# Namegawa Town Library Information

## \*\*\*Registration\*\*\*\*



#### **Obtaining a Library Card**

A Library Card (Toshokan Card) is required in order to borrow books. Library Cards are free and available to those who live, work, or attend school in Namagawa Town. Additionally, residents of Higashimatsuyama, Ranzan, Tokigawa, Yoshimi, Hatoyama, Ogawa, Kawajima, Higashichichibu, and Kumagaya are also eligible for a library card.

Library Card Applications (Toshokan Riyo Moushikomisho) are made in person at the Registration Desk. Complete the application form and present it with valid photo ID showing your name and current address (ex. driver's license, Resident Card, student ID). Library cards are issued same day for approved applications and do not expire.

#### **Borrowing Items**

- 1. Up to 30 books, magazines and kamishibai (picture stories) may be borrowed at one time.
- 2. In addition, up to 10 CDs and/or DVDs may be borrowed at one time.
- 3. The loan period for all items is 2 weeks.
- 4. Late fees may be accessed on past due items.

#### **Returning Items**

- 1. Do not return books or digital media directly to the shelves. Items are not considered "returned" unless processed through the front desk.
- 2. All items may be returned to the front desk when the library is open. Books may be placed in the book-drop when the library is closed. However, CDs and DVDs must be returned to the front desk only an may not be placed in the book-drop.

### Lost/Damaged Item(s)

If you lose or damage (tear, soil or scratch) a book or digital media item, do not attempt to repair it yourself. Return the item to the front desk in person and be prepared to pay for the damage. The library staff will advise you of any payment due for the damaged item.

#### **Guidelines for Library Use**

- 1. No food, beverages or smoking is allowed in the library.
- 2. Be respectful of other library patrons and keep noise and talking to a minimum.
- 3. Treat library facilities and property, book and digital media, with care.
- 4. Patrons who exhibit improper use of the library, its facilities or materials may have their library cards revoked at the discretion of library staff.

#### **Library Hours**

Open Tuesday through Sunday, 10:00am to 5:30pm

Closed each Monday and 3rd Sunday of the month. (If a National Holiday falls on a Monday or 3rd Sunday, then the library will be closed the following day also in observance of the holiday.)

The library will be closed from December 28 through January 4 for the New Year holiday and inventory