

# Welcome to the library!

## Information of Yao Public Library/ User's Guide

### Free entrance

Regardless of age, sex, occupation, nationality and religion the library can be used by all people

- those who live in Yao, Higashi Osaka, Kashiwara, Osaka-city
- those who go to school in Yao and work in Yao.

### *○About the Library Card*

You need to apply for a library card when you use the library for the first time.

You can apply for it at the counter. You need some identification with your name and current address (e.g. driving licence, national insurance certificate, student card).

There is an application form at the counter.

Please fill in the blank spaces such as name, address, date of birth and telephone number.

- ※ Children aged under 6years do not need to show their identification to prove their address.
- ※ Please ask a member of staff if you have any questions.

Yao Public Library  
<http://web-lib.city.yao.osaka.jp>

### *○About Lending*

You can borrow up to 10 books within 2 weeks, 1 video tape and 3 CDs within a week..Please take the materials you want to borrow with your library card to the counter. You can borrow up to 10 materials on your card. In total at the public library and mobile library(includes video tapes and CDs).

※There are no video tapes and CDs in Yao Library.

### *○About Returning*

Please return borrowed materials to the counter. You can return borrowed books in any library in Yao-city. If the library is closed, books may be left in the return box.

※Video tapes and CDs must be returned to the counter where you borrowed them.

※A loan period can be extended when you cannot return books within your loan period. Please contact the library. A loan period will be extended 2weeks from the day you contact us, but you cannot extend a loan period when a loan period is over.

●Return Box There are 7boxes in Yao-city.

Location:

JR Yao station	JR Shiki station
JR Kyuhouji station	Kintetsu line Takayasu station
Kintetsu line Onji station	Yaominami station
Minami Kinomoto Bus station	

Unless you return borrowed materials, you may not borrow books.

Please return borrowed materials within a loan period.

※If you damage or tear it, there may be a fine to pay.

## ○About the Photocopy Service

You can photocopy if you use it for the purposes of examination based on 31lines of writing text(less than half of a document). Please request photocopy service at the counter. The staff will photocopy for you.

※Video tapes and CDs cannot be copied.

- Size: A3, A4, B4, B5
- Colour: mono chrome only
- It costs 10yen per page.

## ○About Reservation

Please reserve materials when the book you want to read is a loan or it is not in stock. We will contact you if a book you reserve is available. Please collect it within a week from the day we contact you. You can reserve 10 books, 1 video tape, 3 CDs. You can reserve them at the counter and by phone.

※You may have to wait for a long time if the materials have many requests for reservations.

※We will contact you by phone. We will leave a message or tell a member of your household.

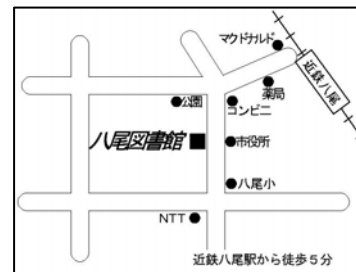
※We will only tell the title of books if a person who reserve them answers the phone.

※Magazines, video tapes, CDs can be reserved if those materials are in stock in the library.

※Current issues of a magazine can be reserved as soon as they reach a counter.

**Please ask a member of staff if you have any questions.**

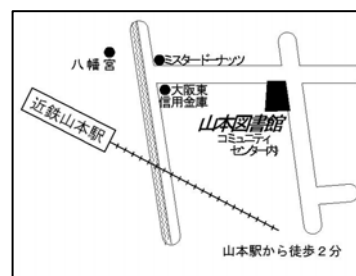
## ○About Opening Hours



Yao library:

10:00-17:00 Tuesday, Thursday to Sunday

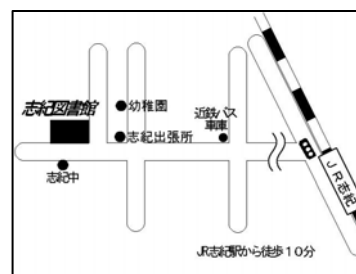
10:00-19:00 Wednesday



Yamamoto library:

10:00-17:00 Tuesday, Friday to Sunday

10:00-19:00 Thursday



Shiki library:

10:00-17:00 Tuesday to Thursday,  
Saturday, Sunday

10:00-19:00 Friday

### ●Closed

- Monday(if the Monday is a national holiday, Tuesday also closed)
- The last Thursday of every month.
- New Year's Day
- Stocktaking
- National holidays(Bank holidays) if the national holiday is a Saturday or Sunday, the library is open. Culture day also open.