

Services

■ Reference

We will give any assistance you need in finding materials. Please contact the information counter.

■ Photocopying

Materials owned by Yachiyo City libraries can be photocopied at Yachiyo City Library, subject to copyright law. A fee will apply.

■ Wi-Fi

The library Wi-Fi password is changed regularly. Please check the poster on the wall for the latest password.

Services requiring your library card

■ Internet Seating

Internet seating for searching is available for one hour per session, up to two hours per day. Only the search function is available; email and printing are not permitted.

■ Lending Laptop Computer

Lending laptop computer is available for three hours per day. This computer can only be used for document work and do not have internet access. You may print up to 10 pages of documents related to your profession, but you must provide your own paper.

■ Databases

The library provides access to databases for searching the digital collections of the National Diet Library for one hour per day. You can also search digital news from Nikkei Telecon 21 (日経テレコン21) in Japanese.

■ Audio-visual Booth

Audio-visual Booths are available for two hours per day to listen to and/or watch library CDs and DVDs.

■ Private Study Room

Private Study Rooms are available for three hours per day. Wi-Fi is not available.

■ Short-term Babysitting

The library offers babysitting services twice a day on Tuesdays and Fridays: 10:10-11:10 AM and 11:20-12:20 PM. This service is for preschool children over six months old.

■ Digital Library <https://web.d-library.jp/yachiyo/g0101/top/>

【Blue Library Card is necessary】

If you have a login ID and password, you can access the Digital Library, which offers over 12,000 digital titles. Your login ID is the eight-digit number on your blue library card. Your password is your eight-digit birth year and day (e.g., June 26, 2018, would be 20180626). You may borrow up to three digital materials for two weeks at a time. The Naxos Music Library, which contains over one million classical music titles, is also available.

TRC Yachiyo Central Library

User's guide (英語)



Image character of Yachiyo City: Yacchi

[Phone] 047-486-2306, Fax: 047-456-8665

[Official website] URL:<https://www.yachiyo-library-gallery.jp/>

[Address] Murakami 2510, Yachiyo City, 276-0028 Chiba

[Access]

byToyo Express Railway: 10-min walk from Murakami Station or 15-min walk from Yachiyo Chuo Station;

by Toyo Bus: Yachiyo Chuo Station, Bus stop 2, bound for Yonamoto Danchi, 1-min walk from Chuotoshokan

Katsutadai station, south exit Bus stop 2, bound for Yonamoto Danchi, 10-min walk from Kyoudo Hakubutsukan Iriguchi

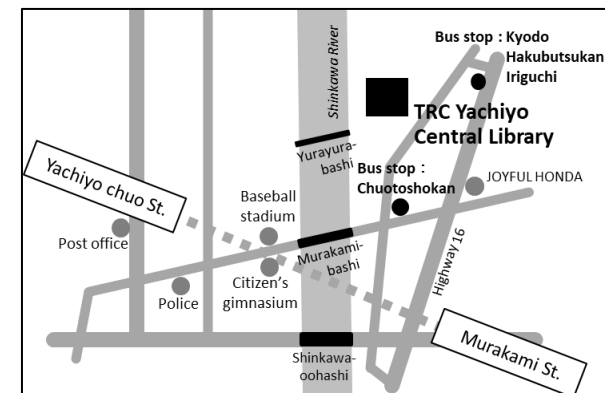
[Library hours]

Tue. - Fri. 10 :00 - 19:00

Sat. Sun. Holiday 9:00 - 18:00

[Closed]

- Mondays (or the next day, if Monday is a national holiday)
- The last weekday of each month, except Mondays,
- The New Year's holiday
- Inventory days - vary
(Please check the Library Calendar for specific days)



260 parking spaces possible; 1 hour free from entry

For First-Time Visitors

- You need a **library card** to check out materials or use various library services. Please register for a library card on your first visit.
- If you live, work or study in Yachiyo City, you are eligible for a **blue library card**. Residents of neighboring cities (i.e. Chiba City, Sakura City, Narashino City, Funabashi City, Inzai City, Shiroy City) are eligible for a **green card**. Residents outside of those cities in Chiba Prefecture are eligible for a **red library card**.
- Please fill out an **application form** and present a valid government-issued document/ID (such as a residence card, driver's license, health insurance card) at the **information counter**. If you work or study in Yachiyo City, please also bring your company ID or student ID.
- Blue and green library cards are valid for all libraries in Yachiyo City. Red library cards are valid only for Yachiyo Central Library. The library cards are valid for 5 years for Chiba Prefecture residents, and for 2 years for Yachiyo City workers, and students.
- If you lose your library card, if it expires, or if your personal information (name, address, phone number, etc.) changes, please visit the information counter.

How to check out materials

- Please use the automatic loan machine to check out books, Kamishibai, and magazines.
- As for CD's and/or DVD's, please bring an empty case from the library's audiovisual shelf to the information counter.
- Loan limits are as below:

materials	limits	periods
Books, Kamishibai, Magazine (newest one not available)	15 items	2 weeks
CD	2 items	
DVD	2 items	

* The loan limit is 15 items total.

How to extend loan period

- You can extend the loan period by two weeks, but only once. If the material has been reserved by another patron or if it's overdue, you cannot renew it. Please request an extension before the due date.
- Materials from libraries outside of Yachiyo City cannot be renewed.
- You can renew your loan by either visiting the information counter or, if you have a password, by doing it yourself through our website or OPAC (in-house search machine).

How to return materials

- Please use the return slot inside the library during opening hours. After hours, please use the **book drop** located next to the main entrance. You can also return materials at other libraries in Yachiyo City, or use book drops located at Aso Community Center, Mutsumi Community Center, Murakami Community Center, Takatsu Community Center and Sougou Shougai Gakushu Plaza (総合生涯学習プラザ).
- Please do not return CDs, DVDs, or materials from libraries outside of Yachiyo City to the library's return slot or book drop. Please bring these items directly to the library counter.

Reservation and Request (blue library card only)

- If you have a password, you can make reservations through our website or OPAC (in-house search machine). You can also make reservations or requests by bringing a **reservation/request form** to the information counter.
- The hold period for reserved items is one week from the date of notification.
- The number of materials that can be reserved or requested with one library card is as below:

Materials	Limits
Books, Kamishibai, Magazine	15 items
CD	2 items
DVD	2 items

* The maximum number of items that can be reserved or requested is 15.

Official website

[URL:<https://www.yachiyo-library-gallery.jp/>]

- You can search for library materials, view the library calendar, and check event information for Yachiyo City libraries through our website.
- You can obtain a password through our website. Once you have a password, you can make reservations for materials and renew your loans yourself.

◆Kind request from a library◆

- All library materials are valuable assets of Yachiyo City residents. Please handle them with care and keep them clean. Do not write on or cut out any part of the materials.
- If you have overdue materials, you will not be able to borrow new materials, make reservations, or use other library services that require a library card.
- In case you lose or damage materials, we may ask for a replacement.
- Please do not remove materials from the library without permission.
- Please follow all library rules and regulations to ensure a pleasant experience for everyone.