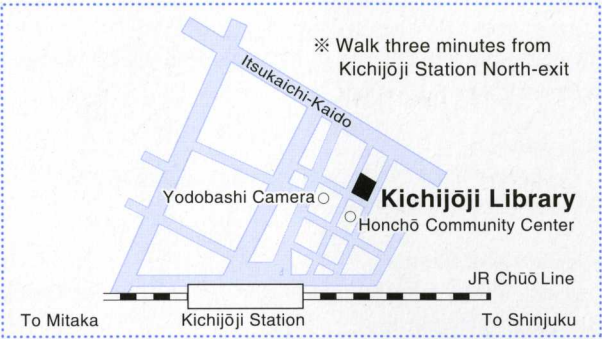


KICHIJŌJI Library

Kichijōji Library is located in the heart of town Kichijōji, 3 minutes walk from Kichijōji Station, that makes it convenient to visit as on the way to school, to work as well as to shopping. The big Zelkova tree in front of it is a prominent symbol.

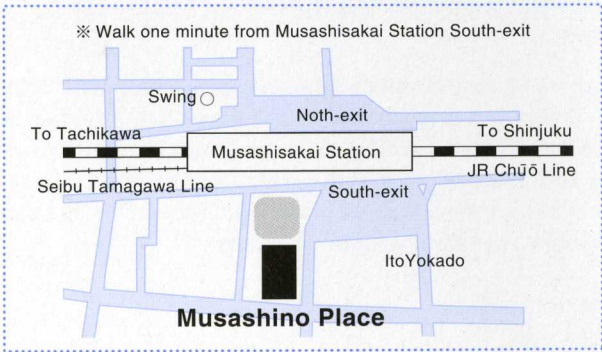
General books and young-adult collections are offered at the brightly lighted basement. Patrons can listen to CDs, read newspaper, magazines and reference materials on the first floor. On the second floor, there is a spacious room for children's collections.



MUSASHINO PLACE

Musashino Place is located in front of the south-exit of Musashisakai Station. It is a public facility that supports various community activities around Musashino City.

The library holds more than 140,000 books and 600 periodical titles. The latest issue of newspapers and magazines are kept on the first floor. Children's books, lifestyle-related collections and English books on Japan are on the second floor. Around 75,000 general books, 10 computers for accessing internet are available on the first basement. Art and young-adult collections are on the second basement. Patrons are welcome to enjoy their free time at the 400-seat reading area inside the library.



How Many Items can be Checked Out at a Time and How long can be Borrowed

Material Type	Number of Items	Loan Period
Books & Periodicals	10 titles in total	2 weeks
CDs	2 titles	
Videos & DVDs	2 titles in total	

Library Hours

Chūō Library & Kichijōji Library

Monday to Thursday	9:30 am to 8:00 pm
Weekends & Public Holidays	9:30 am to 5:00 pm

Musashino Place

Weekdays, Weekends & Public Holidays	9:30 am to 10:00 pm
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Closings (Please contact for details.)

- Year-end and New Year's holidays
- Special stacks maintenance period
- Chūō and Kichijōji
 - Every Friday
 - Regular stacks maintenance day i.e. the first Wednesday of the month except January
- Musashino Place
 - The third Friday of each month
 - Every Wednesday except the week that Friday is closed and the first Wednesday following January 5.

Library Materials are Our Treasures

Library materials are public properties. If you lost, damaged or defaced the library materials, you have to take the responsibility to compensate them. Please make sure that you use the library materials carefully.

We appreciate your understanding and kind cooperation.

(3,2013)

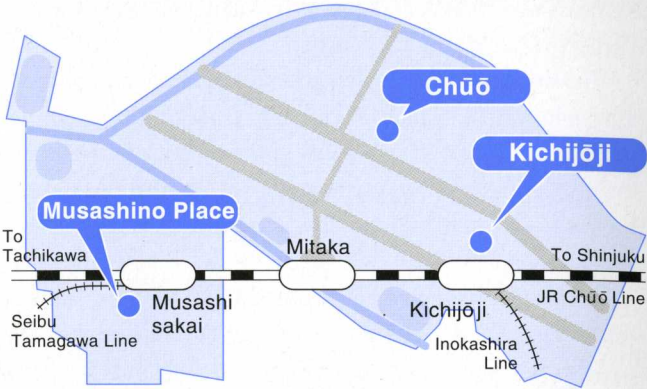
Guide to Musashino Public Libraries



"Woman" Kyoko Asakura (1970)

CHŪŌ 4-8-3 Kichijōji-kitamachi ☎0422-51-5145
KICHIJŌJI 1-21-13 Kichijōji-honchō ☎0422-20-1011
MUSASHINO PLACE 2-3-18 Kyōnanchō ☎0422-30-1900

Japanese URL <http://www.library.musashino.tokyo.jp/>
Japanese Mobile URL <http://www.library.musashino.tokyo.jp/m/>
Musashino Place Japanese URL <http://www.musashino.or.jp/place.html>



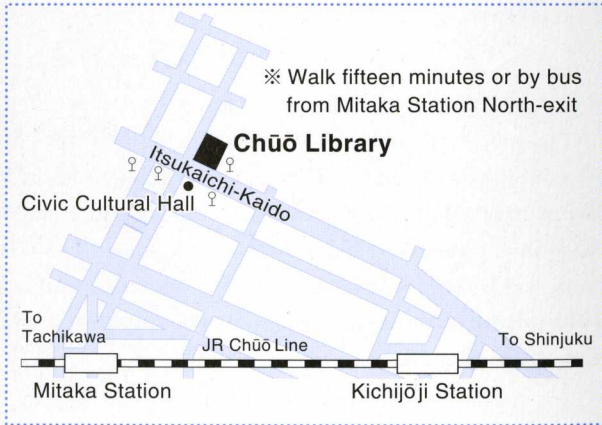
CHŪŌ Library

Chūō Library is located almost in the center of Musashino City.

Floor facing the garden at the side of the Itsukaichi-kaido receives an abundance of sunlight that creates a bright and warm atmosphere.

First floor of the library offers DVD materials which can be watched at the audio/visual zone. There are also young-adult and children's collections, newspapers and periodicals. General books are offered on the second floor. The third floor contains reference materials, foreign language books and local informational publications. Events like lectures and film screenings are available too.

Furthermore, self-service bookshelves for picking up requested items and book lending & return machines have been installed.



Using the Public Libraries

How to Get a Library Card

You are required to complete the registration in order to borrow library materials. If you live, work or attend school in Musashino City, or if you live in the neighborhood cities, such as Mitaka City, Koganei City, Nishitokyo City, Suginami City and Nerima City, you can apply for a library card.

Identification, such as Residence Card, driver's license, Health Insurance Card, that can certify home address is required for registration except junior high school students and younger. If you work or attend school in Musashino City, your employee ID card or student ID card is also necessary. Please pay attention that you are required to come in person to renew your library card when your home address, telephone number or any related personal information has been changed.

How to Borrow Library Materials

Items can be checked out at the service counter or by using the Book Lending Machine. If you use the machine, please set the items onto the designated place, then insert your library card; Lending procedure will be completed automatically. Please make sure that the title and the due date of the borrowed items are printed onto the rewritable library card.

Lending Suspension

Any borrowed item which is overdue 14 days or longer will result in suspensions of borrowing, requesting and loan period renewal.

How to Return the Borrowed items

You can return the borrowed items to the return counter during the library hours. Book-post box is available for returning the paper materials after the library hours, except audio/visual materials as to prevent damage, such as CDs, videos and DVDs. Those materials that are requested from libraries outside Musashino City must be returned directly to the return counter.

How to Renew the Loan Period

If your borrowed item has not been requested by another patron, you can renew the loan period through the library OPAC (Online Public Access Catalog) installed in the library computers, or through the library website. The loan period can be renewed 2 more weeks from the date completed the renewal procedure. The renewal procedure can also be done at the service counter of each library or by telephone. Please pay attention that the loan period of the visual/audio materials cannot be renewed.

How to Request and Reserve Library Materials

You can request the materials that are not listed in our library catalog. These materials include books and magazines except CDs, videos, DVDs, magazine (new subscriptions), newspapers and comics. This request service is only provided to patrons live, work or attend school in Musashino City. Please visit the nearest library and fill out a request form at the service counter. These materials may be purchased or ordered from the neighborhood libraries.

How Many Items can be Requested at a Time

	Patrons live, work or attend school in Musashino City	Patrons of neighborhood cities
Books/Periodicals	6 titles in total	
CDs/Videos/DVDs	2 titles in total	1 title

How to Request for Books in Series or in 2 volumes

You can request the books in order if it is published in series or in 2 volumes. This procedure can be done at the service counter or through library's OPAC and website.

How to Receive Email Notifications

You can receive an email notice from the library for informing the pick-up of requested items. This email will be sent from the following email address:

message@library.musashino.tokyo.jp

If you have subscribed this service, please set up your email client to be able to receive the email from the above address.

Self-Services

Library's OPAC, online service as well as the mobile website allow you to access the library catalog, check out items, re-confirm and cancel the requested items, confirm the borrowed items, and renew loan period.

Furthermore, the pick-up location, contact method, order of borrowing for the requested items can be set up by each patron.

To use this service, you have to reset the initial password to a private one.

If you forgot your password, please contact the library.

How to Renew the Library Card

You are required to renew your library card every 3 years. Identification that can certify your home address, such as Residence Card, driver's license and Health Insurance Card, is required. Our counter staff will inform you when it is time to renew it. Please pay attention that, if you failed to submit the required documents within 3 months, i.e. certificates for residence, employment or student status, your library card can no longer be used.

Affiliated Institutions

Civil Administration Information Corner

Municipal Government Information Center

Location : City Hall 7F

National laws, municipal ordinances, dictionaries as well as those publications and references that are issued by Musashino City, the national and metropolitan governments are available.

Copy service is offered too.

University libraries

Patrons who live or work in Musashino City are allowed to use the following mentioned university libraries with a one-day pass. To apply for this pass, a recommendation letter is required which can be issued at our libraries. Please contact for the details.

Universities in Musashino City

- Seikei University
- Asia University
- Nippon Veterinary and Animal Science University.

Services Offered at Public Libraries

Services for Children

Each library has a large collection of picture books, fiction and non-fiction for children. Story times and other events are held regularly. Readers' advisory is also available.

Services for Teens and Young Adults

Each library holds collections of fiction, non-fiction, comics and magazines for teens and young adults.

Audio-Visual Materials

Chūō Library has CD, video and DVD collections. Kichijōji Library has CD collection. Please pay attention that libraries are not responsible for any damage of your CD/Video/DVD players and equipment that caused by the audio visual materials borrowed from our libraries.

Copy Service

Color and black/white copies are available at each library for copying library materials only.

Programs and Events

Each library presents programs and events such as film screenings, lectures, etc.

Reference Service

Counter staff offer patrons advice on library collections. Please feel free to contact our staff. Inquiries are acceptable on our website.

Group Patrons

Group patrons, such as reading clubs, literary circles and offices, can borrow those group loan designated materials up to 2 months by making a group registration at Chūō Library only.

For Persons with Disabilities

Post service of general books, cassette books and braille books are available to persons with visual impairment or physical disability. There are reading machines offered to public use. Face-to-face reading service is available too. Please pay attention that Kichijōji and Musashino Place offer part of the above services only.

Microreaders, internet-accessible computers and CD-ROM

Computers for accessing internet and CD-ROM drivers are available in the Reference Room, while microreaders provide the back issues of newspapers. These services are available at Chūō Library only; Kichijōji Library and Musashino Place can only offer internet-accessible computers.