

# Niigata City Libraries

## Services & Information

Make the Library a Part of Your Life

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Niigata City Libraries



Official Twitter

## ◆ Making a Library Card

To make a library card, bring the required documents and fill out an application form. The card will be issued on the spot.

Who Can Make a Library Card	Required Documents
Anyone living in Niigata City	Bring something to confirm your current address*
Anyone commuting to work or school in Niigata City	Bring something to confirm your current address* and something that proves that you work or go to school in the city (i.e., student or employee ID card)
Anyone living in the municipalities that are in the interlibrary agreement, including Sanjo, Shibata, Gosen, Agano, Seiro, Tsubame, Tainai, Yahiko, Tagami, Aga and Kamo)	Bring something to confirm your current address*

\*For example: My Number Card (Individual Number Card), driver's license, health insurance card, mail addressed to you, etc.

## ◆ Using a Library Card

- Library cards can be used at any Niigata City library or library room in this pamphlet.
- Cards must be renewed **every 4 years**. To renew your card, bring something to confirm your current address. You will not be able to borrow, renew, or reserve materials, or access the My Library website if your card expires.
- When you change your address, please bring documents to the library to confirm your current address.
- Please contact the library if you change your phone number or lose your library card.
- My Number Cards (Individual Number Cards) can be used to borrow books. For more details, please ask a librarian.

## ◆ Borrowing from a Library

Simply bring your library card and the items you wish to borrow to a checkout counter.

**Books & Magazines ..... up to 10 items**

**Audiovisual Materials ..... up to 2 items**

**Rental Period: 14 days, starting the day after checkout**

\*If the materials are not reserved by anyone else, the checkout period may be renewed

once.

- ◆ When you renew an item before the due date, the rental period is extended 14 days from the day you renew your item.
- ◆ When you renew an item after the due date, the rental period is extended 14 days from the original due date.
- \*Up to 2 reproduction paintings may be borrowed at the Nishikawa Library for a period of 1 month (cannot be renewed).

## ◆ Returning Materials

Simply bring the items to a checkout counter (No need to show your library card).

**Books & Magazines** may be returned to any library or library room listed in this pamphlet.

\*A drop box for returns is also available (except for during business hours at the Funae, Lifelong Learning Center, Kameda libraries, and library rooms).

**Audiovisual Materials** can ONLY be returned at the counter of libraries that handle audiovisual materials.

\*DO NOT return audiovisual materials using a drop box, as this can damage them.

Library materials are precious community assets. Please take good care of them. You may be billed if you lose or damage library materials.

## ◆ Finding Library Materials

- The library's OPAC (Online Public Access Catalog), home computers, smartphones, etc. can be used to search for materials.

- ◆ From PC and smartphone

<https://www.niigatacitylib.jp>

- ◆ From non-smartphone

<https://opac.niigatacitylib.jp/k>



Smartphone



Non-smartphone

- Librarians are also available to help at the library information desk or on the phone.

## ◆ Reference Service (Research & Advice)

The Niigata City Libraries reference service provides assistance with everything from basic questions to research inquiries. Let us help you find what you're looking for! Just ask a staff member or visit the information desk.

## ◆ Reserving Materials from the Library Collection

### ● How to reserve materials

- ◆ At the library: Fill out a reservation card (予約・リクエストカード “yoyaku rikuesuto kado”) and bring it to the counter, or use the Online Public Access Catalog (OPAC).
- ◆ At home: Call a library or access the library website using a PC, smartphone, or a non-smartphone.

### ● Maximum Number of Items and Where to Pick Up

Materials	Limit	Pick-up Locations
Books & Magazines	10 items	Any Niigata City Library
Audiovisual Materials	2 items	<ul style="list-style-type: none"><li>■ Audio Materials (CDs, etc.): Any library that handles audiovisual materials</li><li>■ Video Materials (DVDs, VHS tapes, etc.):<ul style="list-style-type: none"><li>◆ Materials that can be reserved via the interlibrary agreement: Any library that handles audiovisual materials</li><li>◆ Materials that cannot be reserved via the interlibrary agreement: Only at the library which stores that material</li></ul></li></ul>

\*Up to 2 reproduction paintings may be borrowed at the Nishikawa Library.

### ● Hold Period for Reserved Items

The period is **the 7 days** (excluding library closures) after the day notification for pick-up was sent.

\*If reserved materials are not picked up within the 7 days, they will be given to the next person in line.

## ◆ Requests (for materials not owned by the library)

Materials can be borrowed from other libraries or even newly purchased by the library.

\*Please be aware that some requests may be denied depending on the material.

\*Manga (comic books), magazines, newspapers, and audiovisual materials (CDs, DVDs, etc.) cannot be requested.

\*Requests will be counted towards your reservation limit.

\*The service is for those who live in Niigata City. However, it is also available for anyone commuting to work or school in the city.

## ◆ Services Requiring a Password

A password is needed to access the “My Library” page when using OPAC in the library or online (from any PC, smartphone, or non-smartphone) to:

- ◆ Reserve materials & cancel reservations
- ◆ Check availability of materials and renew borrowed items
- ◆ Register your email address (if you want to be contacted via email regarding your reserved materials)
- ◆ Sign up to receive email alerts for new books and due date reminders
- ◆ Use the “My Bookshelf” function (for registering your favorite materials)

## ● Borrowing and Reserving E-books

Please apply at the checkout counter if you would like to receive a password.

\*Bring something to confirm your current address, such as My Number Card (Individual Number Card), driver’s license, health insurance card, mail addressed to you, etc.

## ◆ Niigata City E-library

E-books are available on computers, smartphones, and tablets.

URL: <https://web.d-library.jp/niigatalib/g0101/top/>



Niigata City  
E-library

### ● Eligibility for this Service

Those who have a library card and password.

- \* Only available for those who live in or commute to work or school in Niigata City.
- \* Group borrowing is not available for this service.

### ● Borrowing

Select the e-book you would like to borrow and click “borrow” (借りる“kariru”).

Number of Materials	Lending Time
Up to 3 items	14 days, starting the day after checkout

\*If the materials are not reserved by anyone else, the checkout period may be renewed once.

\*The materials will be returned automatically once the checkout period has passed.

### ● Reservations

You can reserve e-books that are currently checked out.

Number of Materials	Hold period for Reserved Items
Up to 3 items	7 days, starting the day after the materials become available *If reserved materials are not picked up within the 7 days, they will be given to the next person in line.

\*Notifications for reserved materials is only available by email. You cannot be sent notifications via phone.

\*We cannot accept purchase requests for e-books

For more information regarding the E-library, please refer to the library's website.

## ◆ Copy Services

Library materials can be copied within the limits of copyright law. Please fill out a copy request form for materials (資料複写申込書 “shiryō fukusha moshikomi sho”) and bring it to the checkout counter. Please note that some materials, such as the most recent issue of a magazine, may not be copied.

**Copy Fees:**    **Black & White** ..... ¥10/page  
                          **Color** ..... ¥70/page

\*Color copies are only available at the Chuo, Kameda, Niitsu, Shirone, Kurosaki, Nishikawa, Iwamuro, Katahigashi, and Maki Libraries.

## ◆ Library Events

Libraries host various events such as book clubs, children's story time, and seminars. To learn more about the events, including times and who can participate, please directly contact the library hosting the event or visit the library website.

## ◆ Group Borrowing Services (Book Pack)

Niigata City libraries allow qualifying groups to borrow up to 100 items for a one-month period. Please directly contact the library for more information.

\*Audiovisual materials and e-books are not subject to this borrowing service.

\*Reproduction paintings may be borrowed at the Nishikawa Library only, up to 2 items for a period of 1 month.



Book Pack

## ◆ Services for People with Disabilities

- ◆ To individuals who have trouble accessing the library, the Chuo Library offers delivery services for books, audiovisual materials, and other items.
- ◆ Audio materials and reading services are available for individuals who have trouble reading.
- \* This service is available at the Chuo, Toyosaka, Kameda, Niitsu, Shirone, Sakaiwa, and Nishikawa Libraries.

**For more information:** Chuo Library (025-246-7700)

## ◆ Interlibrary Agreement

Anyone living in Niigata City may borrow materials at the municipalities that are in the interlibrary agreement, including Shibata, Gosen, Agano, Seiro, Tsubame, Tainai, Yahiko, Tagami, Aga, and Kamo. It is necessary to make a library card at each municipality to use their services.

The materials are limited to what is in each municipality's library collection. Please return the materials to the library from which you borrowed.

## ◆ Hours of Operation

Library	Holidays and Closures	Hours
Chuo Library (Hon Port)	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Friday of each month</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<ul style="list-style-type: none"> <li>• Mon.–Sat.: 10 a.m.–8 p.m.</li> <li>• Sun. &amp; holidays: 10 a.m.–5 p.m.</li> </ul>
Toyosaka, Yamanoshita, Kameda, Niitsu, Shirone, Sakaiwa, and Nishikawa Libraries	<ul style="list-style-type: none"> <li>• Friday</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<ul style="list-style-type: none"> <li>• Mon.–Thu. and Sat.: 10 a.m.–7 p.m.</li> <li>• Sun. &amp; holidays: 10 a.m.–5 p.m.</li> </ul>
Matsuhama, Ishiyama, Funae, Toyano, Tsukigata, Uchino, Kurosaki, Iwamuro, Katahigashi and Maki Libraries, and Higashi Ward Plaza Library Room	<ul style="list-style-type: none"> <li>• Monday</li> <li>• Public holidays (Open if Sun. is a holiday and closed Tue. instead. Closed Mon. &amp; Tue. if Mon. is a holiday)</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• 4<sup>th</sup> Sunday of each month (Ishiyama and Toyano only) *Open the following Mon. but closed if the following Mon. is a holiday</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<ul style="list-style-type: none"> <li>• Tue.–Fri.: 10 a.m.–7 p.m.</li> <li>• Sat. &amp; Sun.: 10 a.m.–5 p.m.</li> <li>* Ishiyama &amp; Toyano: Mon. following the 4<sup>th</sup> Sun. of each month: 10 a.m.–7 p.m.</li> <li>* Funae, Tsukigata, Iwamuro, Katahigashi Tue.–Sun.: 10 a.m.–5 p.m.</li> </ul>
Lifelong Learning Center Library	<ul style="list-style-type: none"> <li>• Monday (Tue. instead if Mon. is a holiday)</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<ul style="list-style-type: none"> <li>• Tue.–Sat.: 10 a.m.–8 p.m.</li> <li>• Sun. &amp; holidays: 10 a.m.–5 p.m.</li> </ul>
Alza Niigata Information Library Room	<ul style="list-style-type: none"> <li>• Saturday, Sunday, and public holidays</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• 4<sup>th</sup> Monday of each month (Closed Mon. &amp; Tue. if 4<sup>th</sup> Mon. is a holiday)</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<ul style="list-style-type: none"> <li>• Mon.–Fri.: 10 a.m.–5:30 p.m.</li> </ul>
Ogikawa & Kanazu Region Library Rooms	<ul style="list-style-type: none"> <li>• Monday &amp; Friday</li> <li>• Maintenance days (1<sup>st</sup> Wed. of each month)</li> <li>• Public holidays (Kanazu Region Library Room only)</li> <li>• New Year's holidays (Dec. 29–Jan.3)</li> <li>• Inventory inspection days</li> </ul>	<p>Ogikawa Region Library Room:</p> <ul style="list-style-type: none"> <li>• Tue.–Thu., Sat., Sun. 10 a.m.–5 p.m.</li> </ul> <p>Kanazu Region Library Room:</p> <ul style="list-style-type: none"> <li>• Tue.–Thu., Sat., Sun. 1 p.m.–5 p.m.</li> </ul>

\*Some libraries may have other closures. Please see the library's calendar for details.



## ◆ Library Locations & Phone Numbers

Ward	Library	Address	Phone No.
Chuo	Chuo Library★ (Hon Port)	2-1-10 Akashi, Chuo Ward, 950-0084	025-246-7700
Kita	Toyosaka Library★	1-1-35 Toeicho, Kita Ward, 950-3323	025-387-1123
	Matsuhama Library	1-7-1 Matsuhama, Kita Ward, 950-3126 (Kita Area Citizen's Public Hall 1F)	025-387-1771
Higashi	Yamanoshita Library	4-12 Furukawa-cho, Higashi Ward, 950-0056 (Yamanoshita Machizukuri Center 2F)	025-250-2920
	Ishiyama Library	1-1-12 Ishiyama, Higashi Ward, 950-0852 (Ishiyama Regional Center 2F)	025-250-2940
	Higashi Ward Plaza Library Room★	1-4-1 Shimokido, Higashi Ward, 950-8709 (Higashi Ward Plaza 3F)	025-250-2970
Chuo	Funae Library	3511-1 Inarimachi, Chuo Ward, 951-8018 (Hokubu Sogo Community Center 3F)	025-223-3235
	Toyano Library	3-3-1 Shinwa, Chuo Ward, 950-0972 (Minami Regional Center 2F)	025-285-2372
	Lifelong Learning Center Library★	3-2086 Ishizuecho-dori, Chuo Ward, 951-8055 (Crosspal Niigata 1F)	025-224-2120
	Alza Niigata Information Library Room	9-1 Higashi Bandaicho, Chuo Ward, 950-0082 (Bandai Civic Hall 3F)	025-246-7713
Konan	Kameda Library★	3-1-14 Chinoyama, Konan Ward, 950-0144 (Konan Ward Cultural Center 1F & 2F)	025-382-4696
Akiha	Niitsu Library★	6-2 Nippocho, Akiha Ward, 956-0863	0250-22-0097
	Ogikawa Region Library Room	5-1-50 Nakano, Akiha Ward, 956-0805 (Ogikawa Community Center 2F)	0250-22-0097 (Niitsu Library)
	Kanazu Region Library Room	597 Furutsu, Akiha Ward, 956-0847 (Kanazu Community Center 1F)	0250-22-0097 (Niitsu Library)

## ◆ Library Location & Phone Numbers (Continued)

Ward	Library	Address	Phone No.
Minami	Shirone Library★	383 Tanaka, Minami Ward, 950-1477 (Shirone Learning Center 1F)	025-372-5510
	Tsukigata Library★	1417 Tsukigata, Minami Ward, 950-1304	025-375-3001
Nishi	Sakaiwa Library★	3-1-1 Teraokami, Nishi Ward, 950-2055	025-260-3242
	Uchino Library	603 Uchinomachi, Nishi Ward, 950-2112 (Nishi Area Citizen's Public Hall 1F)	025-261-0032
	Kurosaki Library ☆	746-4 Kanemaki, Nishi Ward, 950-1112	025-377-5300
Nishikan	Nishikawa Library★	2046 Sone, Nishikan Ward, 959-0422	0256-88-0001
	Iwamuro Library★	889-1 Nishinaka, Nishikan Ward, 953-0132	0256-82-4433
	Katahigashi Library★	10 Sanbo, Nishikan Ward, 959-0505 (Katahigashi Community Center 1F)	0256-70-5141
	Maki Library★	4262-1 Makiko, Nishikan Ward, 953-0041	0256-73-5066

★Library that handles audiovisual materials (collection includes AV materials).

☆Library that handles audiovisual materials (no AV materials in collection).