Ageo City Libraries

User Guide

For first-time users

- A library card is needed to borrow materials from a library.
- If you live, work or go to school in Ageo, or live in either Saitama City, Hasuda City, Okegawa City or Ina Town, you are eligible to have the library card issued.
- Please bring an identification document that verifies your name and address (such as a driving license or a health insurance card) to the registration counter. If you work or go to school in Ageo, please bring a document to prove it as well.
- Library cards can be used at any library in Ageo.
- Library cards are valid for 3 years. Registration needs to be renewed every 3 years.

To borrow

- Please be sure to use your own library card.
- Please bring materials you wish to borrow and your library card to the counter.

	Loan-out period	Loan-out quantity
Books, Magazines, Picture cards for storytelling (*Kami-shibai*)	For 2 weeks (Until next opening day for reference books)	No limit
Audio/visual materials such as CDs (Available only at Main and Oishi libraries)	For 2 weeks	Up to 3 pieces

- Some materials including the latest issue of magazines and reference-use materials cannot be loaned out.
- When elementary school and/or preschool children borrow audio/visual materials such as CDs, their guardians are required to come along.
- Long-term loan to organizations in Ageo is also possible. For more details, please ask a staff member at the counter.

To return

- Please return materials at the counter. It's not necessary to show your library card upon return.
- Materials possessed by Ageo City can be returned at any library in Ageo.
- When the library is closed, place them at the "Book Post (*Henkyaku* Post)."
    - Book Posts are located at all the libraries, at JR Kita-Ageo Station (in front of the ticket gate) and at JR Ageo Station West Exit (by the elevator).
    - Audio/visual materials such as CDs should be directly returned at the counter during the library hours.
- ◆ Please return by due date!
    If you have overdue borrowed materials, you may not be allowed to check out other items.

To look for materials
- With a terminal for library users (OPAC), you can check what each city library holds and the availability of materials.
- When you cannot locate the materials that you are looking for, please ask a staff member.
- As for books that are out on loan or not held by any city libraries, you can request them, up to 10 books per person.
  ＊There are some items which cannot be requested.　Please ask at the counter for details.
- As for CDs and DVDs, if they are not held by any city libraries, you cannot request them.

< Reservation of books >
　　As for books held by libraries, you can reserve up to 10 books at one time. To reserve, please fill out a request card and submit it to the counter.

< Reservation of AV materials >
　　As for AV (audio/visual) materials such as CDs held by libraries, you can reserve three items at one time. To reserve, please fill out a request / reservation card and submit it to the counter.

If you don't know how to search
- A library staff member will assist you. Feel free to ask for their help.

< Copying service >
- You can copy materials as long as it does not violate the Copyright Act.

Library Websites
- Various information, such as a calendar for opening days and event schedules, is posted on the website.
- Materials held by libraries can be searched.
- By registering your password, you can reserve materials and confirm materials you are currently borrowing and also the status of reservation on the website. To register, show your library card and an identification document that verifies your name and address at the counter.

　　　　Library Websites
　　　　　　Ageo-City Library:
　　　　　　　　http://www.city.ageo.lg.jp/site/library/
　　　　　　To search for books from PCs:
　　　　　　　　https://www.lics-saas.nexs-service.jp/city-ageo/webopac/index.do
　　　　　　To search for books from smart phones:
　　　　　　　　https://www.lics-saas.nexs-service.jp/city-ageo/spopac/index.do
　　　　　　To search for books from mobile phones:
　　　　　　　　https://www.lics-saas.nexs-service.jp/city-ageo/mobile/index.do
　　　　Emails from Library:
　　　　　　city-ageo@info-a.lics-saas.nexs-service.jp

Extended Usable Area
- People living in Ageo can use any libraries in Saitama City, Hasuda City, Okegawa City and Ina Town as well. For more details, please contact each library.

Opening Hours / Days of Libraries in Ageo

	Address	Phone	Open	Closed
Ageo-shi Toshokan (Honkan / Main library)	Kamicho 1-7-1	048-773-8521	Tue.~ Sun./ National holidays (9:00 a.m. ~ 7:00 p.m.) ＊Jidoshitsu (Kids' Room, 1F) is open until 5 p.m.	Mondays (except for National holidays)

Year-end & New Year holidays

Temporary closing |
Ageoekimae Bunkan (Branch Library)	Kashiwaza 1-1-15 Plaza-kan 1F & 2F	048-778-4111	Tuesday ~ Friday (10:00 a.m. ~ 8:00 p.m.) Sat./Sun./National holidays (10:00 a.m. ~ 5:00 p.m.)	
Oishi Bunkan	Nakabun 1-232	048-726-6059	Tuesday ~ Sunday National holidays (10:00 a.m. ~ 5:00 p.m.)	
Kawarabuki Bunkan	Kawarabuki 2528-3	048-723-1070		
Hirakata Bunkan	Hirakata 4354-2	048-781-6800		
Tachibana Bunkan	Hirakata 1713-1	048-782-1919		
Kamihira Kouminkan Toshoshitsu	Kamihirachuo 3-31-5	048-775-9308		
Haraichi Kouminkan Toshoshitsu	Haraichi 3499	048-721-4946		
Oya Kouminkan Toshoshitsu	Oyahongo 949-1	048-781-0892		
＊Book Posts are available at JR Kita-Ageo Station (in front of the ticket gate) and at JR Ageo Station West Exit (by the elevator).				

● Make a library a part of your life!

● Events

Events for children are held at the Jidoshitsu (Kids' Room) of the Honkan (Main Library) as well as at the Bunkan (branch libraries).

> *"Ohanashi-kai* / Story telling "   (for ages of 4 and older)
> *"Ehon no Jikan* / Picture book time "   (for ages of 2 and older)
> *"Akachan Ohanashi-kai* / Story telling for babies*"*
>   (for ages of 4 months ~ 2 years, only at Main library)
> "Movie showing "   (only at Main library)

● Please refrain from talking on your cellphone and/or taking photos inside the libraries.
No smoking on the premises.
Beverages in closed containers are allowed.

● **Please handle library materials with care!**

Ageo City E-Library

   Those who have a library card for Ageo City libraries can utilize e-library services.

   In addition to books written in Japanese, you may access Project Gutenberg books (digitalized masterpieces whose copyright expired), which are available in English as well as other languages such as Chinese, Portugues and Tagalog.

Ageo City E-Library website: https://ageo-city-library.overdrive.com/
You can use city e-library services through "Libby," the e-library app.

・Up to three items may be checked out at one time.
・Up to three items may be reserved at one time.
・Items may be checked out for two weeks (336 hours)

●   How to sign in to the Ageo City E-Library:
・Input Ageo City library card number (excluding hyphen)
・Input the initial password:
  8 digits of your date of birth (1981/6/2 → 19810602) if you had your library card issued on or before August 24, 2021.
・If you don't have a library card, please register as a user at the library counter, where a temporary number will be given.

You can choose a language from the icon in the upper right of the screen of Ageo City Digital Library.