

Guide for Visitors

◆ To Read / Watch in the Library

- You can read books and magazines freely. To read closed-stack documents, make your application at the service counter or children's counter.
- You can read electronic books on a dedicated terminal in the library.
- You can watch DVDs and video tapes in an audiovisual booth for up to 3 hours per person. Make your reservation from a seat reservation terminal.
- Microfilms of old newspapers and documents can be used in the microfilm reading room.
Make your application at the service counter on the second floor.
- Use the silent reading room if you want quietly to research, study, or read a book. Make your reservation from a seat reservation terminal.

◆ To Borrow and Return

* Individuals who live, work or attend school in Yamanashi prefecture are eligible for loan of library items.

- To borrow items from the library, a library user card is necessary. Apply for the card at the service counter or children's counter, submitting a document that indicates your address and name.
- Those from some cities and towns in the prefecture can use their basic resident registration card as a library card by separately making registration.
- You can borrow up to 10 books or magazines for up to 15 days or three audiovisual materials for up to 8 days. You can extend the loan period only once only if the period has not expired and no one has made reservation for the items.
- By using an automatic lending machine, you can go through formalities for borrowing books, magazines, and video tapes by yourself. For other items, go through formalities at the service counter on the first floor.
- When returning items, bring them to the service counter or children's counter. After the library is closed, use the book drop. Bring to the counter fragile materials such as DVDs and video tapes, items borrowed from other library, within the opening hours.
- Electronic books can be borrowed and returned on the website of the Library.

◆ To Find and Request

- By using a search terminal, you can search an item from the catalogue and collection of this library.
- You can make a reservation for an item that is being borrowed. Make reservation at the service counter or children's counter. Receive the reserved items at the pick-up corner.
- Request when the item is not available in this library, it may be obtained by purchase or available from other libraries through interlibrary loan services. Consult us for details.

◆ Photocopying Service

- Documents at the library can be copied within the scope of the copyright law. Make your application at the service counter.
 - Electronic copy Black and white: 10 yen per copy Color: 40 yen per copy
 - Microfilm: 10 yen per copy
 - Printout of online database, or web-page of Yamanashi Prefecture or web-page of this library: 10 yen per copy
- You can obtain photocopies of items from other libraries, such as the National Diet Library, upon request.

Research Assistance

◆ Reference Service

- Ask a librarian. We help you find documents necessary for your research or study and information necessary for your work. Our librarian help you find an answer to your question at hand. Consult at reference desk.

◆ Online Database

- As online databases, Yamanashi Nichinichi Shimbun newspaper, "Kikuzo" of Asahi Shimbun newspaper, "Yomidasu History Archive" of Yomiuri Shimbun newspaper, Nikkei Telecon 21, gazette information search service, Magazine Plus, First Laws and Regulations Information General Database, and Policy Information Platform can be used. Make your reservation from a seat reservation terminal.

◆ Internet Connection

- Internet can be used on a computer in the library. Make your reservation from a seat reservation terminal.
- You can use the library computer for up to 3 hours per person.
- Public wireless LAN can also be used. If you bring your own computer, you can access to the internet service.

Website and Online Services

URL <http://www.lib.pref.yamanashi.jp/>

◆ Online Reservation

- Please check a status for each item in the library catalog. You can make reservation or extend your loan period. Log in with your card number and preliminary password issued at the service counter or children's counter.

◆ Other Contents

- Many contents helpful for your research and study are available, including reference case examples and reference acceptance form, portal website, "Hakken! Yamanashi Navi", for those who want to know about Yamanashi, and union catalog of the public libraries in the prefecture, "Yamanashi Prefectural Library Information Network System".

To those who live faraway

- Even if you cannot directly visit us, you can obtain our documents at your local library through interlibrary loan services. Visit and request at the library closest to you.
- You can receive a photocopy of our documents (copy expense and postage must be paid by the applicant) by mail. Make your application by FAX or e-mail.
- An application for the reference service is accepted via e-mail, FAX, and phone. A reference acceptance form is available on our website.
Note: Questions from those who live outside the prefecture will be answered only if it's related to Yamanashi.

Disability Assistance and Technologies

◆ For Visually Disabled People

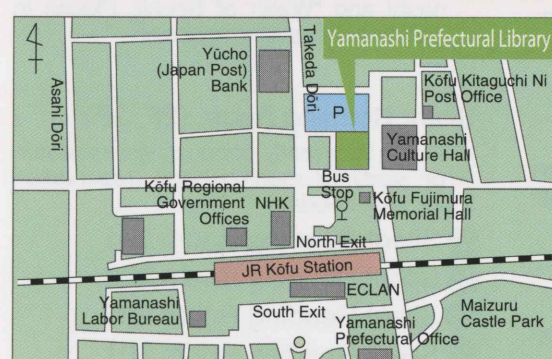
- Proxy reading service is available at the reading help for special needs room. (Every Friday, 13:00 to 15:00, advance application needed)
- You can search and obtain recorded audio-books owned by member organizations of "Sapie Library" online network system for visually disabled people.
- An image-enlarging video system, voice read-out system, daisy player, and Braille printer are available.
- Recorded audio-books can be lent by mail (to those with grade 1 or 2 visual disability).
- A separate registration is needed to use above services. Consult the counter.

◆ Other services

- Wheelchairs and strollers are lent for use in the library building. Ask at the nearest counter.
- Wheelchair seats are available.
- A multipurpose lavatory is available on each floor (for ostomates and wheelchair users).

— Special Collections —

- Shisei Umemura Library: 7,461 movie-related documents collected by Shisei Umemura, famous speaker in the early Showa era, in his lifetime (precious library which cannot be lent).
- Classical Chinese books and national literature: 15,831 block-printed Japanese books including documents owned by "Kitenkan", a school in Edo era, and collection of Kaichiro Nezu, a businessman in Meiji era (precious library which cannot be lent).
- Hiroshi Ogino Library: Collection of picture books and "prop-up books" of the world donated by Hiroshi Ogino when a new prefectural library was prepared in 2008 (some cannot be lent).
- Literary work by author from / associated with Yamanashi prefecture.
- Water of Scenic Places in Yamanashi: Collection of books on rich "water" Yamanashi Prefecture boasts of.



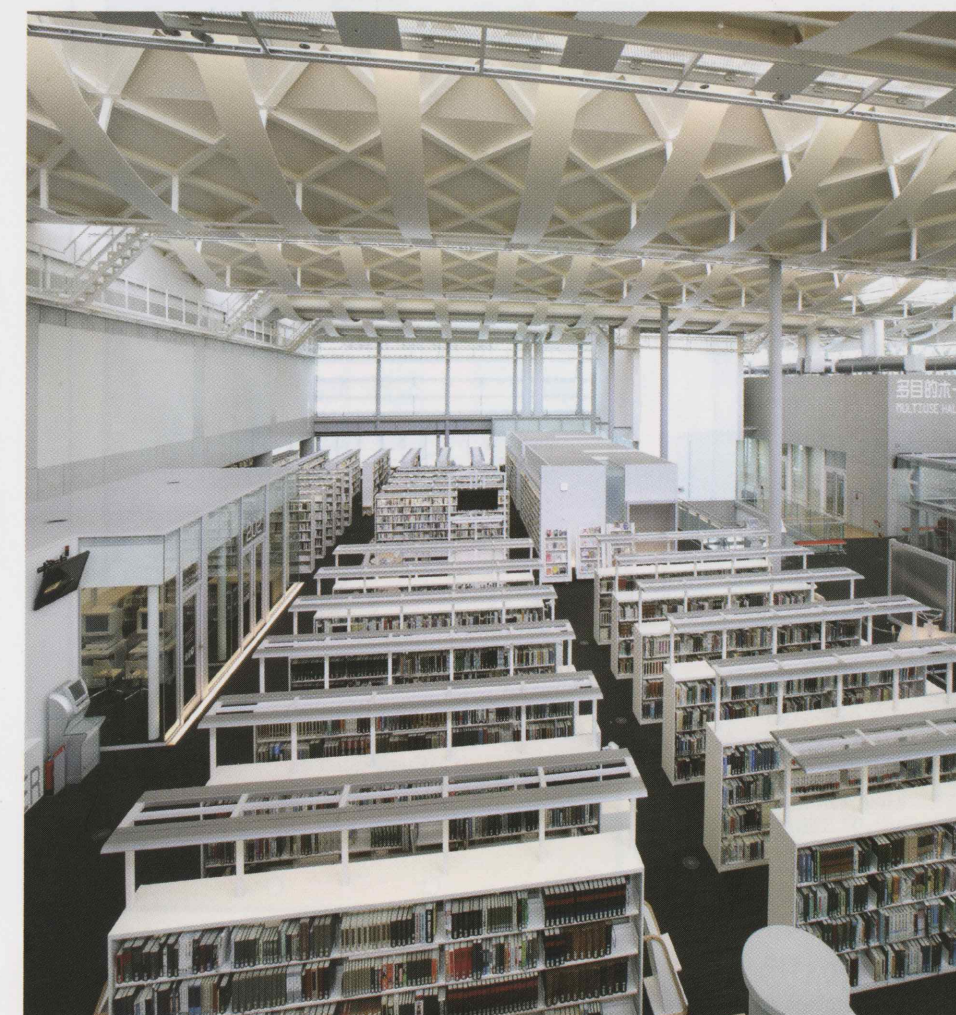
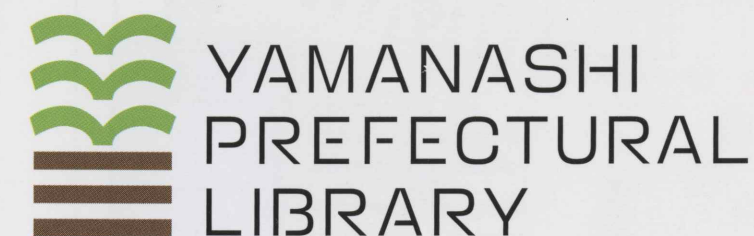
<Access and Location>

- 3 minutes on foot from north exit of JR Kofu station (by way of the pedestrian deck).
- 1 minute on foot from north exit bus stop of Yamanashi Kōtsu Limited.

Parking lot

- Flat parking lot, northside of the library (153 cars)
- General car: 150 yen for 30 minutes
- Medium-sized car: 600 yen for 30 minutes (advance application needed)
- Large-sized car: 750 yen for 30 minutes (advance application needed)

* Library user can park their car for free within 1 hour from the start of use.



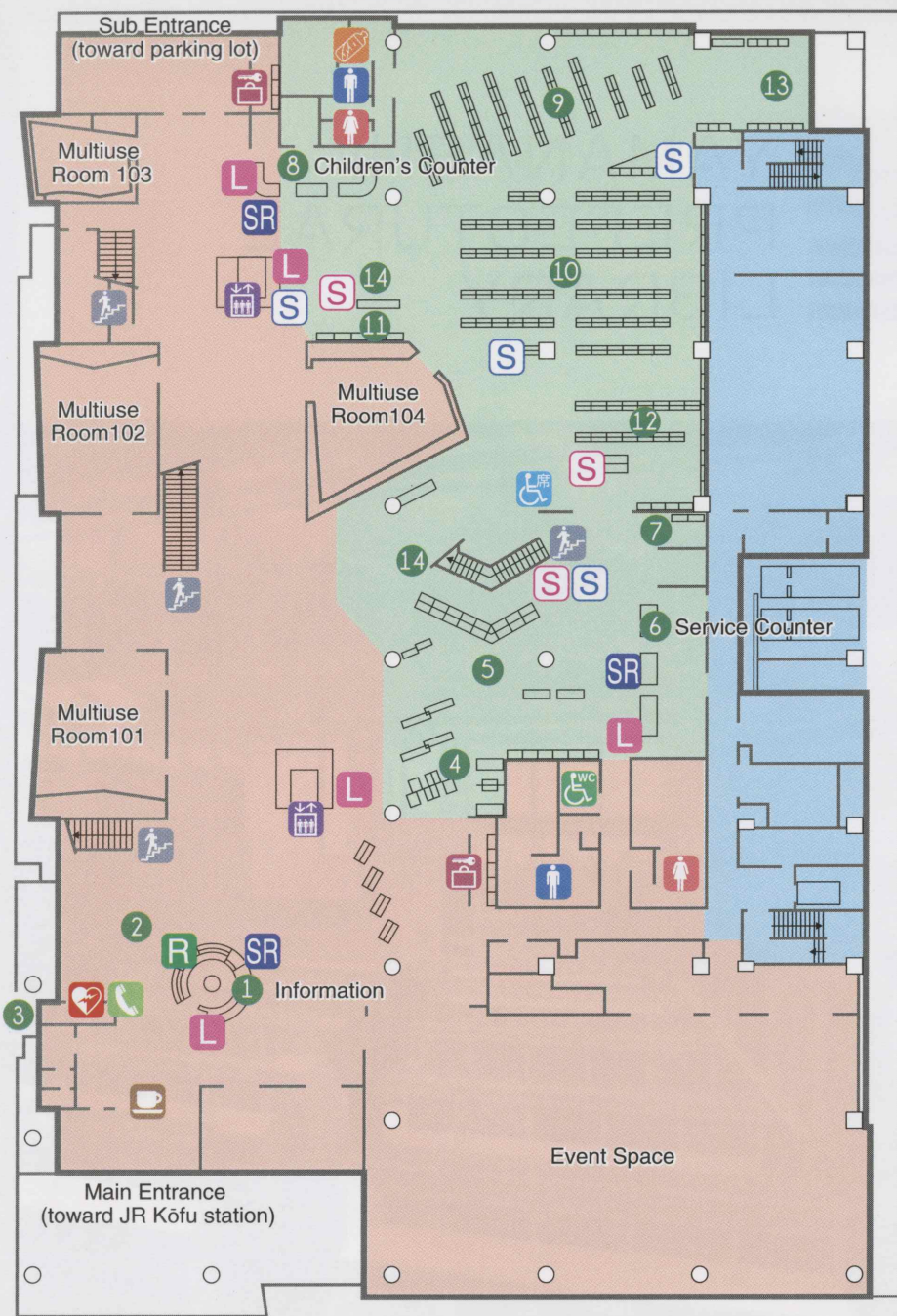
Regular Hours

- Open**
- Reading area: 9:00—20:00 on Weekdays
9:00—19:00 on Saturdays, Sundays, Holidays
 - Communication area: 9:00—21:00
- Closed**
- Reading area: Monday, Year-end and New Year Holidays
(If a national holiday falls on a Monday, in which case the library is open on the holiday and closed the following Tuesday instead)
 - Communication area: Year-end and New Year Holidays

YAMANASHI PREFECTURAL LIBRARY

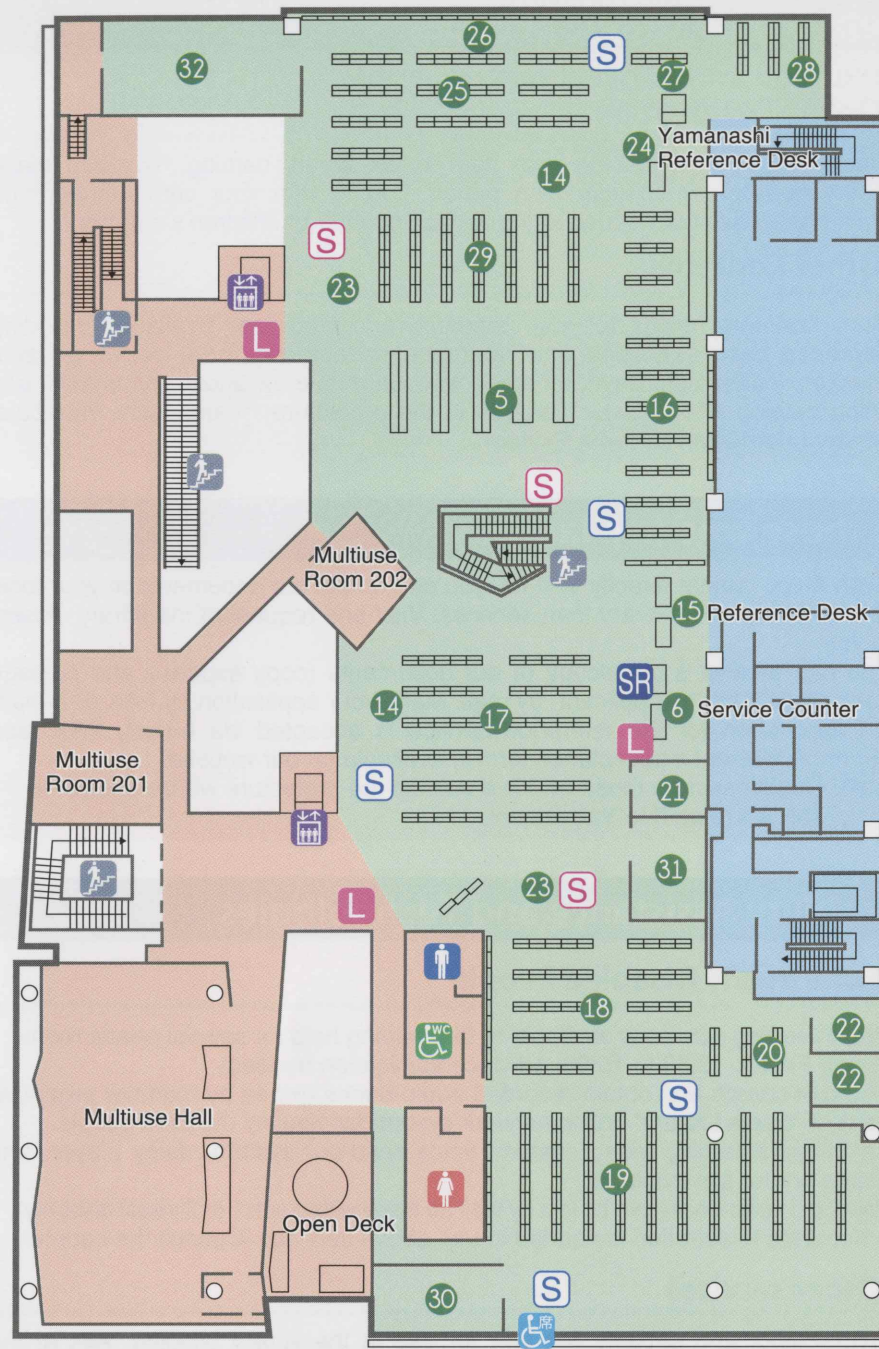
Kitaguchi 2-8-1, Kōfu city, Yamanashi, 400-0024 Japan
 TEL: 055-255-1040 (rep), 255-1041 (venue hire direct line)
 FAX: 055-255-1042
 URL: <http://www.lib.pref.yamanashi.jp/>
 E-mail: ken-tosho@lib.pref.yamanashi.jp





- 1 Information (1F)**
Visit this counter for guide to the building, venue hire booking, and inquiry into lost articles.
- 2 Yamanashi Information (1F)**
This corner distributes information on sight-seeing spots and events in the prefecture. Regional information distribution terminals are available.
- 3 Book Drop (1F; outside)**
Use this post when the library is closed.
- 4 Audiovisual Booth (1F)**
You can watch DVDs and video tapes here. (Application for seat is needed.)
- 5 Newspapers and Magazines**
1F: General magazines, 2F: Specialized magazines in respective fields.
- 6 Service Counter**
Registration, borrowing and returning items, reservation, copy, and closed-stack requests, etc.

- 7 Pick-up Corner for Reservation (1F)**
You can pick up items you reserved when those are ready to lend.
- Children's Collection (1F) (Children's Reading Support Center)**
 - 8 Children's Counter**
Make an application here for borrowing children's books, survey and consulting on reading by children, and reading closed-stack documents, etc.
 - 9 Picture Books 10 Children's Books**
 - 11 Teens' Section**
 - 12 Children Reading Research Corner**
Collection of studies on juvenile literature and reading by children
 - 13 Yomu-Yomu Space**
Storytelling corner. Please take off your shoes.
 - 14 Computers**
A corner where you can use internet at four different locations on 1F and 2F. (reservation for seat is needed).



- General Collection (2F)**
 - 15 Reference Desk**
Helps your research and study.
 - 16 General works, Natural Sciences, Technology, Industry**
 - 17 Reference Books 18 Language, Literature**
 - 19 Philosophy, History, Social Sciences, The arts**
 - 20 Large-Print Books, Foreign Books**
- 21 Microfilm Reading Room (2F)**
The microfilms of the past newspapers and old documents (advance application is needed).
- 22 Reading Help for Special Needs Room (2F)**
Proxy reading service (on Friday every week, reservation needed) and equipment such as image-enlarging video.
- 23 Information Satellite (2F)**
There are two spots to hold a small exhibition or an event on specific theme.

- Yamanashi Collection (2F)**
 - 24 Yamanashi Reference Desk**
Helps you conduct a research or study on Yamanashi.
 - 25 Yamanashi Local Materials**
 - 26 Local government publication**
 - 27 Newspapers and Maps**
 - 28 Public Relations of Local Cities and Towns**
 - 29 Special Collections and Magazines**
Corner of collections on Yamanashi, such as literature by author from Yamanashi and "Water of Scenic Places in Yamanashi", and magazines.
- Silent Reading Room (2F, 3F)**
Room for silently conducting a research or study or reading book (reservation for seat needed)
 - 30 Silent Reading Room 201**
 - 31 Silent Reading Room 202**
 - 32 Silent Reading Room 203**
 - 33 Silent Reading Room 301**



Legend

Reading area	Communication area	Office
Lavatory	Multipurpose lavatory	Nursing room for babies
Elevator	Stairs	Coin-operated locker
Café	Pay phone	Wheelchair seat
Automatic lending machine	Search terminal (keyboard)	Regional information distribution terminal
Seat reservation terminal	Search and seat reservation terminal	AED

※ Please make reservation with a user card on a seat reservation terminal when it's required.

Notices

- Eat or drink at café on the first floor. Do not read the library document while eating or drinking.
- Set your mobile phone in silent mode. Use the phone in the community area.
- Exercise care in using the documents, facilities, and equipment of the library. You must pay for any loss, damage, or stain.
- Smoking is prohibited entirely in the building and on the premises
- Your cooperation is appreciated so that everyone can use the library pleasantly.

Venue Hire in Communication Area

- Event Space** For various events, such as exhibitions.
- Multiuse Hall** For showing a movie or lecture meeting, etc.

	Area (m ²)	Capacity (people) chair / and desk	Usage charge (yen)			
			9:00~12:00	13:00~17:00	18:00~21:00	9:00~21:00
Entire area of Event Space	476	497/324	¥6,570	¥8,760	¥6,570	¥21,900
East area of Event Space	201	177/120	¥2,770	¥3,690	¥2,770	¥9,230
West area of Event Space	210	177/120	¥2,890	¥3,860	¥2,890	¥9,640
Multiuse Hall	168	200/-	¥2,290	¥3,060	¥2,290	¥7,640

- Multiuse Room** For various purposes such as group study and circle activities

Multiuse Room	Area (m ²)	Capacity (people) chair / and desk	Hourly Charge
Room 101	61	54/36	¥270
Room 102	54	54/36	¥240
Room 103 (soundproof wall)	20	18/12	¥110
Room 104 (soundproof wall)	44	45/30	¥200
Room 201	23	22/15	¥110
Room 202	27	27/18	¥120

※ If admission fee is collected, it will be the charge shown in this table 20% higher.
 ※ Detail of equipment and how to make a reservation, consult the following:
 (direct line for venue hire booking)
 055-255-1041