

<Mirai On Library Guide for Users>

1 Opening Hours and Days Closed

- Opening Hours: Tuesday to Friday 10AM to 8PM
: Saturday, Sunday & Public Holidays 10AM to 6PM
- Days Closed: Every Monday (If Monday is a public holiday, then the library will be closed the next day)
: Year End Holidays December 28th to January 5th
- Library Collection Inventory Day: The last day of every month
(However, if the last day of the month is a Saturday, Sunday, or Public Holiday, then the inventory day will be the closest weekday that is not a regular closed day)
- Special Inventory Period: Once a year for a period of not more than 10 days.

2 Registration

A "Library Card" is required to borrow resources.

Please register as a library user and have a Library Card issued. It is free to have a card issued. (You must renew your card every three years.) An ID that can be used to confirm your address and name is necessary to issue a card.

※ It is possible to provisionally register online before coming to the library.

3 Borrowing, Returning, Renewing, Reserving and Requesting Resources

• Borrowing

Resource Type	Number	Period
Books and Magazines	50	22 days
Audio-Visual Resources	2	22 days

※ The latest issue of a magazine is only available for use inside the library.

※ A portion of the library's collection is only available for use inside the library, including resources required for reference use or resources that require special conservation.

※ If 30 days have passed since the end of a resource's borrowing period and it has not been returned, you will no longer be able to borrow resources.

※ In the case of loss, water damage or other damage to a resource, you will be required to provide compensation by replacing the resource with an

identical one.

- Returning Resources

Please return items from the general collection at the 3rd floor counter and items from the children's collection at the counter in the children's room.

(You may return items using the returns box when the library is closed)

※ Please return resources with an attached CD and items ordered from other libraries directly to the counter.

- Renewing Resources

If you return a resource before the end of its borrowing period and no other library users have reserved it, you may renew the resource. The period is 22 days.

※ Once you have exceeded the borrowing period for a resource, you may not renew it on the same day that you return it.

- Reserving Resources

Resources that are currently on loan may be reserved. (Up to 20 per person)

When reserved resources are ready to be picked up, you will receive an email or phone call. Please come to the library to collect them within 10 days. If you exceed this period your reservation will be cancelled.

Automated Phone System 050-5357-9765 (For allocating reservations only)

※ Reserved resources may only be collected by the person who reserved them.

※ You may also reserve resources online and on the library user terminals in the library. (You must register and set a password)

- Requesting Resources

For resources not in the library's collection, we will try as much as possible to fulfil your requests through purchasing or reciprocal borrowing. Please come to the library and apply directly. (In some cases we may not be able to offer a resource due to the Collection Policy.)

4 Copying

→ Copying Service (Please ask staff at the counter for more information)

5 Looking Up Information and Advice

→ Information on Looking Up Information (Please ask staff at the counter for more information)

6 For Persons with a Disability

→ Information on Facilities and Equipment (Please ask staff at the counter for more information)

→ Book Mail Service (Please ask staff at the counter for more information)

7 My Library

My Library is your personal library page that allows you to access various services online.

You can check your current registration status, borrowing and reservations.

※ You must register and set a password)