

## Information

## Reference Service

- We will help you find necessary books for your research and study.
- For materials relating to Gifu prefecture and maps, go to the local materials and map counter (2F)
- For children's books go to counter 1 (1F)
- For general inquiries go to counter 2 (1F)
- Inquiries may also be made by phone, e-mail, FAX and mail.

## Copy Service

- You can make photocopies of library materials within the limits of copyright law. (some valuable and other books cannot be photocopied)
- When you want to copy part of a book, fill out the required application and submit it to counter 2 or the local material and map counter.
- Black and white and color copying are available.

## Reservation Service

- You can reserve on loan books, magazines and AV materials.
- You can make reservations from the library's website, at a library search station or at counter 2. (if using the website or a search station, a library card and a registered password is required).
- The reserve limit is 5 items per person (no more than 3 AV materials).
- If a book is not at our library, we will do our best to provide it for you, whether through borrowing it from another library, purchasing it or another means.
- If you have overdue materials, you cannot put anything on reserve.

## Online Service

- You can search the library's collection from the library website. If you have a library card and registered password, you can confirm materials you have on loan, have reserved and more.
- The library sends out e-mails about reserved materials.

## ■Opening Hours

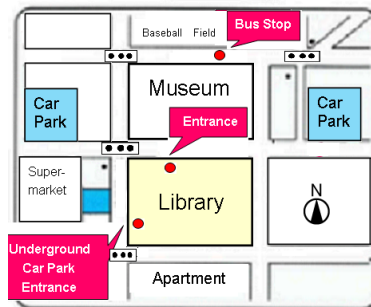
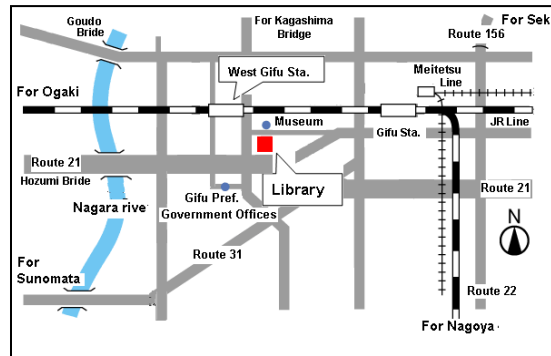
Tuesday - Friday 10:00am – 8:00pm  
Weekends & Holidays 10:00am – 6:00pm

## ■Closed Days

Mondays (If Monday is a holiday the following day)  
Book maintenance: Final Friday of every month  
End of year holidays  
Other: Book checks

## ■Access

• 15 minute walk from JR Nishi Gifu station  
• Gifu bus  
From JR Gifu station take the Kano-Danchi line for Ichihashi, get off at "Kenbijutsukan" and walk for 3 minutes.



## Gifu Prefectural Library

4-2-1 Usa, Gifu City, 500-8368

Phone: (058) 275-5111

Fax: (058) 275-5115

<http://www.library.pref.gifu.lg.jp/>

USERS'  
GUIDE

## Library Guide



## Gifu Prefectural Library

## Information

## 【At the Library】

- Freely use the books lined up in the reading area.
- When looking for a book, use a search station or ask the staff at counter 2.

## 【Borrowing and Returning】

## 〈Library Card〉

- When borrowing a book, magazine or AV materials, a library card is necessary.
- Fill out the library card application form and submit an item with your address attached as proof of residence (driver's license, health insurance card or other) to the "library card issuance" window at counter 1 and we will issue you a library card.

## 〈Borrowing〉

- Take your library card and the book you want to check out, to the "issue desk".
- Other than the issue desk, located in front of counter 1 is the "automatic check out machine", which allows you to check out a book by yourself.
- The loan limit is 10 items per person. (You may take up to 3 of each of the following: large picture books, large picture story shows and AV materials). The loan period is 3 weeks.
- Some items including reference books, local materials, newspapers, magazines and AV materials cannot be borrowed.

## 〈Returning〉

- Return materials to the "issue desk"
- When returning a book outside of opening hours, please use the "book return slot" located near the north-side entrance. ( For AV materials, large picture books, large picture story shows and materials borrowed from other libraries, bring directly to the desk and do not use the slot.)

## 【Non-local Residents】

- You may borrow our materials, through your local library.
- Materials borrowed from our library may be returned to a different library. (Inquire for participating libraries).

## 1<sup>st</sup> Floor

### Reading Area 1

Approximately 190,000 books are available.

### AV Corner

Avail of AV materials (CDs, DVDs).  
Cassettes, videos and laser discs are in the archives.

### Children's Corner

Picture books, children's books and picture story shows. Story times are sometimes held in the storytelling room.

### Foreign Language Resource Corner

Foreign language resources (English, Chinese, Portuguese and more)

### Children's Classroom

Read and compare books, foreign picture books, children's learning and reference books and more. You can avail of the picture and children's books in the classroom.

### Nursing Room

If you want to use the nursing room, please ask a member of staff at counter 1.

### Browsing Corner

International and Japanese magazines and the latest newspapers.

### Internet and Material Search Corner

Browse the internet and reserve and search the library's materials.

### Database Corner

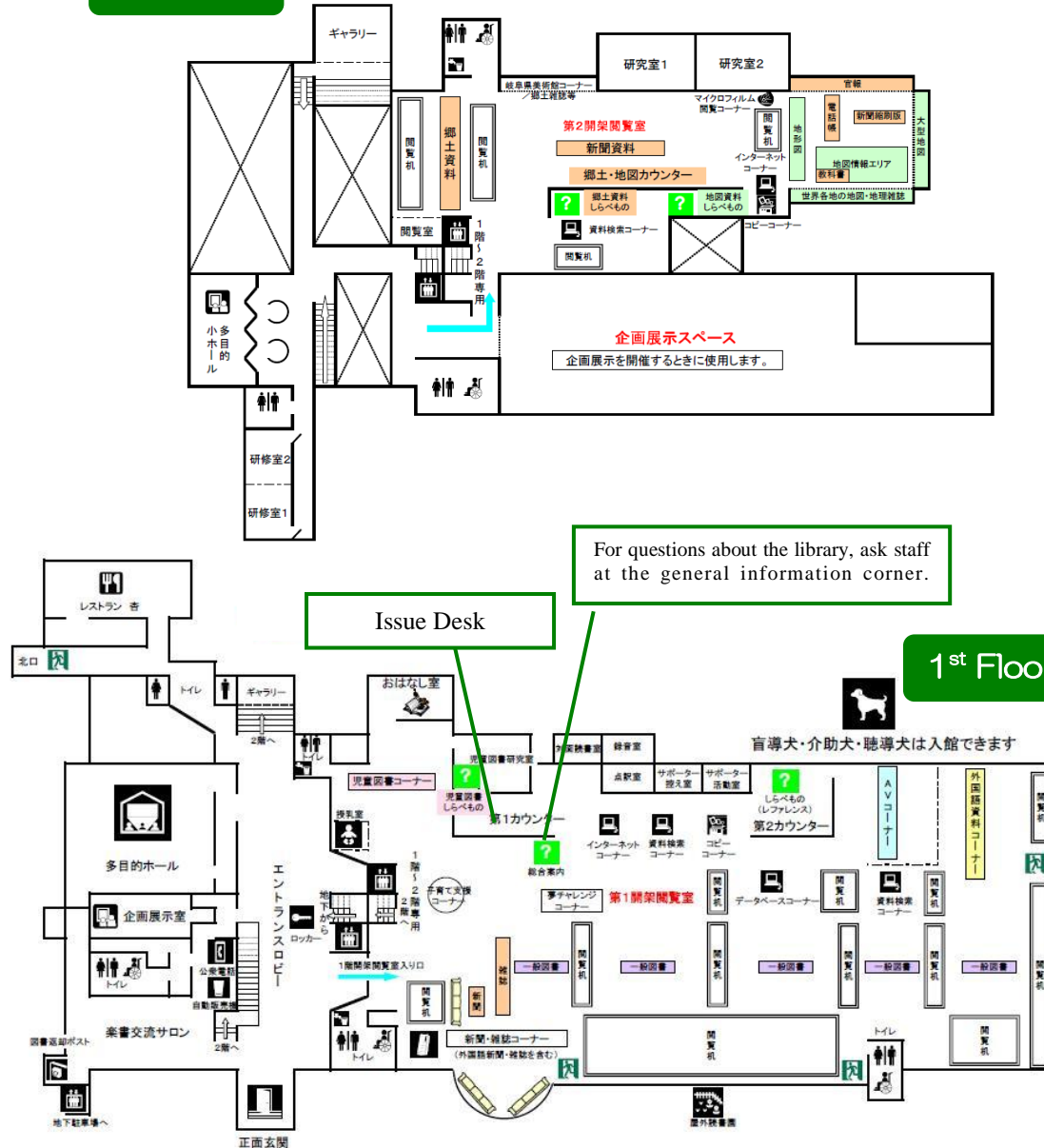
Access the library's CD-ROMs, DVD-ROMs and online databases.

### General Information Corner

Ask staff questions on how to use the library and more.

## Library Layout

### 2<sup>nd</sup> Floor



## 1<sup>st</sup> Floor

### Multi Purpose Hall

Capacity: 300  
\*You can apply to use the hall in the same way as the classroom.

### Project Display Room

"Rakusho" Exchange Salon  
Poster displays, event information and more.  
Eating and drinking is permitted. For temporary storage, use the lockers.

## 2<sup>nd</sup> Floor

### Local Resource Corner

Books and magazines on Gifu prefecture and newspapers (including national, local and specialist newspapers)

### Map Corner

140,000 maps from Japan and abroad, books, satellite photographs, aerial photographs, atlases and other map related materials.

### Project Display Space

This space is used to host project displays.

### Classrooms and Small Multi-Purpose Hall

The classrooms and hall can be used for reading, culture workshops and meetings.  
\*To use, make an application to reserve. Use is restricted to non-profit groups. Collecting an entry fee or other is prohibited.  
Classroom 1 capacity: 51  
Classroom 2 capacity: 45  
\*You can also use a partition in classroom 1 and 2.  
Small multi-purpose hall capacity: 91

○Ask at the general affairs section office on the second floor about using the classrooms and multi purpose hall.