

### Opening Hours

■ Central Library March-October ► 9:00~19:00 November-February ► 9:00~18:00

■ Shimane Library • Higashi-Izumo
Library
▶ 9:00~18:00 (Year-Round)

### Closed Dates Every Tuesday (Except for public holidays, which are open)

## **Last Friday of Every Month**

(If a public holiday, then the preceding day)

Temporary closures for collection inspection

■The end and be-ginning of the year (12/28-1/3)

## Borrowing Limits and Periods

# Up to **10** books for a **2** week period

- ■DVD Video
- ► Up to 2

■Kosodate Enmusubi Book ► Up to 1 set ※Both included in the 10 books limit.

% If no one else has reserved the book(s), it is possible to renew the reservation by 2 additional weeks for one time only. (Renewal by phone OK)

%It is not possible to renew reservations of the Kosodate Enmusubi Books, DVDs, or Videos.



松江市立図書館

Matsue Municipal Library

■Central Library 6 Chome-5-44 Nishitsuda, Matsue-shi, 690-0017 TEL. 0852-27-3220 FAX. 0852-27-3270 E-mail:chuou@lib-citymatsue.jp

■ Shimane Library 1414 Shimanechō Kaka, Matsue-shi, 690-0401 TEL. 0852-85-9088 FAX. 0852-85-9089 E-mail:shimane@lib-citymatsue.jp

■Higashi-Izumo Library 1139-2 Higashiizumochō Iya, Matsue-shi, 699-0101 TEL. 0852-52-3297 FAX. 0852-52-9516 E-mail:higashiizumo@lib-citymatsue.jp

### Borrowing Books



#### ■ First-Time Users

You must make a Library card. Please bring a form of ID, such as a driver's license or insurance card.

#### ■ Borrowing Books

Please bring your Library Card and the book you wish to borrow to the counter.

Please return books by their deadline. If you are exceedingly late in returning books, you will no longer be able to borrow or reserve books.

### Returning Books



Returns can be made at any Matsue municipal library. If it is after-hours or the library is closed that day, please use the book drop-off.

Kosodate Enmusubi Books, CDs, DVDs, etc. are fragile, so please do not use the book drop-off for them.

### Looking for Books



# ■ Using Search Computers Inside the Library

You can search by the book's title, author, keywords, etc.

From Your Phone / Computer

You can search for and reserve books available in the Matsue City Libraries through the internet. It is necessary to register a password to make reservations.

We can also help you look at the counter. Please feel free to consult with us.

#### Internet Usage Service



You can use internet PCs within the library. Please take your library card to the counter and request access.

Document creation, printing, USB usage, etc. are not possible.

### Reserve / Request



#### Reserve

You can reserve materials currently being lent out. We will contact you when it is ready to be picked up, so please retrieve it within one week. After one week, your reservation will be canceled.

#### Request

If there is a book you want to read that is not available in our libraries, you can request it. Depending on the book, we can either purchase it or borrow it from another

library for your use.

You can reserve / request up to a total of 5 books.

### Copy Service



You can use our copy services for library materials only. Copy requests must fall within range of copyright laws. (Fee applies)

#### **Prohibited Items**

■ In general, eating and drinking in the library is prohibited. (However, you can bring drinks with lids inside the library)

■ Please put bags, etc. in the free lockers or carry them with you.

 $\blacksquare$  Please do not talk on the phone in the library.

(Turn your cell phones off or on silent mode)



#### The library is a public facility. Please be mindful of other patrons who are using it.

If a bag is left out for a long period of time without its owner returning, we will keep hold of it at the counter.

The library card must be renewed every 5 years.

If any of your registered information changes, please let us know immediately.

■ If you lost your library card or a book you borrowed, please contact the library.