

# **NAGAKUTE CENTRAL LIBRARY (NCL)**

〒480-1168  
114 Bounoushiro, Nagakute City, Aichi  
**TEL 0561-63-8006**  
H P <http://library.city.nagakute.lg.jp>

## **Library Guide**

### **Library Open Hours**

● **Tuesday – Friday**                    **9:00 – 19:00**

(AV Room, Gallery Space, Special Ref. Room **9:00 - 17:00**)

● **Sat. Sun. National holidays**      **9:00 – 17:00**

### **Library Closures**

● **Monday & 4th Tuesday of the month**

(In case the day is a national holiday, the library will be open but closed the following week day)

● **Year - End & New Year's Day** (Dec. 28 – Jan.4)

● **Library Collection Inventory Days - vary**

(Check the NCL calendar before visiting)

### **Your Library Card**

**Get started with a library card. The card is valid for five years.**

● Everyone who lives, works, or goes to school in Nagakute City can get a free library card. This includes adjoining areas: Meito-ku, Moriyama-ku, Seto, Owariasahi, Nisshin and Toyota cities.

● To obtain a library card, applicants must provide verification of identity and eligibility certifying your name, current address, and date of birth.

● ID must be current. Examples of acceptable ID (original only) include:

-Driver's license

-Health Insurance Card

-Medical Care Certificate

-Employee ID card

-Student ID

-Kindergarten Enrollment Registration (Certificate)

● If your library card is lost, or if you need to change your password, e-mail, mailing address or phone number, or discontinue your library card, please contact us at the library.

## Borrowing and Renewing Materials

Show your library card at the circulation counter to check out items. Maximum 7 items can be checked out per card.

Library Item	Number of Items	Loan Period	Maximum Total
Books Magazines Big books Kamishibai	5	2 weeks	7 items
AV materials	2	1 week	

★Items we do not lend are specified by labels on spines.

These fall under the category of reference materials or In-Library Use Only.

★Most library materials can be renewed one time only if there are no holds, or if you have no overdue items. Interlibrary items cannot be renewed.

★ Books selected as Kadaitosho, assigned or recommended books for reading, are restricted for lending only to the residents of Nagakute, employed in Nagakute, or attending schools in Nagakute. Loan period is one week with no renewals. Kouiki (non-resident) card holders are excluded from this privilege.

## Returning Library Materials

### ●NCL Circulation Counter:

Bring materials to the NCL circulation counter during opening hours.

### ●Book Returns

The Nagakute Central Library has outside book return slots for returning items at your convenience.

After hours, materials may be returned to the Book Return slot located next to the library entrances –North and South. The Book Return slots are restricted to books, magazines and small-size Kamishibai.

Fragile materials such as DVDs and CDs and large-size Kamishibai must be returned directly to the NCL circulation counter.

### ●Additional Outside Book Return Locations

Books, magazines and small-size Kamishibai may be returned to city-run centers such as Nishi and Ichigahora community centers、 and Nagakute Fukushino-Ie Center.

## **Reservations and Requests**

If an item you want to borrow is checked out, you may reserve it at the circulation counter, the library touch panel, or online. Items are restricted to books, magazines, Kamishibai and big books. You will be notified by e-mail or by phone when the item becomes available. The requested item will be put on hold for you for one week. Reservations are limited to a total of 3 items.

If a requested item is not in our collection, we will help you request an Interlibrary Loan (ILL). This request is limited only to resident card holders who do not have an overdue item.

## **Reference Service**

If you have questions or need assistance with your research or studies or need help in locating materials, please ask the library staff. .

## **Photocopy of library materials**

You can request photocopies of pages from print materials in our collection. The Copyright Law of Japan may limit the amount of materials that can be photocopied. Fill in the Photocopy Request Form and submit your request to the circulation counter. (Article 31, Copyright Law, Reproduction, etc. in libraries).

## **Internet Service**

### **(Access to the NCL Home Page through the Internet)**

Nagakute Central Library provides access to our library resources through the internet.

For first time users, please set up a password online. (For details, check the NCL Home page ).

### **Online Services include:**

- ★ Changing your e-mail address and password
- ★ Keeping track of your borrowing history at “My Book Shelf”
- ★ Renewing items online (once per item)
- ★ Placing holds on items you want to borrow or recall
- ★ Checking if any items on hold are ready for pick up
- ★ Viewing items you have checked out, items on hold, and due dates

## **Rules of Conduct**

- ★ Food, beverages, smoking, and use of cell phones are not allowed in the library.

- ★ Please return borrowed materials promptly so others may enjoy them.
- ★ You must pay fines or fees when you have lost or damaged library materials.
- ★ Do not lend your library card to others.
- ★ Nagakute Central Library does not assume responsibility for any damages occurred while using our AV materials.

## Floors

### ●1<sup>st</sup> Floor

- Open stacks for books, magazines
- Children's open space for books, Storytime Reading
- Seats for browsing and browsing corner
- AV equipment booth

### ●2<sup>nd</sup> Floor

- Nagakute Room (Special Collection Reading Room)  
Our special collections contain the history of Nagakute and its neighboring areas. Ask the library staff for access.
- AV Room, Gallery Space, Multipurpose Room, Meeting Room

### ●Basement - Closed Stacks

Closed stack resources are accessible for browsing only. Please show the library staff the result of your search with the name of the author and the title of the book, etc. The requested item will be retrieved by the library staff.

## Use of a Personal Computer

When you want to use your computer in the library, you may do so, but prepare your own power source. We ask that you avoid disturbing other patrons and wear headphones when you play audio or video. Please keep your viewing and browsing private.

Personal computers are prohibited in the Multipurpose Room (2<sup>nd</sup> floor) and the Japanese - Style Reading Room (2<sup>nd</sup> floor).

## Access (<https://library.city.nagakute.lg.jp/f-kotu.html>)

The NCL has free parking for 18 vehicles under the building.

A total of 117 free parking spaces in 6 lots is available near the library.

The Linimo and buses are available from the Fujigaoka subway station area.

この「利用案内」は英語図書ワークショップ（ボランティア）により作成されました。

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