

LIBRARY USER'S GUIDE

Using the library

Anyone who lives, works or attends school in Chatan town is eligible to become a member of the town library for free.

When borrowing books for the first time

*Please fill out a membership form and present it at the counter together with a form of identification which includes your name and address (driver's license, resident card, etc.)

Checking out books

*Take the items you wish to borrow along with your library card to the counter.

*You may borrow a total of 10 items (includes books, magazines, picture storyboards, and audio-visual materials.)

*However, there is a limit of 4 items on audio-visual materials.

*The lending period is two weeks.

Returning books

*Please return your items to the counter.

*When the library is closed please put items into the "returns post box". (Please note: there is a slot for books and a slot for audio-visual materials.)

*It is possible to check out and return books at the automatic self-issuing machines.

*If you lose your library card or change your name or address please complete the renewal procedure at the counter.

*Please be aware that you may be asked to cover any costs incurred for lost or damaged materials.

Reservations and Requests

*If you cannot find the book you are looking for you can search using the library user's computer system.

*You may also reserve or request an item.

Reference service

*The library has a selection of dictionaries, encyclopedias, local history books, etc. in our reference corner.

*There are seats reserved for reference and information gathering. Please use freely.

*If you have any enquiries about the reference materials please contact the library staff.

Lending service for organizations

*With the permission of the chief librarian certain organizations, schools and businesses located in Chatan may use the group lending service.

*Up to 100 items for a maximum of one month may be borrowed.

Photocopying service

*All of our materials are available for photocopying. (Cost is covered by the individual.)

*Photocopying is subject to copyright laws.

Computer corner

*There are 10 computers in the general section and one in the children's section. A reservation is required to use the computers. Internet is also available.

Audio-visual corner

*The library has a selection of DVDs, CDs, Videos and Cassette tapes.

*There are four viewing booths available for use upon booking.

*You can watch DVDs in the booths.

Reading room

*We provide a reading service for the elderly and the visually impaired.

Children's story space

*An area has been set aside for read-aloud events such as story books or picture storyboard shows.

*When this area is not being used for such events, it is a space for library users to read books or picture story boards.

Nursing/ baby care room

*In the children's section next to the story space we have provided a room for the comfort of users with infants.





LIBRARY USER'S GUIDE



Chatan Town Public Library