

## Procedures

- ① **Creating a Higashihiroshima City Library User Card** \*Those who already have a user card do not need to create a new one.

☆ Higashihiroshima City Library user cards can be applied for at the counter of any Higashihiroshima City Library (all 7 branches). Please present identification that confirms your address, such as a student ID or driver's license.

- ② **Reserving Materials** (books, magazines, audiovisual materials, etc.)

### ※ When making reservations online:

☆ Access the Higashihiroshima City Library website from your computer or smartphone and reserve your desired materials.

• You can reserve up to 5 items total, including books, magazines, and audiovisual materials.

• Please select "Hirodai Chuo To" (Hiroshima University Central Library) as your "pickup location." \*Please be careful not to confuse this with "Hirokoku Dai Tosho" (Hiroshima International University Library).

• Please select your "contact method." If you choose "email," you will be notified by email when your materials are ready for pickup. Materials can be picked up from the day after receiving the email (or the next closest opening day if the following day is a closure day).

\*You must first register your email address on the user inquiry screen.

\*In addition to online reservations, you can also make reservations at Higashihiroshima City Library counters and search terminals.

### ③ **Picking Up Reserved Materials**

☆ Materials that are ready will be delivered to Hiroshima University Central Library in lending bags. Please present your Higashihiroshima City Library user card and pick up the materials at the Hiroshima University Central Library lending/return counter.

・You can borrow up to 10 books and magazines combined, plus up to 3 audiovisual materials separately. \*Materials are prepared for pickup at the university library every Friday.

### ④ **Returning Borrowed Materials**

☆ The return due date is written on the lending slip in the lending bag. Please observe the deadline and return materials in the bag to either the Hiroshima University Central Library lending/return counter or any Higashihiroshima City Library branch.

\*The lending period is approximately one month, including the holding period at Hiroshima University. Loan extensions are not possible.

## **Other Information**

☆ Those who selected "no contact required" in step ② should check the "lending list" under "user inquiry" on the Higashihiroshima City Library website. Materials that are ready to be delivered to Hiroshima University Central Library will already appear as borrowed items.

☆ Reserved materials are delivered once a week. Please understand that even materials that are immediately available for borrowing may take some time to arrive at Hiroshima University Central Library.

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Materials borrowed at Higashihiroshima City Library counters can also be returned to the Hiroshima University Central Library lending/return counter. In fiscal year 2018, collection will be done every Thursday.

## Contact Information

- Central Library TEL(082) 4 2 2- 9 4 4 9
- Sun Square Children and Youth Library TEL (082)424-3899
- Kurose Library TEL (0823)82-1101
- Akitsu Library TEL (0846)45-2335
- Kawachi Children's Library TEL (082)437-1711
- Fukutomi Library TEL (082)435-3520
- Toyosaka Library TEL (082)432-2075
- **You can pick up Higashihiroshima City Library materials at Hiroshima University Central Library (Higashihiroshima Campus)**
- Currently, Higashihiroshima City Libraries (all 7 branches) have over 710,000 books, approximately 280 magazine titles, and about 15,000 audiovisual materials

(DVDs, CDs, videos, etc.).

- To improve convenience for students, it has become possible to pick up and return Higashihiroshima City Library materials at the Hiroshima University (Higashihiroshima Campus) Central Library counter.
- Please refer to the usage procedures to borrow your favorite materials and make use of them for a fulfilling student life.
- Staff members are also welcome.
- We look forward to your use of this service.