

To Machida City Library Users

◎ Opening Hours

Branch	Open	Opens	Closes
Chuo	Tue. Wed. Fri.	10 : 00	20 : 00
	Thu. Sat. Sun. Holidays		17 : 00
Salvia, Kanamori Kisoyamazaki, Sakai, Tadao	Tue. Wed. Fri.	10 : 00	18 : 00
	Thu. Sat. Sun. Holidays		17 : 00
Tsurukawa-Ekimae	Mon. thru Fri.	9 : 30	20 : 00
	Sat. Sun. Holidays		18 : 00

◎ Closing Days

Branch	Closed	All Branches Closed
Chuo, Salvia, Kanamori, Kisoyamazaki, Sakai, Tadao	Mondays and every second Thursday of the month except holidays	Dec. 29 th thru Jan. 4 th Inventory check period
Tsurukawa-Ekimae	First and third Monday	

◎ Get a Library Card Library card is necessary to borrow materials.

People eligible to get a card are as follows:

- Those who live in the following cities:
City of Machida, Sagami-hara, Hachioji, Fuchu, Cho-fu, Hino,
Tama, Inagi, Kawasaki, Yamato, Yokohama.
- Those who work or attend schools in Machida city.



◎ To Get a Card

- You can apply for the library card at any branch in person. Please ask our library staff.
- Fill out an application form.
- Bring your ID with name and proof of current address.

Accepted forms of identification: driver's license, health insurance card, student ID, residence card

◎ Borrowing

- You can borrow books and magazines and more for 2weeks(a total of 10 items)

Some specified books or magazines may borrow for 1week

- You can borrow Audiovisual materials for 1week(a total of 3 items)

★Junior high school students and above are eligible to borrow those items.

◎ How to Check out

- For Books and Magazines, CDs, DVDs , VHS tapes and

Cassette tapes . . . **Use Self-Checkout Machine**

【Self-Checkout Machines】



- Your library card is essential.



◎ Returning

- For Books and Magazines . . . **Use Self-Return Machines**

【Self-Return Machines】



- For CDs, DVDs, VHS tapes and Cassette tapes . . . Take the items to Return Counter on the 5th floor of Chuo Library.

◎ Book Drop (For returning when the Library is closed)

- You may return library books and magazines to the Book Drop outside the library when we are closed.
- But Audiovisual materials cannot be dropped off. Please take them directly to Return Counter of Chuo Library in open hours.

【Book Drop】

Items allowed to be dropped off ○	Books	Magazines
Items NOT allowed to be dropped off ×	CDs, DVDs, VHS tapes and Cassette tapes	Books with appendix(CD/DVD)



◎ Searching for Books, CDs, DVDs

- Visit our Website to look for your favorites.
- We have PCs in the Library. Please make use of them to find what you want.
- Our staff will help you .

◎ Reserving Books

- You can reserve books on our website.
- Reservation can be made through PCs in our library.
- Reserve Request Form is also available. Ask our staff.

★ Up to 10 books may be reserved.

★ CDs, DVDs and newly arrived Magazines, cannot be reserved.

◎ Audio Visual Materials (Only at Chuo Library)

CDs, DVDs, VHS tapes and Cassette tapes are available.

◎ Services for Children

- Our library staff will help children to meet books and support their research.
- We also have Magazines and Manga books good for club activities or future path.
- Machida City Library presents events for children.

◎ Foreign Language Book section

- English and Chinese

◎ Foreign Language Picture Book section

- English, Chinese, French, German and Korean

If you have any questions, feel free to ask library staff.



< Contact Information >

Machida City Central Library

〒194-0013

3-2-9 Haramachida

Tel: 042-728-8220

<https://www.library-machida.tokyo.jp/>

★ Inquiries by phone available only in Japanese

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