

## Guide for use

### ○Borrowing

Before you borrow books for the first time, you need to register as a user. For the registration, please prepare official documents which you can prove your name and address. You will have your library card as a proof of the user of our library. Please show your user's card at the checkout desk when you borrow the books. You can borrow up to 10 books at a time and the loan period is 15days.

### ○Returning

Please return the books to the checkout desk during library hours. After hours, return books to the book drop on the left to the entrance.

### ○Renewing

You can renew books by telephone. Please contact the library before the loan period expires. If there is no one who wants to borrow the books, your loan period could be extended up to two weeks.

### ○Library Hours

Tuesday to Friday: 9:00 a.m. to 7:00 p.m.  
Weekends and Holidays: 9:00 a.m. to 5:00 p.m.

### ○Library Holidays

Mondays (In case of Monday is a holiday, Tuesday)  
Fourth Thursdays (In case of Thursday is a holiday, Friday)  
Year end & New Year holidays (December 28<sup>th</sup> to January 4<sup>th</sup>)  
Collection Inventory Period

### ○Library Address

206-3 Chaya-machi,  
Toyama, Toyama  
930-0115

Phone:  
076-436-0178

076-436-6812  
(Research/Reference)

Facsimile:  
076-436-1891

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

