

Library Information & Services

Rights of use

The library is open to everyone who complies with the library policy.

The library is free of charge and available to all.

Library card registration

Those who reside, work or attend school in Ginowan City can register to borrow materials from the Ginowan City library.

Checkout materials for the first time

To obtain a library card, fill out an application form. The form is available at the counter.

- * Proof of residence is required to confirm your name, address, phone number and birth date.

Acceptable Identification may be any of the following:

- A. Driver's license
- B. Health insurance card
- C. An original copy of Certificate of Residence (*juminhyo*)
- D. Residence card

- * Non-Resident borrowers: Library card is valid for a fiscal year.

A. Proof of residence is required. Acceptable identifications are as above.

B. A proof of employment or enrollment that verifies you work or attend school in Ginowan.

A form is available at the counter if you do not have any certificate to prove you work or attend school in this city.

Customers' responsibilities

The library card is issued to the individual, and is not transferable to any other person.

- * A lost library card has to be reported to the library immediately.

Checking out materials

Bring the materials and your library card to the check-out counter.

A reference book with a 〈館内〉・〈参考書〉 label cannot be checked out.



Loan periods and borrowing limit

	Borrowing Limit	Loan period
Book	10	two weeks
Periodicals/magazines	3	two weeks
Audio-visual	3	two weeks

- * The newest issue of periodical cannot be checked out.

■ RETURNS

During opening hours: Return books to the counter.

After hours: Return books by dropping them into a return box.

* Do not put VIDEO, DVD and CD items to the return box. They are fragile.

■ Opening hours

Wednesday-Saturday: 10:00 - 19:00

Monday: 10:00 - 17:00

■ Closed

Tuesdays, all national holidays, June 23 (Okinawan war memorial day), the fourth Thursday of each month, winter holiday (Dec.28 - Jan.03), occasional inventory periods (usually in September, for 2weeks).

* The library may be closed at other times (in the event of a typhoon, etc.). Please check the notice on the library's website or the bulletin board.

■ Use of audio-visual booth

DVDs and CDs can be viewed within the library. One DVD and three CDs per person per day are allowed.

■ Copying

*Copying service is available only for books from this library.

*Photocopies of books from ONLY our library are available by submitting the application form.

*Before making a photocopy, fill in and submit the relevant application form with your name, address, phone number, book title, and page numbers.

Black-and-white copies cost 10 yen per page.

*Please respect copyright rules when making photocopies. For example, the number of copies per volume should not exceed half its total number of pages.

■ Lost books

You will have to make a lost book report.

If it is not found, you will have to replace it.

Address:

Ginowan Citizen's Library
3-4-10 Ganeko, Ginowan City
Okinawa, Japan 901-2214

Tel: 098-897-4646

Fax: 098-897-5642



Library Symbol
“Fuefuki Kijimuna”
(Kijumuna plays flute)