



## Welcome to Minoh City Libraries —Guide—



↑  
Library website  
(Japanese only)

### Open Hours

○...Open, ◎...Open until 7pm, /...closed

Library name	Open hours	Mon	Tue	Wed	Thur	Fri	Weekend, Public Holidays
• Chuo	9:30am – 5pm	/	○	◎	○	◎	○
• Higashi • Seinan	10am – 5pm	/	○	○	◎	○	○
• Sakuragaoka		/	○	○	○	○	○
• Onohara							
• Right-Pia 21 Library Corner							
• Semba	○:9am–8pm ●:10am–5pm	○	○	○	○	○	●

### Closed

- Mondays (if Monday is a public holiday the libraries will open)※However, except for Semba
- New Year's holidays (29 December – 3 January)
- During the book sorting and inspection period

## Making a library card

People living, studying or working in Minoh can make a library card.

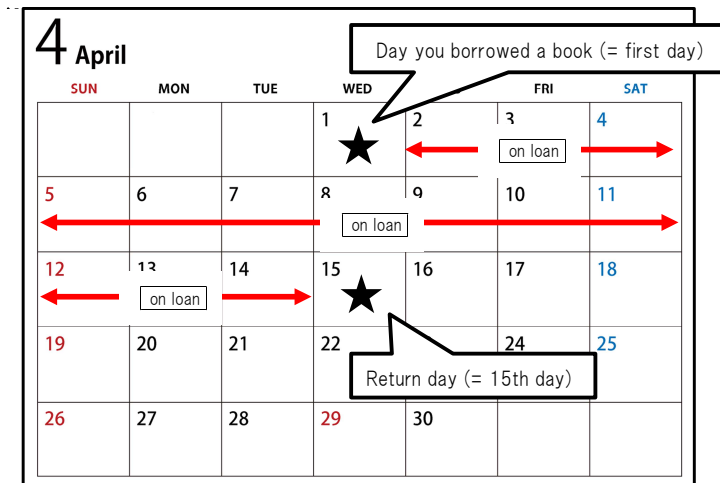
<These are the documents you will need to create a library card, renew registration or change registered details>

	Period of validity	Something with your name and address	Proof of studying or working in Minoh
<b>Live</b>	10 years	drivers license, health insurance card etc.	—
<b>Study</b>	4 years	drivers license, health insurance card etc.	student handbook, student card etc.
<b>Work</b>	4 years	drivers license, health insurance card etc.	employee identity card, certificate of employment etc. (something that has a Minoh office address on it)

- We will give you a form to fill out if you study or work in Minoh but do not have documents to prove this.
- Please contact us immediately if your address changes or if you lose your library card.

## Borrowing items

- Please bring your library card and use the self checkout machine.
- You can borrow up to 20 books for 15 days (including the day you borrow the book).**
- If you have any books that are even 1 day overdue, you cannot borrow more.
- You may be asked to pay for books that go missing or get considerably damaged etc.



## Renewing items

- If there are no reservations placed on a book you can renew it once while you already have it on loan.
- The renewal period is 15 days including the day of renewal.
- You can renew books at the self checkout machine. Please bring your library card and the book you want to renew. If you have a password you can renew books on a computer, cellphone or from the library catalogue search computers in the library. If you call during open hours you can also renew via telephone, please state your library card number and name of the book.
- Please consult us about books from libraries outside of Minoh.

## Picking up reserved books

- Books can be reserved on the library website (Japanese language only). You can choose which library you want to pick the book up from.
- When you pick up a book, scan your library card and take a ticket from the “Reservation Machine”. This ticket will tell you where your book is located in the reservation area.

## Returning items

- You can return items to any Minoh City library or mobile library.
- Please put your books into the return slot.
- Please put books in the after hours return slot when libraries are closed (not available for use during the New Year’s holidays).
- Please return books from libraries outside of Minoh to the counter during open hours.

## Finding documents

- If the library does not have the book you’re looking for or it is currently on loan you can reserve it. Please fill out and submit a reservation (request) form.
- Up to 10 books can be reserved at a time (per person). If you reserve via telephone or fax you can reserve up to 5 books per person, per day.
- If City libraries do not have the book you are looking for, they will try to fulfill your request by buying it or requesting it from other partner libraries within Osaka prefecture.  
\*Requests regarding study reference books and exam workbooks will not be met.
- Books will be placed in the reservation area for one week.

## When you want to look something up

- If you’re having trouble looking up information about everyday life or for research purposes, we can try to help you find the information and documents that you need. One topic at a time per person.
- If it is for a survey or research, recommending materials or deciphering literature, reference books and other documents, there will be some things we cannot help with.
- We cannot necessarily help with homework, medical inquiries, law inquiries and inquiries about your personal situation.

## Copy services

- You can make copies (only of library documents) at City libraries as long as you abide by Japanese copyright laws. (Costs 10 yen per page.) \*There are some documents you cannot copy such as documents that may get damaged.

## To library users with disabilities

- For people who are visually impaired
  - Reading aloud services (reading library books within the library)
  - Recorded books (DAISY– Digital Accessible Information System) and braille books
  - Large print books (books with large characters for those who have trouble reading small characters)
- Books can be posted to those who have trouble going to the library due to their disability.

## Audiovisual items

- You can view and listen to CDs and DVDs in the Chuo, Higashi, Seinan and Semba libraries.
- Please make sure to bring your library card.

## Web services (Japanese only)

- You can use the library catalogue search computers in the library or the library website to set a password.  
For more details please check the Web Use Guide.
- An electronic library and audiobook service are also available.

## Using internet in the building

- Libraries have wireless LAN installed. You can use the internet on your laptop or cell phone within designated areas in the libraries.  
\* The contents of your correspondence will not be encrypted. Please take responsibility for your internet use.
- We lend out tablets (iPads). Please make sure to bring your library card.  
(The iPads have restrictions on what sites can be accessed.)

## Reading sessions

- We run children’s book festivals and reading sessions. Check the library website, City website event calendar and Momiji Dayori for details. Information is also available on posters inside the libraries.

## Study spaces

- You can use the spaces below when they aren't being used for events or meetings.

Library	Location	Hours
Chuo	Audiovisual room 2F	9:30am – 5pm (until 7pm on Wednesdays and Fridays)
Higashi	Meeting room 2F	10am – 5pm (until 7pm on Thursdays)
Semba	Self-study seats 3F	9am – 8pm ( from 10:00 to 17:00 on Saturdays, Sundays and public holidays)

### <Caution>

- \* Those who are junior high school age or above and live, study or work in Minoh can use these.
- \* **Make sure to bring your library card.**  
Swap your library card for a seat ticket at the library reception.
- \* Rooms and operations for self-study will change during the university exam period.  
Please contact the Semba Library (072-727-1033) directly.

## Using Hokusetsu area libraries

- Aside from Minoh City you can also borrow books from the public libraries in Toyonaka City, Ikeda City, Toyono Town, Nose Town, Suita City, Takatsuki City, Ibaraki City, Settsu City, and Shimamoto Town.
- The only service available is borrowing books. You cannot make reservations.
- You can borrow 5 books per person for 2 weeks.
- Please return the books to a library in the town or city you borrowed them from.
- When you borrow books you will need a library card from the city or town you borrow them from.  
Please take something that proves your address and name (driver's license, health insurance card etc.) and complete the necessary paperwork at each library.
- For details please ask the library you wish to get books out from.

## Osaka University International Studies Library

- Anyone who lives, studies or works in Minoh City can make a library card for the Osaka University International Studies Library. Please take something that proves your name and address. (If you study in Minoh please also take something with your education institution's address, if you work in Minoh please also take something that has your work address.)
- Please check the library website for details.

## Buntatta-bunko (Minoh City Office Todoromi Branch)

- Every Tuesday the Buntatta-bunko lends out mainly children's books from 1:30pm – 4:30pm.
- Please make inquiries to the Chuo Library.

## Privacy protection

- The record of your borrowing will be erased when you return your books.



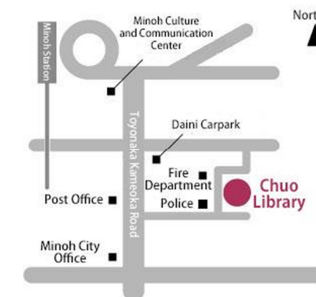
## Library maps

### Chuo Library

〒562-0001 Minoh City, Minoh 5-11-23

TEL 072-722-4580

FAX 072-724-9697

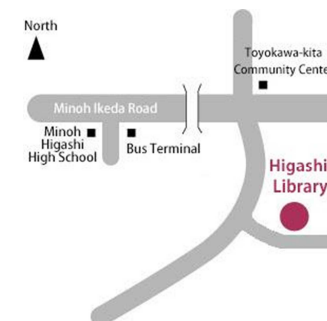


### Higashi Library

〒562-0023 Minoh City, Aomadaninishi 3-1-3

TEL 072-729-1321

FAX 072-729-1305

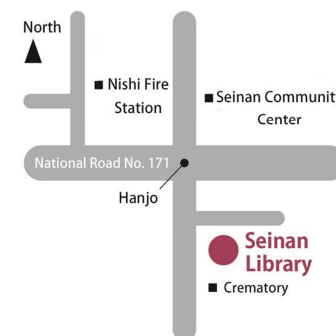


### Seinan Library

〒562-0044 Minoh City, Hanjo 4-6-39

TEL 072-725-1022

FAX 072-725-6722

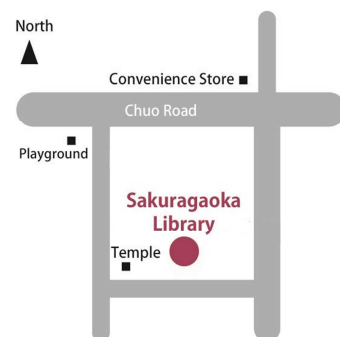


### Sakuragaoka Library

〒562-0046 Minoh City, Sakuragaoka 4-19-3

TEL 072-724-8707

FAX 072-724-4802

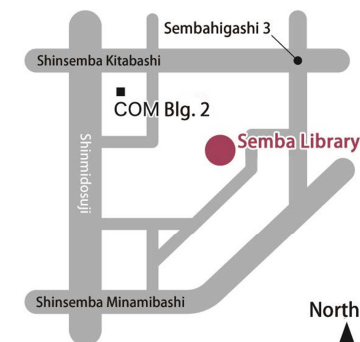


### Semba Library

〒562-0035 Minoh City, Sembahigashi 3-10-1

TEL 072-727-1033

FAX 072-727-6416

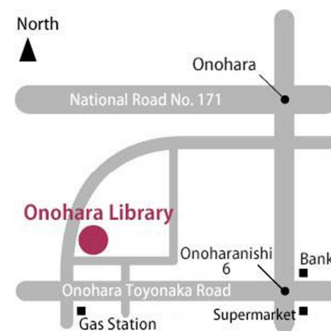


### Onohara Library

〒562-0032 Minoh City, Onohara-nishi 5-2-36

TEL 072-749-5176

FAX 072-749-5177



### Kayano Chuo Culture of Human Rights Center (Right-Pia 21) Library Corner

〒562-0014 Minoh City, Kayano 1-19-4

TEL 072-722-7195

FAX 072-722-3708

