

## Welcome to our library!

### Shizuoka Prefectural Central Library

Yada 53-1 Suruga-ku, Shizuoka-shi, SHIZUOKA-KEN 422-8002

TEL: 054-262-1243 (Circulation) 054-262-1244 (Reference Service)

054-262-1247 (Audio-Visual Library) FAX: 054-264-4268

<https://www.tosyokan.pref.shizuoka.jp/>



October 2020

We lend books, magazines and audio-visual materials, and also arrange inter-library loans from libraries across the country upon request (books only). These services are available to everybody, so please feel free to ask the library staff.

☆Smoking, eating, drinking and using cellular phones are restricted on the premises.

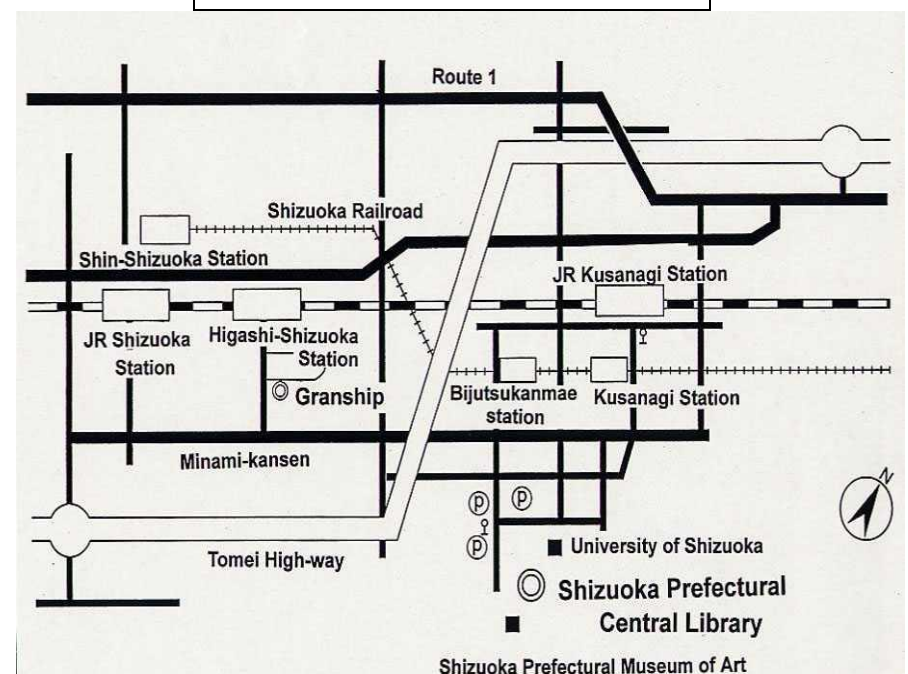
Please obey the rules of the library so that others may enjoy our facilities.

### Hours and Holidays

☆Open Saturday – Tuesday 9:00 – 17:00  
Wednesday – Friday (weekday)  
9:00 – 19:00

☆Closed Last weekday of every month  
Year-End, New Year holidays  
Special inventory days (2 weeks)

### How to find us



### Borrowing Library Materials

Library cards are available free of charge to anybody residing in Japan.

Cards may be obtained by submitting an application form together with current traceable identification that includes both name and address, such as a driver's license, student ID or alien registration card.

20 books or magazines and 3 audio-visual materials for a period of up to 22 days may be borrowed per person. Loan period can be extended for another 22 days if the material is not requested from other patrons (excluding audio-visual materials).

Those living outside of the prefecture may also use this service (excluding audio-visual materials).

### Returning Library Materials

Borrowed items should be returned to the Circulation Counter in our library.

They may also be returned to the two book posts at the back entrance facing the library parking lot. For your convenience, items may also be returned by mail.

☆Audio-visual materials and periodicals are easily damaged, so please use the book post on the RIGHT side.

## Searching for Library Materials

Computers (OPACS) and catalogues are available for your research.

Library staff may be consulted on anything concerning library materials and various information at the Reference Counter. Please feel free to ask the staff anything you want to know.

- When required material has been lent out, it may be reserved by filling in a request card at the Circulation Counter.
- Library materials in the closed stacks are available by filling out an order form. The staff will then bring them to you.

## Inter-Library Co-operation

Residents in Shizuoka Prefecture may borrow our library materials through the municipal library nearby.

For more information, please ask the staff.

## Computers for Internet Access

The internet PCs are available for one hour per day. Those requiring this service need to make a request at the Circulation Counter.

## Microfilm Readers

The microfilm readers may be used for 2 hours per day. Those requiring this service need to make a request at the Circulation Counter.

## Audio-Visual Aids

Video tapes may also be viewed on the premises. Those requiring this service need to make a request at the Circulation Counter.

## Photocopying Service

Library materials may be photocopied within copyright restrictions. An application form for photocopying should be submitted before copying.

## Shizuoka Prefectural Audio-Visual Library (for organisations)--closed stacks

Service lending videotapes and 16mm films to schools, social educational institutions, communities and companies. For more information, please call 054-262-1247 or enquire at the library.

**Hours: Monday-Friday 9:00 – 17:00 (except during holidays)**

## Information

☆Library materials may be returned to Asunaro library (Kakegawa-shi), Azalea library (Shizuoka-shi), Ken-min Service Center (Kencho East Building 2<sup>nd</sup> floor), Shizuoka University library (Shizuoka-shi) and the following municipal libraries in Shizuoka Prefecture; if they are not overdue.

## Municipal libraries where books may be returned

Shimoda, Ito, Atami, Izu, Izunokuni, Mishima, Gotemba, Susono, Numazu, Fuji, Fujinomiya, Yaizu, Fujieda, Shimada, Omaezaki, Kikugawa, Makinohara, Kakegawa, Iwata, Fukuroi, Kosai, Hamamatsu, Higashiizu, Kawazu, Minamiizu, Nishiizu, Matsuzaki, Shimizu-cho, Nagaizumi, Oyama, Kambara, Yoshida, Mori, Kannami.