

## Introduction of Services

◆ Please reserve the following services at the reference counter. (A library card is required.)

- ◎ **Tablet devices:** 20 tablet devices are available for accessing the Internet. This service can be used by people who are high school students and older.
- ◎ **PC booth:** There are 4 PC stations for the Internet. You can use it for 1 hour at a time. You can extend 1 time if there is no one waiting.
- ◎ **AV booth:** There are 10 audiovisual booths. You can watch 1 movie at a time. You can extend 1 time if there is no one waiting.
  - ※ Facility may only be used to view materials held by the library.
- ◎ **Study room:** There are 40 seats for studying. The maximum time you can use it is 3 hours. You can extend if there is no one waiting.
  - ※ If your device makes noise (PC keyboard, calculator etc.), use the connecting corridor on the 2F.

◆ Please apply for the following services at the service counter. (A library card is required.)

- ◎ **Reading diary:** We offer diaries to help you keep track of what you've read. Manage your reading record by placing a sticker which has the information of each book you borrow.
- ◎ **Digital library service:** This is an Internet service which allows you to read E-books on your PC and smartphone. An ID and password are required.
  - ※ This service is only available to Nonoichi residents.
- ◎ **Music distribution service (Naxos Music Library):** Over 100,000 music CDs, primarily are accessible through this internet music distribution service. An ID card and password are required.

## Access



### Transportation

- From JR Nonoichi Station
  - Take the community bus "Notty" northern route from "Nonoichi Station South Exit" and get off at "Forte." It is a 5 min. walk from the bus stop.
  - Take the shuttle bus "Nonki" from "Nonoichi Station South Exit" and get off at "Forte." It is a 5 min. walk from the bus stop.
  - It is 2.5 km by car.
- From Kanazawa or Matto area
  - Take Hokuriku railroad bus and get off at "Taheiji." It is a 5 min. walk from the bus stop.
- Please use the community bus from "Kaleid" as well. (Central route and West route are running)

## Opening Hours

- ◎ 9:00 A.M. – 10:00 P.M.

## Closed

- ◎ Every Wednesday
- ◎ End of year and new years holidays (12/29-1/3)
- ◎ Special reorganizing period

## Inquiry



The Learning Forest Nonoichi Kaleid  
Nonoichi City Library

〒921-8845

4-156 Taheiji, Nonoichi City, Ishikawa

TEL: 076-248-8099 FAX: 076-248-8175

Homepage: <http://www.kaleido-nono1.jp>

# NONOICHI CITY LIBRARY

## English User's Guide



Illustrated by Hiromasa Yonebayashi (from Nonoichi City)



The Learning Forest of Nonoichi Kaleid  
Nonoichi City Library

Translated and published by Kanazawa Institute of Technology students.

## Using Library Services



### Reading (Books, magazines, newspapers, etc.)

- ◎ **Open Shelf Collection:** Access on your own.
- ◎ **Archives:** We can get these materials to you right away. Please contact the staff.
  - ※ Materials are “books,” “magazines,” “newspapers,” etc.



### For first time users

- ◎ A library card is required to borrow books.
- ◎ Any of the following people can apply for a library card.
  - Residents of Nonoichi City
  - People who work or go to school in Nonoichi City
  - People who live around Nonoichi City (Kanazawa City, Kahoku City, Uchinada Town, Tsubata Town)
- ◎ You must fill out required information to apply for a library card. Bring an ID that has your name and address on it (e.g. driver’s license or health insurance card, etc.) to the reference counter. ※ People who work or go to school in Nonoichi City, must bring some form of work ID or student ID.
- ◎ If you lose or damage your library card and need to have a new one reissued, the cost is 100 yen.



### Borrowing

- ◎ **Borrowing:** Please use an automated check-out machine.
- ◎ With your library card you can borrow as shown below.

| Type    | Number | Duration |
|---------|--------|----------|
| Book    | 10     | 2 weeks  |
| CD, DVD | 2      |          |

- ◎ **Extensions:** Return dates for books can be extended by 2 weeks, if the book doesn’t have any reservations. Books can be renewed using the library’s search engine (OPAC), home page, service counter, reference counter or by phone.
  - ※ If the book is overdue, it cannot be renewed.



### Return

- ◎ **Return:** During operational hours, use the library drop box inside. If the library is closed, please use the drop box on the east side of the building.
  - ※ Please return CDs, DVDs, or other documents which were borrowed from other libraries directly to the service counter.



### Reservation and Request

- ◎ **Reserving books:** Reserve books by using the library search engine (OPAC), home page, the service counter or reference counter.
- ◎ **Requesting books:** If the library doesn’t have a book you are looking for, the book can be purchased or borrowed from another library. We would like to respond to your requests whenever possible. ※ Requests can only be made by those who live in Nonoichi City or who work or go to school in Nonoichi City.
- ◎ Please fill out a “Reservation and Requests Application” at the service counter or reference counter.
- ◎ We will notify you when the book is available. Books will be kept for one week. If you do not check out the book during the one-week period, your reservation will be cancelled.

- ◎ When books are available, they are put in the reserved books section next to the service counter. Please check out the book by using the automated check-out machine.



### Search

- ◎ **Library search engine (OPAC):** You can search for materials using the title, author, or key words.
  - ※ Please feel free to ask the staff if you don’t understand how to search or can’t find what you are looking for.



### Research & Consulting | Reference Services

- ◎ Library staff can help with your study and research. Please feel free to consult the reference counter.



### Copy

- ◎ You can only copy materials the library possesses, within the limits of the copyright law. Please fill in the copy application form and submit it to the service counter.

**Rate (1 sheet): black and white 10 yen, color 50 yen.**

## Reminder from Library



### Eating and drinking in the library

- ◎ You can only bring drinks with lids into the library. Be careful not to spill and damage library materials.
  - ※ You cannot bring food into the library.