

Wako City Library User Guide

Wako City's
Mascot Character

"Wakotti"



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Wakotti's
younger sister

"Satsuki-chan"

Libraries Hours & Closed



Wako City Library(Central)

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Opening Hours	【Mon. - Fri】9:30 a.m. - 8:00 p.m. / 【Sat., Sun. & National holidays】9:30 a.m - 6:00 p.m.
Closed	- Every 2nd and 4th Thursday (Except for December and January) - Special Period for annual stocktaking - The Year-End and New Year Holiday (December 28 to January 4)


Wako City Library Shimoniikura Branch

Opening Hours	【Mon. - Sun.】 9:30 a.m. - 6:00 p.m.
Closed	- Every Monday - Every 4th Thursday (Except for December) - Special Period for annual stocktaking - The Year-End and New Year Holiday (December 28 to January 4)



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Library Rooms in Kominkan (Chuo Kominkan, Sakashita Kominkan and Minami Kominkan)

Opening Hours	 【Mon. - Sun.】 9:00 a.m. - 5:00 p.m. ※Borrowing Hours : 【Mon. -Fri.】 9:00 a.m. - 5:00p.m. / 【Sat.】 1:00 p.m. - 5:00 p.m. ※You can receive materials you've requested from 9:00 a.m. - 9:00 p.m. everyday. ※We can receive Application Forms for Library User Registration and Request Forms only when library staff is present. * Chuo Public Hall : 【Sat.】 1:00 p.m. - 5:00 p.m. * Sakashita & Minami Public Hall : 【Tue. & Sat.】 1:00 p.m. - 5:00 p.m.
Closed	- Special Period for annual stocktaking - The Year-End and New Year Holiday (December 29 to January 3)

To Check out Materials for the First Time (Registration)

- Those who reside, work or attend school in Wako can register to borrow materials from the Wako municipal libraries.
- Those who live in the cities of Asaka, Shiki, Niiza, Itabashi, Nerima and Toda need to register to borrow materials from the Wako municipal libraries.
- To apply for your library card, please fill out the Application Form for Library User Registration, and submit it to the counter with identification (Residence Card, Certificate of Alien Registration, health insurance certificate, etc.) providing your name and present residential address. Those in the 6th year of elementary school and under also need identification.
- Let us know when you lose your card or you have changed your name, address, or telephone number.

Borrowing

Books	15	2 weeks
Incl. magazines, picture-story shows and cloth books		
CDs & Cassettes	2	
DVDs & Videos	1	

※You can renew books for 2 weeks only once by phone (Central: 048-463-8723 / Branch: 0148-452-6011) or by internet, if there is no reservation made by another user.

※Please ensure that the material is returned to our library by your due date.

After a certain period of time from your due date, you may not be able to borrow and reserve additional materials.



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Returning

To return materials, please take them to the counter or put them in the book drop. Large-sized picture-story shows, cloth books and large-sized Picture books must be returned to the counter. Please note that we do not pick up materials from the book drops everyday.

<Book drop is available at:>

- Wako City Library (Central)..... 24hours
- Wako City Library Shimonikura Branch..... 9:00 a.m. - 6:00 p.m.
- Kominkan (Chuo, Sakashita and Minami)..... 9:00 a.m. - 9:30 p.m.
- Community Centers (Niikura, Fukiage, Shirako and Gobou)..... Tue. - Sun. 9:00 a.m. - 9:30 p.m.
- Wako City Hall..... Mon. - Fri. 8:30 a.m. - 5:30 p.m.
Every 3rd Sat. 8:30 a.m. - 12:00 p.m.
- Wako Station North Exit Area Rezoning Office..... Mon. - Fri. 8:30 a.m. - 5:15 p.m.
- Wako-shi Station South Exit Underground Bicycle Parking..... 4:50 a.m. - 1:10 a.m.
- Wako City Public Welfare Center "Yumeai Wako"..... 9:00 a.m. - 9:30 p.m.



If You Cannot Find Materials You Want

Please consult library staff when you cannot find the book you are looking for. When the desired materials are out on loan, a reserve service is available. Please fill out a reservation form so that we can inform you as soon as it is returned. If we do not have the material you want, we will try to borrow it from other libraries.

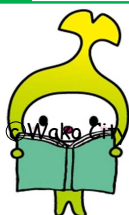
Internet Services (We have Japanese Website only)

You can search the library collection, reserve materials and extend the borrowing period by internet. If you are starting to use our internet services for the first time, please visit the counter and present identification to us. We will give a temporary password which is required when you first log in.

- Book reserve service: You can reserve a total of 5 materials at once.
- Rent Extension: You can extend the borrowing period 2 weeks longer only once within a rent period.
- "My Bookshelf": You can manage "want to read books" and "have read books" on the "My Bookshelf".



Finding Books



You can search for items by using the library search engine, which covers all Wako City Library branches, either from a library computer (OPAC) or the library website.

If you have any questions, please ask the library staff at the counter. Every effort will be made to provide the materials you want.



We provide the following services. (C : Central / B : Branch / K : Kominkan)

Photocopying C / B

Books and materials owned by libraries can be copied under the copyright act at Central/Shimoniikura.
The charge per sheet is 10 yen for black/white copies.

Internet Service (※) C / B

You can use a computer with an internet connection for searching at Central/Shimoniikura for 30 min once.
If there is no waiting person, you will be able to use it for 30 min longer.

National Diet Library Digital Collections (※) C / B

You can access the national Diet Library Digital Collections on site at Central.



Audio-Visual Materials (※) C

Music materials, films and audio-visual materials on general culture are available on site at Central.

NAXOS Music Library (※) C / B

Naxos Music Library is the most comprehensive collection of classical music available online offering over 1,890,100 tracks of Classical music, Jazz, World, Folk and Chinese music. You can access it with a password, from any computer with an Internet connection.

If you are starting to use this service for the first time, please visit the counter and we will give a ID and password which is required when you log in NAXOS.

Another Services

- Calil Touch C / B / K, Yomdas Rekishikan C, D1-Law.com C / B, Japan Knowledge Lib C / B,
Reviewing site of the Open University of Japan C

- Library Events

Story reading, video showing, book start and seminars are offered.

- Services to schools and public facilities

A small collection of library materials are available to public facilities.

- Delivery Service for people who have difficulties coming to libraries, such as elderly people

A material (books and CDs) delivery service is available for people who have difficulties coming to libraries, such as elderly people and people with disabilities.

- Seats for Computer user

We provide seats with sockets for computer users.



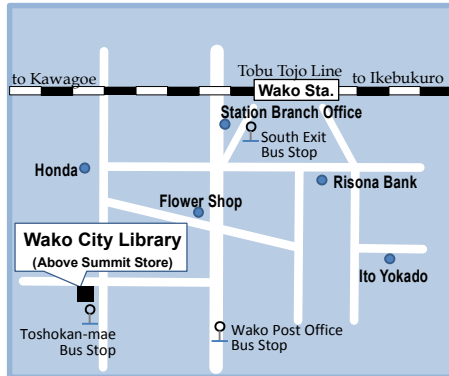
Libraries & Branches

Wako City Library (Central)

Add : Honcho 31-1
Tel : 048-463-8723
Fax : 048-463-8682



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6-min. walk south from Wako Sta.



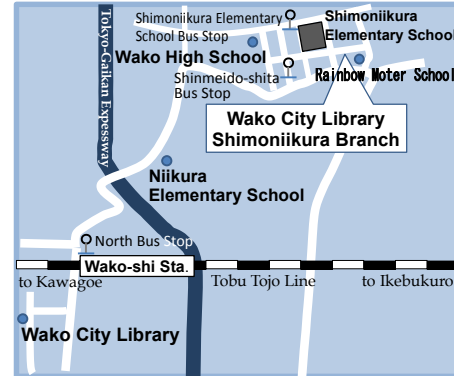
1-min. walk from Toshokan-mae bus stop of Wako City Loop Bus (Minami course or North course)

Wako City Library Shimoniikura Branch

Add : Shimoniikura5-21-1
(Inside of Shimoniikura Elementary School)
Tel : 048-452-6011
Fax : 048-452-6012



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30-min. walk north from Wako Sta.



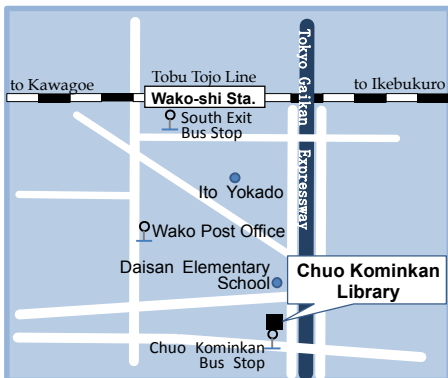
4-min. walk from Shinmyodo-shita bus stop of Wako City Loop Bus (North course) / Tobu Bus (和 02/和 03/和 07)



2-min. walk from Shimoniikura Shogakko bus stop of Wako City Loop bus (North course)

Chuo Kominkan

Add : Chuo 1-7-27
Tel : 048-464-1123
Fax : 048-464-0560



10 min. walk south from Wako-shi Sta.

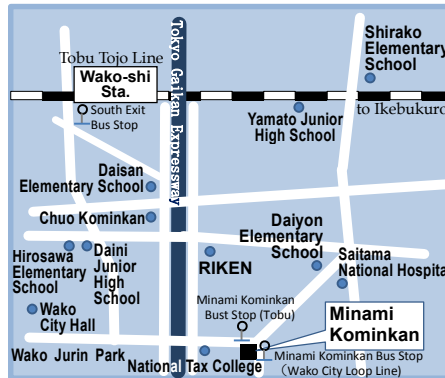


1 min. walk from Chuo Kominkan Bus Stop of Wako City Loop Bus (Chuo course)



Minami Kominkan

Add : Minami 2-3-1
Tel : 048-463-7621
Fax : 048-461-1257



25 min. walk from south from Wako-shi Sta.



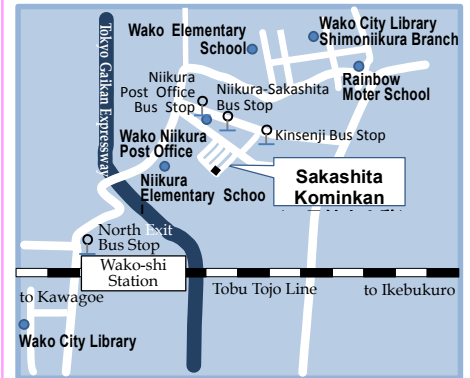
1 min. walk from Minami Kominkan Bus Stop of Wako City Loop Bus (Minami course)



1 min. walk from Minami Kominkan-mae Bus Stop of Tobu Bus (和 06) or (和 09)

Sakashita Kominkan

Add : Niikura 3-4-18
Tel : 048-464-5230
Fax : 048-461-3429



17 min. walk from north from Wako-shi Sta.



9 min. walk from Kinsen-ji Bus Stop and 13 mins walk from Niikura Post Office Bus Stop of Wako City Loop Bus (North course)



12 min walk from Niikura-Sakashita Bus Stop of Tobu Bus (和 02), (和 03) or (和 07)