

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.