

# Wako City Library User Guide

Wako City's  
Mascot Character

**"Wakotti"**



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Wakotti's  
younger sister

**"Satsuki-chan"**

## Libraries Opening Hours & Closed



### Wako City Library (Central)

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Opening Hours	【Mon. – Fri.】9:30 a.m. - 8:00 p.m. /【Sat., Sun. & National holidays】9:30 a.m - 6:00 p.m.
Closed	<ul style="list-style-type: none"> <li>- Every 2nd and 4th Thursday (Except for December and January) (If a national holiday fall on the 2nd or 4th Thursday, it is closed on the next day.)</li> <li>- Special Period for annual stocktaking</li> <li>- The Year-End and New Year Holidays (December 28 to January 4)</li> </ul>

### Wako City Library Shimonikura Branch

Opening Hours	【Mon. - Sun.】 9:30 a.m. - 6:00 p.m.
Closed	<ul style="list-style-type: none"> <li>- Every Monday</li> <li>- Every 4th Thursday (Except for December) (If a national holiday fall on Monday or the 4th Thursday, it is closed the next day.)</li> <li>- Special Period for annual stocktaking</li> <li>- The Year-End and New Year Holiday (December 28 to January 4)</li> </ul>

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### Library Rooms in Public hall (Kominkan) (Chuo, Sakashita and Minami)

Opening Hours	 <p>【Mon. - Fri.】 9:00 a.m. - 5:00 p.m. 【Sat.】 1:00 p.m. - 5:00 p.m. ※You can receive materials you've requested from 9:00 a.m. - 9:00 p.m. everyday. ※We can receive Application Forms for Library User Registration and Request Forms only when library staff is present. * Chuo, Sakashita and Minami kominkan: 【Tue. &amp; Sat.】 1:00 p.m. - 5:00 p.m.</p>
Closed	<ul style="list-style-type: none"> <li>- Special Period for annual stocktaking</li> <li>- The Year-End and New Year Holiday (December 29 to January 3)</li> </ul>

## To Check out Materials for the First Time (Registration)

- Those who reside, work or attend school in Wako can register to borrow materials from the Wako municipal libraries.
- Those who live in the cities of Asaka, Shiki, Niiza, and Toda in Saitama Prefecture and in the wards of Itabashi and Nerima in Tokyo need to sign up for a library card to borrow materials from Wako municipal libraries.
- To apply for your library card, please fill out the Application Form for Library User Registration, and submit it to the counter with identification (Residence Card, Health insurance certificate, etc.) providing your name and present residential address. Those in the 6th year of elementary school and under also need identification.
- Let us know when you lose your card or you have changed your name, address, or telephone number.

## Borrowing

<b>Books</b> Incl. magazines, picture-story shows and cloth books	15	2 weeks
<b>CDs, Cassettes, DVDs and Videos</b>	3	

- ※ You can renew books for 2 weeks only once by phone (Central: 048-463-8723 / Branch: 048-452-6011) or by internet, if there is no reservation made by another user.
- ※ Please ensure that the material is returned to our library by your due date.  
After a certain period of time from your due date, you may not be able to borrow and reserve additional materials.

Please return materials to us by your due date.



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## Returning

To return materials, please take them to the counter or put them in the book drop. Large-sized picture-story shows, cloth books and large-sized Picture books must be returned to the counter. Please note that we do not pick up materials from the book drops every day.

<Book drop is available at:>

- Wako City Library (Central) ..... 24hours
- Wako City Library Shimonikura Branch ..... 9:00 a.m. - 6:00 p.m.
- Kominkan (Chuo, Sakashita and Minami) ..... 9:00 a.m. - 9:30 p.m.
- Community Centers (Niikura, Shirakofukiage, Shirako and Gobou) Tue. - Sun. 9:00 a.m. - 9:30 p.m.
- Niikura Kita Regional Center ..... 24hours
- Wako City Hall ..... Mon. - Fri. 8:30 a.m. - 5:30 p.m.  
Every 3rd Sat. 8:30 a.m. - 12:00 p.m.
- Wako Station North Exit Community Development Office ..... Mon. - Fri. 8:30 a.m. - 5:15 p.m.
- Wako-shi Station South Exit Underground Bicycle Parking ..... 4:50 a.m. - 1:10 a.m.
- Wako City Public Welfare Center "Yumeai Wako" ..... 9:00 a.m. - 9:30 p.m.



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## If You Cannot Find Materials You Want

Please consult library staff when you cannot find the book you are looking for. When the desired materials are out on loan, a reserve service is available. Please fill out a reservation form so that we can inform you as soon as it is returned. If we do not have the material you want, we will try to borrow it from other libraries.

## Internet Services (We have Japanese Website only)

You can search the library collection, reserve materials, and extend the borrowing period by internet. If you are starting to use our internet services for the first time, please visit the counter and present identification to us. We will give a temporary password which is required when you first log in.

- Book reserve service: You can reserve a total of 5 materials at once.
- Rent Extension: You can extend the borrowing period 2 weeks longer only once within a rent period.
- "My Bookshelf": You can manage "want to read books" and "have read books" on the "My Bookshelf".



## Finding Books



You can search all materials available at Wako City Library, its branches, using the library search engine. This can be done from a library computer (OPAC) or the library website.

If you have any questions, please ask the library staff at the counter. Every effort will be made to provide the materials you want.

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## Library Services

We provide the following services. (C : Central / B : Branch / K : Kominkan)

For services marked with (※), please present your library card at the counter. If you do not have one, please fill out an application form.

### **Photocopying** C / B

Books and materials owned by libraries can be copied under the copyright act at Central/Shimoniikura.

The charge per sheet is 10 yen for black/white copies. Please fill out a copy request form when using this service.

### **Internet Service** (※) C / B

You can use a computer with an internet connection for searching at Central/Shimoniikura for 30 min once. If there is no waiting person, you will be able to use it for 30 min longer.

### **National Diet Library Digital Collections** (※) C / B

You can access the National Diet Library Digital Collections on site at Central.



### **Audio-Visual Materials** (※) C

Music materials, films and audio-visual materials on general culture are available on site at Central.

### **NAXOS Music Library** (※) C / B

Naxos Music Library is the most comprehensive collection of classical music available online offering over 2,700,000 tracks of Classical music, Jazz, World, Folk and Chinese music. You can access it with a password, from any computer with an Internet connection.

If you are starting to use this service for the first time, please visit to the counter and we will give an ID and password which is required when you log in NAXOS.

### **Another Services**

- Official Gazette Information search Service C, Yomidas C, D1-Law.com C / B, Japan Knowledge Lib C / B, Reviewing site of the Open University of Japan C

#### **- Library Events**

Story reading, Video showing, Book start and Seminars are offered.

#### **- Services to schools and public facilities**

A small collection of library materials is available to public facilities.

#### **- Delivery service for those who have difficulty visiting the library**

Books, CDs, and other materials can be delivered to those who have difficulty visiting the library due to a disability.

#### **- Seats for Computer user**

We provide seats with sockets for computer users.

#### **- Paid Book Delivery Service**

Up to 10 item (including up to 2 audiovisual materials) will delivered by cash on delivery.



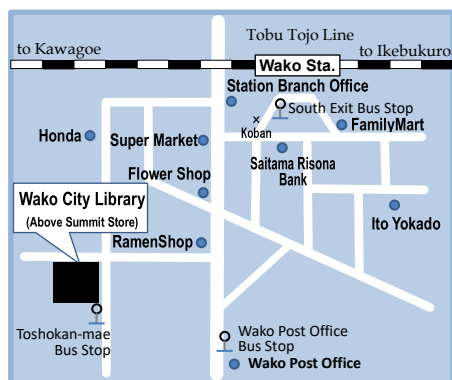
## Libraries & Branches

### Wako City Library (Central)

Add : Honcho 31-1  
Tel : 048-463-8723  
Fax : 048-463-8682



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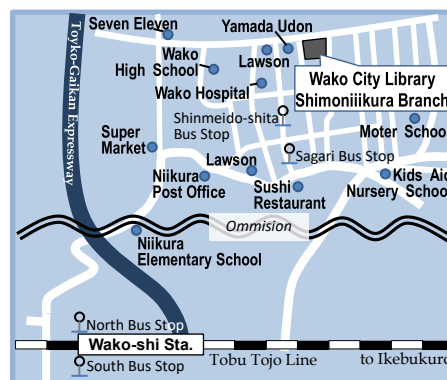
7 min. walk South Exit from Wako Sta.  
 walk from Toshokan-mae Bus Stop of Wako City Loop Bus (Akaike course or Echigoyama course or Mukaiyama and Gobo course)

### Wako City Library Shimoniikura Branch

Add : Shimoniikura5-21-1  
(Inside of Shimoniikura Elementary School)  
Tel : 048-452-6011  
Fax : 048-452-6012



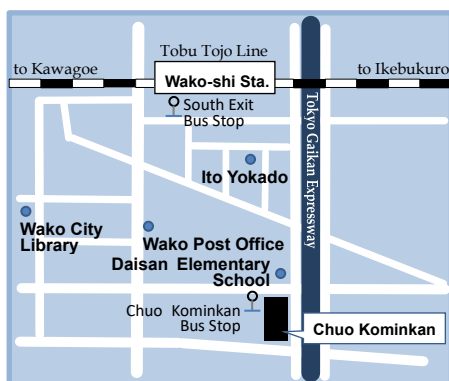
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35 min. walk North Exit from Wako Sta.  
 walk from Shinmeido-shita Bus Stop of Tob Bus (Wako High School course/和 03)  
 walk from Sagari Bus Stop of Wako City Loop Bus (Sakashita and Niikura course)

### Chuo Kominkan

Add : Chuo 1-7-27  
Tel : 048-464-1123  
Fax : 048-464-0560

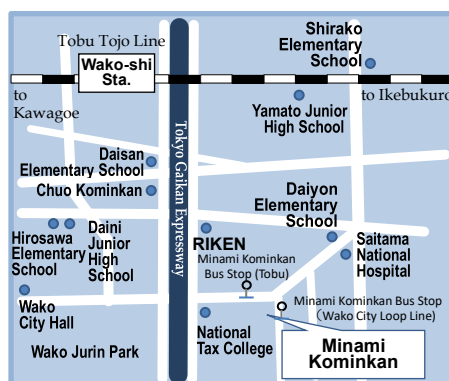


10 min. walk South Exit from Wako-shi Sta.  
 walk from Wako City Chuo Kominkan Bus Stop of Wako City Loop Bus (Mukaiyama and Gobo course)



### Minami Kominkan

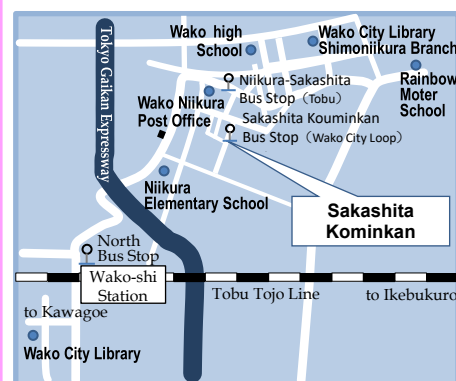
Add : Minami 2-3-1  
Tel : 048-463-7621  
Fax : 048-461-1257



25 min. walk from South Exit from Wako-shi Sta.  
 walk from Minami Kominkan Bus Stop of Wako City Loop Bus (Mukaiyama course)  
 walk from Minami Kominkan Bus Stop of Tobu Bus (Narimasu South Exit/和 06) or (Saitama Hospital/和 09)

### Sakashita Kominkan

Add : Niikura 3-4-18  
Tel : 048-464-5230  
Fax : 048-461-3429



17 min. walk from North Exit from Wako-shi Sta.  
 walk from Wako City Sakashita Kouminkani Bus Stop of Wako City Loop Bus (Sakashita and Niikura course)  
 walk from Niikura-Sakashita Bus Stop of Tobu Bus (Wako High School course/和 03)