Rookmobile(Appora)Weekly Circular Schedule and Parking Locations

Day	1	Time Leach	1:20~	2:30~	3:40~
mon	1000	cacn	2.10	5.20	4.50
1st	-34	Tues.	Tani (Assembly Hall)	Sobo Winsai Evoto HS	Fune (Assembly Hall)
214	-4 <sup>th</sup>	Tues.	Naka (Assembly Hall)	Takinohana Mest of Hater Cisterns)	Sakuragaoka 1-chome Pedi
l <sup>st</sup>	· 3rd	Wed.	Minami Nagatsuka Porki	Kitanodo Uidou (chijidren's) Parki	Hishida (Assembly Hall)
Ž <sup>ad</sup>	·4 <sup>th</sup>	Wed.	Seikadai 3-chome	Sakuragaoka 2-chome danni hili	Yanada (JA Storehouse Tracks)
lst	· 3rd	Thurs.	Asahi (Assembly Hall)	Higashi (Assembly Hall)	Makakubota Masembly Hell
2 <sup>nd</sup>	-4 <sup>th</sup>	Thurs.	Sugai (Shipping Docks)	Nishikita (Kosono Shrine)	Sato (Seihoku Elem)
1 <sup>st</sup>	. 3rd	Fri.		Inuidani (Assenbly Hall)	Higashibata (Assembly Hall)
Z <sup>ad</sup>	-4 <sup>th</sup>	Fri.	Mabuchi (Assembly Hall)	Hikaridai Ginrin Centeri	Zakuro (Pump Warehouse)

The booknobile uses the same library card as the Seika Town Library. Books borrowed at the bookmobile can be returned at the town library.

#### **%Library Rules**

OPlease be quiet inside the library.

@Please take care of library materials. They are for everyone.

OPlease return items by their due dates.

ONo snoking within the library.

OPlease do not bring pets, food, or drink into the library, and refrain from using your cellular phone.

OThose exhibiting disruptive behavior will be asked to leave.

Olf a book you are using is damaged or deteriorating, there are cases in which it can be replaced. Please notify library staff.

The library respects the privacy of its users.

Your access records are deleted upon return of materials.

# Service Guide

(For Seika residents, and those employed or studying in Seika)

Hours:

Tuesday-Friday

1 0 AM~ 6 PM

Saturday-Sunday 9 AM~ 5 PM

Scheduled Closings: Every Monday

National Holidays (when boliday falls on a Monday, the library will be closed the next day as well) \*Not including weekends.

The last Thursday of each month (inventory management day)

New Year's Holidays (12/28~1/4)

Special stock and management days (notice will be given)



#### Seika Town Library

Address: 〒619-0285

70 Kitajiri Minamiinavazuma.

Seika-cho, Soraku-gua, Kyoto-pre

Phone: 0774-95-1911

FAX 0774-95-3976

Homepage http://library.town.seika.kyoto.jp

#### \*First Time Visitors

To check out books and other materials, you need a library card. Please enter the required information on the library card application and show certification that can be used to confirm this information. Checking out books and other materials is free.

#### Seika Residents

⇒Certification that confirms your name and address (driver's license, insurance card, student ID, etc).

You will receive a Seika Resident (library) card.

#### Those who Work and Study in Seika

⇒Certification that confirms your name and address and place of work or study (Proof of employment, student ID, etc. Please ask library staff for details.)

You will receive a blue facility use (library) card. (requires renewal every 5 years)

\*\* Your library (facility use or Seika resident) card is required to check out books

and materials. Please take care of it.

## \*Checking out Books

When checking out books and other materials, please bring the materials you wish to check out to the front desk along with your library card.

One person may check out up to 6 items at a time (including a combination of up to 2 total of any of the following: videos, DVDs, CDs, and cassette tapes). You may keep materials checked out for up to two weeks.

Upon checking out you will be given a receipt verifying the materials you have checked out and their due dates.

Returning materials late causes inconvenience for other library users, please be considerate.

## \*Returning Books

Please return books and other materials to the front desk. You will not need your library card to do so.

When the library is closed, please return books and materials to the drop slots either beside the Town Office's main entrance or the library's main entrance. <u>However, please return videos. DVDs. CDs. and cassette tapes directly to the front desk.</u> Books can also be returned to the bookmobile.

#### ★Extending Check-out Periods

When you wish to extend the period you have materials checked out for, please contact us before their return deadlines. If they have not been reserved, the period they are checked out for can be extended once for another two weeks. However, checkout periods for videos, DVDs. CDs. and cassette tapes cannot be extended.

#### ★Audiovisual Materials

Audiovisual materials (videos, DVDs, CDs, cassette tapes) can be utilized within the library as well. Please bring the materials you wish to use and your library card to the front desk, and fill out the proper forms.

## \*Looking up Materials

We have electronic lookup facilities both inside the library and on our homepage. Please feel free to use them.

When you cannot find what you are looking for, or have problems with our electronic lookup features, please consult with the library staff.

## ★Making Copies

Within copyright restrictions, you are allowed to make copies of Seika Town Library materials. (Black and white-¥10/page, full color-¥50/page). Please fill out the proper forms.

## ★Reservations

When you wish to check out books or materials currently checked out or unavailable from the library, please fill out a reservation card and bring it to the counter. Materials currently able to be checked out cannot be reserved.

We will arrange to borrow materials from other libraries, or purchase them if we do not have them in stock. However, there are cases where this is impossible. Furthermore, audiovisual materials not currently in the library catalog cannot be reserved.

Online reservation is possible, but limited to materials currently checked out. For details, check the Internet Reservation Service Guide.

One person may reserve up to 12 items at a time (including a combination of up to 2 total of any of the following: videos, DVDs, CDs, and cassette tapes).