, employee ID or other form of identification.
Anyone who commutes here for school/work must be able to show a form of ID that can identify the fact that you commute to Shizuoka City.
- 2.3 Fill out the library card application form yourself, and bring it to the counter along with your ID.
- 2.4 If you lose your library card and need a new one issued, you will be charged a ¥100 fee.

3 Checking Out Items

Bring your card and the items you wish to check out to the counter.

The number of items you can check out on one library card are as follows, applicable to all Shizuoka City Library branches:

Books, magazines, picture cards, etc: up to 10 items

+

Audio-visual materials (CDs, etc.): up to 2 items

Rental period: 2 Weeks

Please be aware that you will not be able to check out any more materials if any of your outstanding items are past their due date. Please make sure to observe the due dates.

4 Returning Items

Your card is not required when returning items. Items checked out from one Shizuoka City Library branch can be returned to a different one.

- 4.1 Please take items you are returning to the counter marked “かえすところ” (Returns). A staff member will scan them in.
- 4.2 For libraries in Aoi and Suruga wards: upon returning books, magazines or picture cards, you will be asked to either put them back on the shelf according to the items' call number on their back label or return them to the shelf specifically for returning items near the counter.
- 4.3 When returning general books and magazines to Shimizu Chuo or Shimizu Okitsu Library, staff will take them from you at the counter. For children's books and picture cards, please put them back in their original location.
- 4.4 At Kambara Library, all items will be handled by staff at the counter.

5 Using the "Book Post" Box after Hours

When a library is closed, books and magazines can be placed in the "Book Post" which is located near the entrance of the library. Please return CDs, DVDs, picture cards, extra-large story books, etc. directly to the counter, as they may be damaged if put into the Book Post.

6 Renewing an Item

If you are not finished with an item by its due date, you can bring the item with you to the library, return it once and then check it out again on the spot. However, this service is not available if the item has been reserved by someone else. Also, if any items you have checked out are past their due date, you will not be able to check out the materials again until they are returned.

Renewing of items can also be done on the internet or through the Audio Response Unit (054-209-8800). However, reserved material, inter-library loan materials, materials that have already been renewed, or overdue material cannot be renewed.

7 Searching for Books

7.1 Library books are shelved by category according to their contents. On the back of each book is a label with its call number. Generally, books are lined up according to their number.

7.2 You can search for a book on a user terminal, and find it on the shelves by checking its call number.

7.3 Feel free to ask a staff member for help if you cannot find the book you are looking for.

8 Book Reservations, Holds and Requests

When you are not able to find the materials you want on account of their being checked out or only available at a different library, you can make a reservation or hold on a user terminal or through the internet. Reservations and holds can also be made at library counters.

If you would like to check out a book that Shizuoka City Library branches do not have in stock, fill out a request card and turn it in at the counter. The library will look into purchasing the book.

*In some cases, personal requests may not be able to be answered.

*Up to 5 items including items that have been reserved can be checked out in such instances.

*The "Request card" services can be used by anyone who lives in Shizuoka City or commutes here for school/work.

9 Holds for Items from Other Library Systems

While it does not apply to all materials, you can check out books and magazines from Shizuoka Prefectural Library and other municipalities. Please ask a staff member for details.

*This service is available to anyone who lives in Shizuoka City or commutes here for school/work.

10 Making Copies

10.1 Only materials from Shizuoka City Library branches may be copied and, under Japan's copyright law, only a portion of a copyrighted work may be copied. An individual is not allowed to make several copies of the same portion.

10.2 Copies are ¥10 per page for black and white, ¥50 for color, and ¥20 for microfilm (black and white only). Color copies can be made at Chuo Library, Miyuki-cho Library, Nambu Library, Shimizu Chuo Library and Kambara Library. Microfilm copies can only be made at Chuo Library.

11 Libraries with Foreign-Language Materials

11.1 Miyuki-cho Library

Collectable Materials in English, Portuguese, Spanish, Chinese, Korean, North Korean, Tagalog and more

Parking lot: Pegasart Bldg. parking lot (fee applies)

Closed:

- Weekday following national holidays
- 2nd Mon. and 4th Wed. of every month (or the following day if it is a national holiday)
- Inventory period (10 days in June)
- New Year's holidays

Open:

Monday thru Friday: 9:30am to 8:00pm

Saturdays, Sundays and national holidays: 9:30am to 5:00pm

11.2 Chuo Library

Collectable Materials in English

Parking lot:

- | | | |
|--------------------------|-------------------|--|
| ● In front of library | No. of spaces: 31 | Parking time: weekdays 60min (free)
Weekend & public holiday 40min (free) |
| ● Johoku Park, West side | No. of spaces: 12 | Parking time: 60min (free) |

Closed:

- Weekday following national holidays
- 2nd Mon. and 4th Wed. of every month (or the following day if it is a national holiday)
- Inventory period (10 days in June)
- New Year's holidays

Open:

Monday thru Friday: 9:30am to 7:00pm

Saturdays, Sundays and national holidays: 9:30am to 5:00pm

11.3 Shimizu Chuo Library

Collectible Materials in English, Chinese

Parking lot:

No. of spaces: 35 Parking time: 60min (free)

Closed:

- Weekday following national holidays
- 2nd Mon. and 4th Wed. of every month (or the following day if it is a national holiday)
- Inventory period (10 days in June)
- New Year's holidays

Open:

Monday thru Friday, 9:30am to 7:00pm

Saturdays, Sundays and national holidays, 9:30am to 5:00pm

11.4 Hokubu Library

Collectible Materials in English

Parking lot:

No. of spaces: 75 (communal with Shizuoka City Education Center) Parking time: no limit (free)

Closed:

- Monday
- 4th Wed. of every month (or the following day if it is a national holiday)
- Weekday following national holidays
- Inventory period (10 days in June)
- New Year's holidays

Open:

Tuesday thru Friday, 9:30am to 7:00pm

Saturdays, Sundays and national holidays, 9:30am to 5:00pm