

# How to Use Sumida City Public Libraries

## ■ Library Card Registration Procedures

To borrow materials from a public library, library room, or Sumida Women's Center, you must complete registration procedures for a library card. The following people are eligible for an issue of a library card.

- Those who live, work, or go to school in Sumida City.
- Those who live in a city next to Sumida City (Chuo City, Taito City, Koto City, Arakawa City, Adachi City, Katsushika City, or Edogawa City)

Those who have the former library card may continue to use it.

- To register, the following proof of identification is required:
  - Documentation with your name, address, and date of birth, such as a driver's license, health insurance card, or student ID card
  - Those who work in the city must also have an employee ID card, business card, or employment certificate with the name of the employer written on it.
  - Elementary school children or younger do not need proof of identification.
- Library cardholders can reserve materials via the library website or from the library's computers and receive an e-mail notification when their items are ready.
- Library cards are valid for two years, and the registered information they contain must be confirmed to renew them. Please note that if a card has not been used for five years, it may become invalid.
- If any of the registered information changes, you must file notification of the change. Please bring documentation confirming the change and apply to make the change at the service counter.
- If you lose the library card, it can be reissued. Please bring proof of identification and apply for a reissue at the service counter.

## ■ How to Borrow Library Materials

- Please bring your library card and the materials you would like to borrow, and complete the designated procedures at the automated checkout machine (At Sumida Women's Center, check out items at the service counter). The number of items that can be borrowed and the borrowing period are as follows:

Materials	Maximum No.*	Borrowing Period
Books, magazines	20 volumes	2 weeks
CDs, cassette tapes	10 items	
DVDs, videos	2 items	

\*The maximum refers to the total number of items borrowed from all facilities.

- You can extend the return due date once for two weeks for an item unless it has been reserved by someone else for up to one week before the due date. (However, this extension does not apply to items borrowed from the National Diet Library or other local governments.) The procedures can be completed via the library website, the library's computers, or through the telephone guidance service.

## ■ How to Return Library Materials

- Please return library materials to the service counter. Materials from Sumida City public libraries can be returned at any library or library room in Sumida City.
- If the library is closed, materials other than audiovisual items such as CDs and DVDs can be returned via the book drop (please note that the Sumida Women's Center does not have a book drop). Fragile audiovisual materials and items with an attached CD or DVD should be returned at the service counter.
- ★ Please be sure to return items from the National Diet Library or other local governments to the service counter of the library where you checked them out.

## ■ How to Reserve Library Materials

- You can reserve materials you would like to borrow via the library's computers, the library website, or at the service counter.  
(If you would like to pick up materials at Sumida Women's Center, please make the reservation at the Women's Center service counter.)

Materials	Maximum No.	Holding Period
Books, magazines	20 volumes	1 week
CDs, cassette tapes	10 items	
DVDs, videos	2 items	

## ☆ Reserving a Series

If you would like to read or view a series in sequence—such as novels in a trilogy—you can designate the order in which you pick up the materials. You can apply at the service counter or complete the procedures via the library website or one of its computers.

## ☆ Request Service

- If an item is not available in the city's libraries, we can arrange to purchase or rent it from another public library outside the city.
- ★ This service is only available for those who live, work, or go to school in Sumida City.
- ★ This service does not guarantee to deliver waiting list entries in the correct order, nor can you designate the pickup date or reserve a series in order.
- ★ The purchase of materials will be determined according to library collection policies.
- ★ This service does not accept requests for such items as CDs, DVDs, cassette tapes, videos, or manga.
- ★ This service may take some time to deliver materials you request.
- ★ Using this service may include paying a shipping fee.
- ★ This service does not cover all materials.
- ★ The library will notify you whether the item(s) you are requesting can be provided.
- ★ Sumida Women's Center does not accept any requests.

## ■ When a Reserved Item Is Ready

- If you register your e-mail address and choose the "e-mail" option for notifications about materials you reserve, you will automatically receive an e-mail when your reserved items are ready.
- If you do not register your e-mail address, you will have to confirm the status of the items you reserve directly. The library will notify you, however, if an item will take a week or longer to provide from the time you reserve it.  
A reserved item will be kept for a maximum of one week from the day it is ready or the date you confirm the item is ready\*. If you do not pick up the item within the holding period, your reservation will be canceled.  
\* "The date you confirm the item is ready" refers to the date the library recognizes that you confirmed or were notified that the item is ready by telephone, telephone answering service, or via the library website.

## ■ If You Lose Library Materials

- If you lose, damage, or soil library materials, please notify the staff at the service counter. As a rule, if you lose library materials, or if they are judged to be in a condition that is not appropriate for the library collection, you must cover the cost of the materials.

- Since library DVDs and videos include fees for copyrights and distribution rights, the price is higher than retail prices. Please be very careful with library materials.

## ■ Other Services

- Reference Consultation  
Library staff can help you search for materials and information you are looking for. Please feel free to ask staff for help.
- Sumida City Community/City Administration Materials  
There are community and city administration reference materials published by Sumida City and the Tokyo Metropolitan Government. You can use white papers and official gazettes.
- Services for Those with Disabilities
  - Recorded books, Braille books, books with enlarged print, etc. are available.
  - Delivery service is also available for those with physical disabilities who have difficulty coming to the library.
- Services for Children
  - There are books, magazines, and kami-shibai storytelling materials for preschoolers and elementary school children.
  - Events, such as storytelling, are held regularly.
  - A website geared for children is also available.
- Services for Teenagers
  - There is a section for teenagers (those in junior high school and high school).
  - The library issues newsletters geared for teenagers.
  - A website geared for teenagers is also available.
- Photocopy Service (Fees are charged.)
  - Only books and magazines of Sumida City public libraries can be photocopied within the limits of the copyrights with the photocopier inside the library.

Print	Paper Size	Fee
Black and white	Up to A3	¥10
Color	Up to B4	¥50
	A3	¥80

- ★ Items other than library materials cannot be photocopied. (The abovementioned "Other Services" are not available at Sumida Women's Center.)
- Use of Personal Computers  
There are computers connected with the Internet that can be used for surveys and research. Please ask for more information at the service counter.

## Library Website

### ● Main Services

- Search for and reserve library materials
- Confirm items you are borrowing and extend the due date
- Confirm, change, or cancel reservations
- Register or change your e-mail address
- Information on the library and events
- Description of new arrivals and popular items
- "My Page" function

★ To reserve materials online, an issue of a password in advance at the service counter is required.



<http://www.library.sumida.tokyo.jp/>



<http://www.library.sumida.tokyo.jp/i/>



## Telephone Information Service

# 3612-6048

● An automated recording will answer the call. Please press the number on your telephone accordingly for information.

- ① Library hours for the day
- ② Reservations
- ③ Borrowing materials
- ④ Book return due dates
- ⑤ Library services
- ⑧ Inquiries for Hikifune Library

## Library Hours and Holidays

Facility	Operating Hours	Holidays
Hikifune Library	<p>Mon.~Sat. (Except Sun. and Holidays) Open: 9:00 A.M.~9:00 P.M.</p> <p>※ Children's Library closes at 6:00 P.M.</p> <p>Sunday &amp; Holidays Open: 9:00 A.M.~5:00 P.M.</p>	
<p>Midori Library</p> <p>Tachibana Library</p> <p>Yahiro Library</p> <p>HigashiKomagata Community Center</p> <p>Umewakabashi Community Center</p> <p>Yokokawa Community Center</p> <p>Sumida Women's Center</p>	<p>Mon.~Sat. (Except Sun. &amp; Holidays) Open: 9:00 A.M.~8:00 P.M.</p> <p>Sunday &amp; Holidays Open: 9:00 A.M.~5:00 P.M.</p>	<p>▪ Inventory Day</p> <p>※ 3rd Thurs. of each month If that day falls on a National Holiday, the following day</p> <p>▪ End of the year and New Year Holidays</p> <p>▪ Special Inventory Period</p>

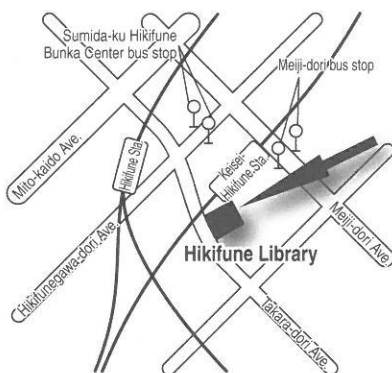
★ The regular inventory day for all Sumida City libraries is the third Thursday of the month. However, if this Thursday falls on a national holiday the following day will be the inventory day.

## Hikifune Library

1-36-5 Kyojima

Tel: 5655-2350

Access: A three-minute walk from Keisei-Hikifune Station (Keisei Line); a five-minute walk from Hikifune Station (Tobu Line); a three-minute walk from Sumida-ku Hikifune Bunka Center-mae bus stop; or a three-minute walk from Hikifune Bunka Center bus stop (Sumida City loop bus)

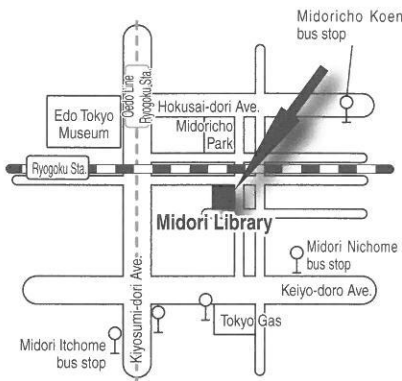


## Midori Library

2-24-5 Midori

Tel: 3631-4621

Access: A 10-minute walk from Ryogoku Station (JR or Toei Subway Line); a five-minute walk from Midori Itchome bus stop; a five-minute walk from Midori Nichome bus stop; or a five-minute walk from Midoricho Koen bus stop (Sumida City loop bus)

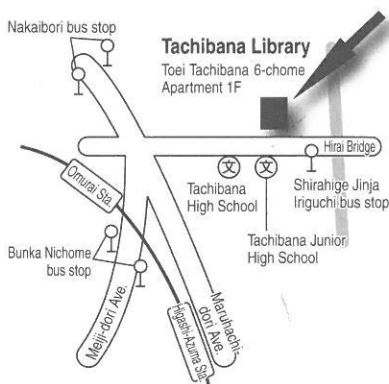


## Tachibana Library

6-8-1-101 Tachibana

Tel: 3618-2620

Access: An eight-minute walk from Omurai or Higashi-Azuma Station (Tobu-Kameido Line); a 10-minute walk from Nakaibori bus stop; or a two-minute walk from Shirahige Jinja Iriguchi bus stop (Sumida City loop bus)

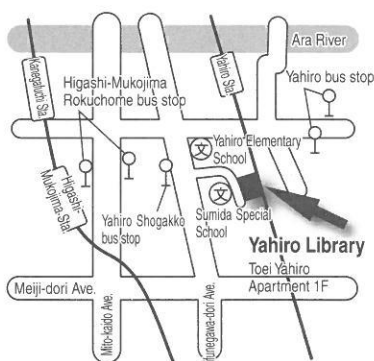


## Yahiro Library

5-10-1-104 Yahiro

Tel: 3616-0846

Access: A five-minute walk from Yahiro Station (Keisei Line); a 10-minute walk from Higashi-Mukojima Station (Tobu Line); a five-minute walk from Yotsugibashi Minamizume bus stop; a five-minute walk from Yahiro bus stop; or a three-minute walk from Yahiro Shogakko bus stop (Sumida City loop bus)

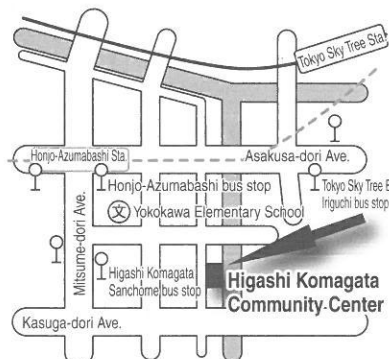


## Higashi Komagata Community Center

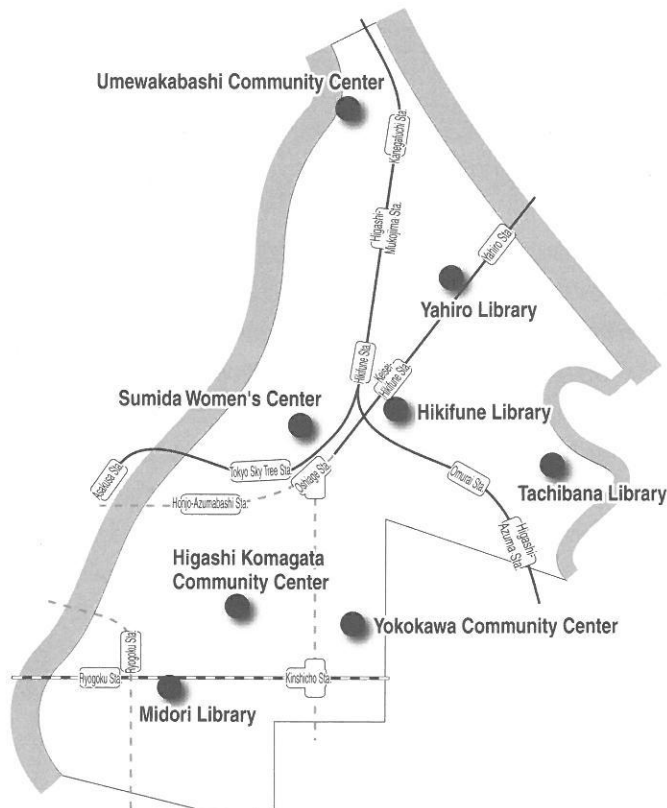
4-14-1 Higashi-Komagata

Tel: 3623-1141

Access: A 10-minute walk from Tokyo Sky Tree Station (Tobu Line); a 10-minute walk from Honjo Azumabashi Station (Toei Subway Line); a seven-minute walk from Honjo Azumabashi bus stop; a seven-minute walk from Honjo Yonchome bus stop; or a seven-minute walk from Tokyo Sky Tree Eki Iriguchi bus stop.



## Umewakabashi Community Center

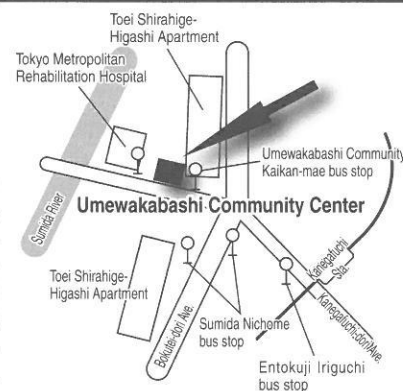


## Umewakabashi Community Center

2-9-1 Tsutsumi-Dori

Tel: 3616-1101

Access: A five-minute walk from Kanegafuchi Station (Tobu Line); a one-minute walk from Rehabilitation Byoin-mae bus stop; a one-minute walk from Umewakabashi Community Kaikan-mae bus stop; or a three-minute walk from Entokuji Iriguchi bus stop (Sumida City loop bus)

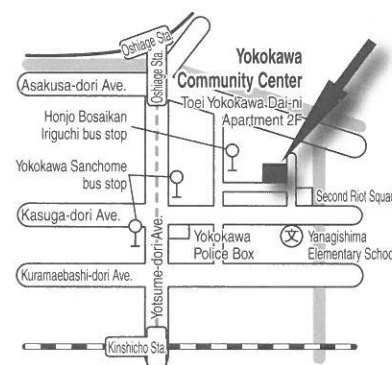


## Yokokawa Community Center

5-9-1 Yokokawa

Tel: 5608-4500

Access: A 12-minute walk from Oshiage Station (Toei Subway Line, Keisei Line, or Tokyo Metro); a five-minute walk from Yokokawa Sanchoe bus stop; or a two-minute walk from Honjo Bosaikan Iriguchi bus stop (Sumida City loop bus)



## Sumida Women's Center

2-12-7-111 Oshiage

Tel: 5608-1771

Access: A five-minute walk from Oshiage Station (Toei Subway Line, Keisei Line, or Tokyo Metro); a one-minute walk from Mukojima Sanchoe bus stop; or a three-minute walk from Sumida Fukushi Hoken Center bus stop (Sumida City loop bus)

