

Ageo City Libraries

User Guide

For first-time users

- A library user card is needed to borrow materials from a library.
- If you live, work or go to school in Ageo, or live in either Saitama-shi, Hasuda-shi, Okegawa-shi or Ina-machi, you are eligible to have the library user card issued.
- Please bring an identification document that verifies your name and address (such as a driving license or a health insurance card) to the registration counter. If you work or go to school in Ageo, please bring a document to prove it as well.
- Library user cards can be used at any library in Ageo.
- Library user cards are valid for 3 years. Registration needs to be renewed every 3 years.

To borrow

- Please be sure to use your own library user card.
- Please bring materials you wish to borrow and your library user card to the counter.

	Loan-out period	Loan-out quantity
Books, Magazines, Picture cards for storytelling (<i>Kami-shibai</i>)	For 2 weeks (Until next week's opening day for reference books)	No limit
Audio/visual materials such as CDs (Available only at Main and Oishi libraries)	For 2 weeks	Up to 3 pieces

- Some materials including the latest issue of magazines and reference-use materials cannot be removed from the library.
- When elementary school and/or preschool children borrow audio/visual materials such as CDs, their guardians are required to come along.
- Long-term loan to organizations in Ageo is also possible. For more details, please ask a staff member at the counter.

To return

- Please return materials at the counter. It's not necessary to show your library user card upon return.
- Materials possessed by Ageo City can be returned at any library in Ageo.
- When the library is closed, place them at the "Book Post (*Henkyaku* Post)."
- Book Posts are located at all the libraries, at JR Kita-Ageo Station (in front of the ticket gate) and at JR Ageo Station West Exit (by the elevator).
- Audio/visual materials such as CDs should be directly returned at the counter during the library hours.
- ◆ Please return by due date!
If you have overdue borrowed materials, you may not be allowed to check out other items.

To look for materials

- With a terminal for library users (OPAC), you can check what each city library holds and the availability of materials.
- When you cannot locate the book that you are looking for, please ask a staff member.
- As for books that are out on loan or not held by any city libraries, you can request them, up to 10 books per person.

< Reservation of materials >

To reserve books, please fill out a request card and submit it to the counter.

· As for audio/visual materials such as CDs held by libraries, you can reserve three items at one time. To reserve, please fill out a request / reservation card and submit it to the counter.

* There are some items which cannot be requested. Please ask at the counter for details.

If you don't know how to search

- A library staff member will assist you. Feel free to ask for their help.

< Copying service >

- You can copy materials as long as it does not violate the Copyright Act.

Library Sites

- Various information, such as a calendar for opening days and event schedules, is posted on the site.
- Materials held by libraries can be searched.
- By registering your password, you can reserve materials and confirm materials you are currently borrowing and also the status of reservation on the sites. To register, show your library user card and an identification document that verifies your name and address at the counter.

Library Sites

Ageo-City Library:

<http://www.city.ageo.lg.jp/site/library/>

To search for books from PCs:

<https://www.lics-saas.nexs-service.jp/city-ageo/webopac/index.do>

To search for books from smart phones:

<https://www.lics-saas.nexs-service.jp/city-ageo/spopac/index.do>

To search for books from mobile phones:

<https://www.lics-saas.nexs-service.jp/city-ageo/mobile/index.do>

Emails from Library:

city-ageo@info-a.lics-saas.nexs-service.jp

Extended Usable Area

- People living in Ageo can use any libraries in Saitama-shi, Hasuda-shi, Okegawa-shi and Ina-machi as well. For more details, please contact each library.

Opening Hours / Days of Libraries in Ageo

	Address	Phone	Open	Closed
①Ageo-shi <i>Toshokan</i> (<i>Honkan</i>)	Kamicho 1-7-1	773-8521	Tue.~ Sun./ National holidays (9:00 am ~7:00 pm) * Kids' Room / <i>Jidoshitsu</i> (1F) is open until 5pm.	Mondays (except for National holidays) Yearend/ New Year's holidays Temporary closing
②Ageo <i>Ekimae</i> <i>Bunkan</i>	1F & 2F Plaza-kan Kashiwaza 1-1-15	778-4111	Tue.~ Fri. (10:00 am ~8:00 pm) Sat./Sun./National holidays (10:00 am ~5:00 pm)	
③Oishi <i>Bunkan</i>	Nakabun 1-232	726-6059	Tue.~ Sun. / National holidays (10:00 am ~5:00 pm)	
④Kawarabuki <i>Bunkan</i>	Kawarabuki 2528-3	723-1070		
⑤Hirakata <i>Bunkan</i>	Hirakata 4354-2	781-6800		
⑥Tachibana <i>Bunkan</i>	Hirakata 1713-1	782-1919		
⑦Kamihira <i>Kouminkan</i> <i>Toshoshitsu</i>	Kamihirachuo 3-31-5	775-9308		
⑧Haraichi <i>Kouminkan</i> <i>Toshoshitsu</i>	Haraichi 3499	721-4946		
⑨Oya <i>Kouminkan</i> <i>Toshoshitsu</i>	Oyahongo 949-1	781-0892		
* Book Posts are available at JR Kita-Ageo Station (in front of the ticket gate) and at JR Ageo Station West Exit (by the elevator).				

● Make a library a part of your life!

● Events

Events for children are held at the Kids' Room at the Main library as well as at Bunkan.

“*Ohanashi-kai* / Story telling “ (for ages of 4 and older)
 “*Ehon no Jikan* / Picture book time “ (for ages of 2 and older)
 “*Akachan Ohanashi-kai*”
 (for ages of 4 months ~ 2 years, only at Main library)
 “Movie showing “ (only at Main library)

● Please refrain from eating, drinking, smoking and using mobile phones at the library.

Please handle library materials with care!

Ageo City E-Library

Those who have a library user card for Ageo City libraries can utilize e-library services.

In addition to books written in Japanese, you may access Project Gutenberg books (digitalized masterpieces whose copyright expired), which are available in English as well as other languages such as Chinese, Portugues and Tagalog.

Ageo City E-Library website: <https://ageo-city-library.overdrive.com/>

You can use city e-library services through “Libby,” the e-library app.



- Up to three items may be checked out at one time.
 - Up to three items may be reserved at one time.
 - Items may be checked out for two weeks (336 hours)
- How to sign in to the Ageo City E-Library:
 - Input Ageo City library user card number (excluding hyphen)
 - Input the initial password: 8 digits of your date of birth (1981/6/2 → 19810602)
 - If you don't have a library user card, please register as a user at the library counter, where a temporary number will be given.

You can choose a language from the icon in the upper right of the screen of Ageo City Digital Library.

The screenshot shows the homepage of the Ageo City Digital Library. The header features the library's name in Japanese and English: "上尾市電子図書館 AGEO CITY DIGITAL LIBRARY". Below the header, there are navigation links for "テーマ" and "コレクション". The main content area is titled "新しく追加された作" (Newly added works) and displays a grid of book covers. A language selection dropdown menu is open in the upper right corner, with "日本語" (Japanese) highlighted. The dropdown menu lists various languages: English, Español, Français (Canada), 中文(简体), 中文(繁體), 日本語, Bahasa Melayu, Русский, Svenska, Suomi, Italiano, Deutsch, Dansk, Português, 한국어, Nederlands, and தமிழ். The book covers shown include "世界から猫が消えたなら" by 川村元気, "三面記事小説" by 角田光代, "マリオネットの民" by 赤川次郎, and "夢うつつ あさのあつこ作".