Borrowing Books → You’ll Need a Library Card

[Making a Library Card]
1. Bring a document that verifies your current address, name, and birthdate, like a driver’s license or health insurance card.
2. Fill out the library card application form and submit it to the registration counter. They’ll issue you a library card there. (Renew it every 5 years.)
   * If you lose your card, it can be reissued. Go to the registration counter in the library.

[Borrowing Books]
One person can borrow up to 10 books at a time for 15 days.
*Notes*
1. You will not be able to borrow new books if you have any books overdue.
2. You must reimburse the library for any lost or damaged books.

[Renewing Books]
- You can renew a book once during its rental period and keep it for an additional 15 days.
  *Excluding books that have been reserved.
- You can request to renew a book from the library’s computer terminals, the internet, or by phone (097-546-9980, 097-546-9982).
  * You must obtain a password in order to renew books from the library’s computer terminals or online.
  * Books on loan from other libraries cannot be renewed.

Returning Books
[During Business Hours] Return books at the return counter in the library.
[Outside of Business Hours] Return books using the book drop. (The return process will be completed the following morning.)
*Notes*
1. Refrain from using the book drop while the library is open because other librarygoers will not be able to check out those books that day.
2. In order to prevent loss and damage, please do not put the following materials into the book drop:
   (a) Books with supplementary materials (e.g., CDs, minidisks, floppy disks, maps, patterns)
   (b) Items on special loan (e.g., kamishibai paper plays)
   (c) Books on loan from other libraries → Return these to the Investigation Discussion & Local Information Room
   ➠ For books borrowed from our library or received from municipal libraries in the prefecture via online reservation
     → These books can be returned to any municipal library in the prefecture (excluding the Oita Citizens Library system)
     The return process will begin after the prefectural library receives the books. For more details, please check the Delivery Calendar.
   ➠ For books borrowed from our library via application from a municipal library within the prefecture
     → Return these books to the library from which you applied for them.

Searching for Books
[Searching on the Computer Terminals in the Library]
Print out a receipt, look at its location in our collection and its call number and go to the appropriate shelf.
*For books whose location in our collection is listed as the stacks, paperback stacks, local stacks, or juvenile stacks,
   → Take the receipt and go to the counter (for books staff members have taken out of circulation).
*If you’re unsure of a book’s location, please ask at the counter.

Borrowing Books from Home
1. Delivery services for people with disabilities (Free)
2. Delivery services for large print books (Paid)
3. Delivery sets of recommended picture books and childrearing books (Paid)
Reserving Books (Only for books currently on loan, up to five can be reserved)

How to Reserve Books

- Books can be reserved online at computer terminals in the library. Ask the main desk for a password.
- Complete a reservation request form and submit it to the main desk.
  ※You can pick up your book at other municipal libraries within the prefecture. Ask the main desk for more information.
  ※The library will contact you when your turn has arrived.

*Note* Your book will be set aside for less than 7 business days after the library contacts you.

Borrowing Books Not Available at the Prefectural Library

Requesting a Book for Purchase

- Apply by completing a material purchase request ticket and returning it to the main desk.

*Note* Not all books can be purchased. If the book can be purchased, it will take roughly three months before it is available to borrow.

Requesting Books from Other Libraries

- Apply in the Investigation Discussion and Local Information Room.

*Note* You can request books from other municipal libraries in the prefecture and the Oita University library for free. You must pay a fee to request books from other libraries.

Making Copies (Available from opening to 30 minutes prior to closing)

How to Make Copies

1. Fill out a copy application form and submit it to the counter.
2. A staff member will confirm the contents of your application form.
3. Use the coin operated copy machine to copy your materials by yourself.
   - Sizes: A4, B4, and A3
   - Fees: Black & White, 1 page ¥10. Color 1 page ¥50
   - Copyable Materials → Only materials from the prefectural library that comply with Japanese copyright laws
   - Non-copyable Materials → The latest editions of magazines/newspapers, all newspapers published 30 or more years ago, materials in poor condition, webpages, etc.

Requesting Copies of Materials from the Prefectural Library by Mail

Apply using the postal copy application form. Fees will be collected in advance.

The applicant is responsible for the cost of the copy and the mailing fee or stamp.

*Notes* Copy fees as well as copyable/non-copyable materials are the same as the information listed in “Making Copies.”

For those living outside of Oita Prefecture, only requests for materials related to Oita will be accepted.

Using the Internet for Research

1. Use an internet equipped computer in the library.
   - Sign up at the main desk. (These computers cannot print.)
2. Use our wireless network
   - Available in the community space on the first floor. Get the password from the main desk.

Discussing Topics of Interest

[Related to Oita Prefecture] → Investigation Discussion & Local Information Room, Investigation Discussion 2
[General Topics] → Investigation Discussion & Local Information Room, Investigation Discussion 1
[Related to Children’s Books] → Children’s room

※You can also inquire via phone, fax, and e-mail (the e-mail reference request page on our website).

Use this QR code to access the Oita Prefectural Library homepage.
Spaces for Eating or Resting
   1st Floor → Dining room, vending machines, community space
   2nd Floor → Restaurant

Coin-Operated Lockers
   Located on the 1st and 2nd floor. You must have a 100 yen coin to use the lockers; it will be returned afterwards!

Studying at the Library → Using the Study Room
   You can use the study rooms on the first floor if you’d like to study with your own books (books not from the prefectural library) or problem sets.
   【Capacity】 120 seats

Using the Community Space on the First Floor
   【Things You Are Allowed to Do】
   • Conversations or phone calls that do not disturb other librarygoers
   • Eating and/or drinking
   • Using the wireless internet
   • Using electric outlets for computers or tablets if you are using them for investigative research related to the library

   【Applying to Use the Public Wireless LAN】
   ① After getting a library card from either the general information center on the first floor or the main desk on the second floor, submit an Oita Prefectural Library Public Wireless LAN Use Form and have it approved (receive a password).
   ② If you do not have a library card, make one at the main desk on the second floor.
   ※ You must have a document that shows your current address, name, and birthdate, such as a drivers license or health insurance card.

   ※Notes※
   (a) You must agree to the Oita Prefectural Library Public Wireless LAN Rules if you apply for the public wireless LAN.
   (b) The password is valid for 2 months. You must apply again after 2 months.
   (Contact: General Affairs and Planning Division)
Transportation Access to the Oita Prefectural Library

**From JR Oita Station Funai Central (Northern) Gate**

<table>
<thead>
<tr>
<th>On foot</th>
<th>Walk from JR Oita Station</th>
<th>About 25 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>By bus</td>
<td>Oita-Kotobuki-Oita Bus</td>
<td></td>
</tr>
<tr>
<td>Board at JR Oita Station bus stop #7 → Get off at &quot;Fuzoku Tokubetsu Shien Gakkou Mae&quot; or &quot;Kenritsu&quot;</td>
<td>About 20 min</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board at &quot;Tokiwa Forus Mae&quot; → Get off at &quot;Fuzoku Tokubetsu Shien Gakkou Mae&quot; or &quot;Kenritsu Tosho&quot;</td>
<td></td>
</tr>
<tr>
<td>Fare</td>
<td>(Adult one way) ¥160</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bus #25 bound for Aobadai via Takaodai</td>
<td>About 15 min</td>
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<tr>
<td></td>
<td>Bus #2 bound for Kenritsu Toshokan via Soft Park</td>
<td></td>
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<tr>
<td></td>
<td>Bus #3 bound for Kenritsu Toshokan via Tamuromachi</td>
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</tbody>
</table>

**From Oita Expressway**

| By car | Exit Oita Expressway and turn left at the Shizakobashi intersection, Continue past Oita Nishi High School and Oita Junior High School Attached to Faculty of Education, Oita University | About 10 min |

**From National Route 10 / Oita University, Funaio Bridge**

<table>
<thead>
<tr>
<th>By bus</th>
<th>(Oita Bus) Via Omichi Get off at &quot;Omichi Shokakkou Mae&quot; and walk from there</th>
<th>About 20 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>By car</td>
<td>Continue past Oita University, Funaio Bridge, and the Omichi Tunnel, Turn left at Shizako entrance intersection, Continue through Oita Nishi High School and Oita Junior High School Attached to Faculty of Education, Oita University</td>
<td>About 20 min</td>
</tr>
</tbody>
</table>

**From Beppu**

| By train and on foot | Get off at JR Nishi-Oita Station and walk from there | About 15 min |
| By car              | Head towards Nishi-Oita Station / Oita Station at Kantan Intersection on Betsudai National Highway, Turn right at the intersection with the first pedestrian bridge (Danoharu Pedestrian Bridge) and turn right in front of Oita Special Support School Attached to the Faculty of Education Oita University | About 5 minutes from Kantan |

Map

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[Contact] Oita Prefectural Library  
14-1 Oji Nishimachi Oita City 870-0008  
Phone 097-546-9972 FAX 097-546-9985
<table>
<thead>
<tr>
<th>Facility name, etc. (Japanese)</th>
<th>Facility name, etc. (English)</th>
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</thead>
<tbody>
<tr>
<td>大分県立図書館</td>
<td>Oita Prefectural Library</td>
</tr>
<tr>
<td>県立図書館前</td>
<td>Kenritsu Toshokan Mae</td>
</tr>
<tr>
<td>西大分駅</td>
<td>Nishi-Oita Station</td>
</tr>
<tr>
<td>至別府</td>
<td>To Beppu</td>
</tr>
<tr>
<td>駅/周辺道路橋</td>
<td>Danoharu Pedestrian Bridge</td>
</tr>
<tr>
<td>附属特別支援学校前</td>
<td>Fuzoku Tokubetsu Shien Gakkou Mae</td>
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<tr>
<td>県立美術館</td>
<td>Prefectural Art Museum</td>
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<tr>
<td>国道197号</td>
<td>National Route 197</td>
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<tr>
<td>OASISひろば21</td>
<td>Oasis Hiroba 21</td>
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<tr>
<td>大分県庁</td>
<td>Oita Prefectural Office</td>
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<tr>
<td>附属中学校前</td>
<td>Junior High School Attached to Faculty of Education, Oita University.</td>
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<tr>
<td>大分西高校</td>
<td>Oita Nishi High School</td>
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<tr>
<td>大分大附属特別支援学校</td>
<td>Oita Special Support School Attached to the Faculty of Education Oita University</td>
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<tr>
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<td>Omichi Elementary School</td>
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<td>Oita Station</td>
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<td>Tokiwa Forus Mae</td>
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<tr>
<td>至佐伯</td>
<td>To Saiki</td>
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<td>Shizako entrance</td>
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<td>JR Kyushu Hotel</td>
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<td>Kaname-machi</td>
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