

# Welcome To The Library

## A guide to Toshima Public Library



### What is a library?

- ★ Everyone is welcome.
- ★ You can read any books.
- ★ You need a library card to borrow books.
- ★ Free of charge.
- ★ You may ask a librarian for more detail.

Toshima Public Library

2020.4

### How to get a library card,

(To borrow a book)

- ★ Fill out your name, address, phone number and year of birth on the form and submit at the counter.
- ★ The card is valid in every Toshima public library.



### When you borrow books,

- ★ You can borrow up to 15 books for 15 days.
- ★ Bring books and your library card to the counter.
- ★ You can also use automatic lending machine to borrow books.

### When you return books,

- ★ Tell us you want to return books and bring them to the counter.
- ★ When the library is closed, you can return books into book drops.
- ★ Return CD and DVD at the counter, since they are fragile.
- ★ You are responsible to know the due dates of books you borrowed.



### When you search for books,

- ★ You can use a Search Machine in the library.
- ★ We can order books you want from other libraries.
- ★ You can search through our Website,

Toshima Public Library Kids Page URL  
<https://www.library.toshima.tokyo.jp/kidsindex?1>



### Programs for Kids,

- ★ We offer lots of fun programs such as storytelling, film shooting and arts & crafts.

### Library rules,

- ★ Books are for everyone. Please take good care of them.
- ★ Please keep quiet. Do not run and make a big noise.
- ★ No food or drink.
- ★ Keep your mobile phone on silent mode.
- ★ Do not let someone else use your library card.