

K A S U Y A F O R U M



Kasuya Forum
Kasuya library

Guide to use
(for those living in Kasuya-machi)

How to get library card

- Anyone who lives in or commutes to Kasuya-machi can borrow books for free.
- ID including your name and address (such as driver's license, student ID, health insurance card etc.) is required.
- After filling out the user's application form, please submit it to the counter.
- In the case of reissue of a lost card, a fee for a new card (actual expense) is required.

When the card's expiration date is passed, please do not throw it out. Consult us.

When borrowing books

- Please bring your library card and books that you want to check out to the counter.

Up to 10 books and magazines in all
for 2weeks

Up to 3 AV materials in all for 1 week

When returning books

- Please return books to the check in counter.
- A Library card is not required.
- When the library is closed, please return books to the book drop.
- Please be sure to return AV materials to the counter since they are fragile items.

Reservations

- When a book that you are looking for is out on loan or you can't find it, please fill in a 'Request (reservation) card' and submit it to the counter. For AV materials, only reservations for checked out materials are acceptable.

Reference service

- Please consult the reference counter if you have questions about your research or materials.

Copy service (charged)

- You can copy library materials (subject to copyright law).

AV materials area

- Anyone can watch and listen to CDS, CASSETTE TAPES, LDS, VIDEOS and DVDS.

Newspaper and Magazine

- We have a wide variety of newspapers and magazines. Please feel free to relax and enjoy them.

Internet

- How about trying the Internet?
It is available for up to 1hour per person.

Compensation

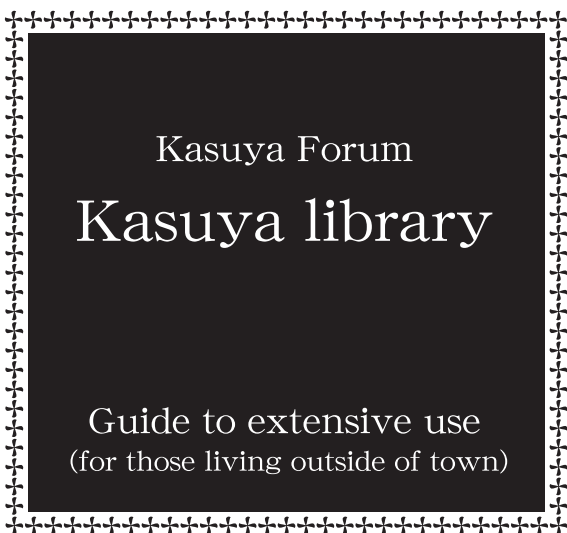
- We may ask for compensation to replace lost or damaged items loaned from the library.

Opening and Closing periods

- Please refer to the calendar distributed in the library.

★ If you have any questions, please feel free to ask at the counter.

K A S U Y A F O R U M



Kasuya Forum

Kasuya library

Guide to extensive use
(for those living outside of town)

How to get a library card

- ID including your name and address (such as driver's license, student ID, health insurance card etc.) is required
- After filling out the user's application form, please submit it to the counter.
- Anyone who lives within the Fukuoka urban area is entitled to borrow books for free. (Please consult us about the limits of the residential area)
- In the case of reissue of a lost card, a fee for a new card (actual expense) is required.

When the card's expiration date is passed, please do not throw it out. Consult us.

When borrowing books

- Please bring your library card and books that you want to check out to the counter.

Up to 5 books and magazines in all
for 2weeks

When returning books

- Please return books to the check in counter.
- A Library card is not required.
- When the library is closed, please return books to the book drop.
- Please be sure to return books to the same library that you borrowed them from.

Reservations

- When a book that you are looking for is out on loan, please fill in a 'Request (reservation) card' and submit it to the counter. Only our holding books are available for reservation.

Reference service

- Please consult the reference counter if you have a question about your research or materials.

Copy service (charged)

- You can copy library materials (subject to copyright law).

AV materials area

- Anyone can watch and listen to CDS, CASSETTE TAPES, LDS, VIDEOS and DVDS.

(These are not for checking out. please watch them inside the library)

Newspapers and Magazines

- We have a wide variety of newspapers and magazines. Please feel free to relax and enjoy them.

Compensation

- We may ask for compensation to replace lost or damaged items loaned from the library.

Opening and Closing periods

- Please refer to the calendar distributed in the library.

★ If you have any questions, please feel free to ask at the counter.



General zone

An area where you can relax and enjoy reading. Starting with newly published books, there is great variety of books in many fields to meet your requests. Also, we work hard to meet the requirements of elderly and people with disabilities.



Children's zone

Book collections that help children to discover the pleasure of reading and to develop good reading habits.



Study zone

This zone is not only for students but also for lifelong learning. You can study deeply and widely in a quiet and staid atmosphere in a well-lit area.



Video booth

This zone is only for watching VIDEOS, DVDS and LDS. Using headphones, you can relax and enjoy them as if you were in a private room without any disturbance.



2nd Floor Exhibition of historical documents

In this hall, you can deepen your knowledge and understanding of the town by learning about local history and culture. Also, you can read a variety of books for lifelong learning here.