

# Information on Okayama City Libraries

## Welcome to our Library

- \* Okayama City Libraries strive to be helpful in the daily lives of citizens by providing access to books, magazines, newspapers, picture-card shows, and other audio-visual materials (i.e. Videos and CDs.) Libraries welcome all ages from infants to the elderly.
- \* Use of the libraries is **free** of charge.

## 1) Borrowing the materials for the first time (books and audio-visual materials)

- \* We will make your library cards.

Everybody who lives, works and studies in Okayama City is eligible to borrow library materials. Please bring your identification cards such as driver's license, health insurance card, or residence card.

## 2) How to use Library Card

- \* The Library Card can be used as a common card at any library in Okayama City.
- \* Please do not use the library card which does not belong to you.
- \* The Library Card can be used for years. Please handle it with care. Do not soil, bend or fold it.
- \* If you lose your Library Card or change your address or phone number, contact your library promptly.

## 3) How to borrow library materials

- \* Please bring the materials you want to borrow to the counter together with your Library Card.

***Books, magazines, audiobooks on CDs, etc.***

- \* You can borrow as many materials as you can return them before the due date, which is **2 weeks** from the time you borrowed them (in case of mobile libraries, the due date is the next visit).
- \* If you request the library, you can extend the due date only once for 2 weeks (however, if the book is already reserved by somebody, the request will not approved).

***Audio-visual materials such as DVDs and CDs***

- \* You can borrow up to 5 CDs, and up to 5 titles of video-tapes, and DVDs at once. Two weeks from the time you borrowed them (no extension is available).
- \* There is a special section on the 3<sup>rd</sup> floor of Saiwai-cho Library where you can borrow CDs, DVDs, and videotapes.

\* If you keep overdue materials, your borrowing privileges will be restricted.

\* Library materials are important properties of all the citizens of Okayama. If you damage or lose them, you may be obliged to pay for them.

## 4) Returning books & materials

- \* Library Card is not necessary when returning borrowed materials.
- \* Borrowed materials can be returned to any Okayama City Library and Information Corner at every Fureai Center.
- \* When the libraries are closed, you can return the materials to the return box. Please note, however, that you must wrap the audio-visual materials (i.e. CDs, DVDs, and video tapes) with some buffering material.

## 5) Reservation service

\* If you cannot find a particular book that you want to read in the shelves, you may make a reservation for it.

We will contact you when

- the book is returned.
- the book arrives from another library.
- we purchase the book.

## 6) Reference service

\* Librarians will help you to find necessary data and information for your study and research. Feel free to ask the librarians for assistance.

\* You can access to the database and the Internet at some libraries.

## 7) Providing information via the Internet

<https://www.ocl.city.okayama.jp> (in Japanese)

\* You can find the collection searching system and the information on special events on the library website.

\* By setting up your password, you can make a reservation, check your borrowed materials and reservation status via the Internet.

## 8) Copyrights

\* You may make photocopies of library materials by paying under the restrictions of copyright in the libraries (except for Ishima Library).

## 9) Events

\* We hold various events such as reading of picture books, storytelling, picture-card shows, puppet plays, and movie hours.

## 10) For visibly and physically disabled persons,

\* Recorded books and large typed books are available.

\* Free postal borrowing service of audio books and face-to-face reading service are available.

\* Home delivery service of books is available.

## 11) Other services

\* Mobile library service by the special wagon.

\* Book rental services at the library section of community halls.

## 12) Address, phone number, holidays, and business hours of the libraries

### (Central Library)

\* Address : 56 Futsukaichi-machi, Kita-ku, Okayama City 700-0843

\* TEL : 086-223-3373

\* FAX : 086-223-0093

\* Business hours : **10:00 - 18:00, Thu: 11:00 - 19:00**

\* Holidays : **Mondays** (if a Monday falls on a National Holiday or a substitute holiday, the library is open.)

**New Year holidays (Dec. 29 – Jan. 4), and during inventory period.**

### (Saiwai-cho Library)

\* Address : 10-16 Saiwai-cho, Kita-ku, Okayama City 700-0903

\* TEL : 086-234-5188

\* FAX : 086-234-5189

\* Library holidays : **Mondays, 2nd Sunday, National Holidays**

\* Business hours : **Tue to Fri: 10:00 - 20:00, Sat & Sun: 10:00 - 18:00**

### (Urayasu Sogo Park Library)

\* Address : 493-2 Urayasuminami-machi, Minami-ku, Okayama City 702-8024

\* TEL : 086-265-6141

\* FAX : 086-265-6141

\* Library holidays : **Mondays, 2nd Sunday, National Holidays**

\* Business hours : **10:00 - 18:00**

### (Ashimori Library)

\* Address : 718 Ashimori, Kita-ku, Okayama City 701-1463

\* TEL : 086-295-1942

\* FAX : 086-295-1942

\* Library holidays : **Wednesdays, National Holidays**

\* Business hours : **10:00 - 18:00, Sun: 10:00 - 17:00**

### (Ishima Library)

\* Address : 2-9-38 Ishima-cho, Kita-ku, Okayama City 700-0016

\* TEL : 086-253-0822

\* Library holidays : **Mondays, Wednesdays, 2nd Sunday, and National Holidays**

\* Business hours : **10:00 - 18:00**

### (Takebe-cho Library)

\* Address : 487-1 Fukuwatari, Takebe-cho, Kita-ku, Okayama City 709-3111

\* TEL : 0867-22-4555

\* FAX : 0867-22-4550

\* Library holidays : **Mondays, 2nd Sunday, and National Holidays**

\* Business hours : **10:00 - 18:00**

### (Mitsu Library)

\* Address : 1629 Mitsu-ugaki, Kita-ku, Okayama City 709-2121

\* TEL : 0867-24-1712

\* Library holidays : **Mondays, 2nd Sunday, and National Holidays**

\* Business hours : **10:00 - 18:00**

(Seto-cho Library)

\* Address : 188-2 Seto-cho Shimo, Higashi-ku, Okayama City 709-0856

\* TEL : 086-952-4531

\* FAX : 086-952-4531

\* Library holidays : **Mondays, 2nd Sunday, and National Holidays**

\* Business hours : **10:00 - 18:00**

(Nadasaki Library)

\* Address : 186 Kataoka, Minami-ku, Okayama City 709-1215

\* TEL : 08636-2-5277

\* FAX : 08636-2-1609

\* Library holidays : **Mondays, 2nd Sunday, and National Holidays**

\* Business hours : **9:00 - 17:00**

(Library Room in Saidaiji Ryokka Park)

\* Address : 1-2-3 Minami, Saidaiji, Higashi-ku, Okayama city, 704-8117

\* TEL : 086-943-2298

\* FAX : 086-943-2298

\* Library holidays : **Mondays and National Holidays**

\* Business hours : **10:00 - 18:00**

※ If an abovementioned library holiday falls on National Holiday, the library will be also closed on the following day.  
Other library holidays: the year-end and New Year holidays (Dec. 28 - Jan. 4) and the inventory periods.

Okayama City Central Library

56 Futsukaichi-machi, Kita-ku, Okayama City 700-0843

Phone: 086-223-3373 Fax: 086-223-0093