

First-time Users

Our services are available for people who live, work or go to school in Fukuyama City or the following areas:

- Fuchu City
- Jinseki-Kogen-Cho
- Onomichi City
- Kasaoka City
- Ibara City
- Mihara City
- Sera-Cho

To create a library card, fill out the library card application form and submit to the circulation desk along with a piece of identification that can prove your address. A Fukuyama City Library Card will then be issued which is valid at all branches.

(Valid forms of Identification)

- Health Card
- Driver's License
- Identification Card
- Student Identification Card

Children in elementary school must be accompanied by a parent/guardian to apply for a library card.

Borrowing Materials

Each individual may borrow up to 10 materials (Including up to 3 Audio-Visual materials) for 2 weeks.

Bring the items and your library card to the circulation desk to borrow them.

Returning Materials

Materials can be returned to any of the following Fukuyama City libraries.

- The Central Library
- Matsunaga Branch Library
- Northern Fukuyama Branch Library
- Eastern Fukuyama Branch Library
- Numakuma Library
- Shinichi Library
- Kannabe Library

Return materials to the circulation desk.

Please return the materials through the book drop when the library is closed. Do not return audio-visual materials through the book drop.

Renewing Materials

Materials may be renewed at the circulation desk for another two weeks provided it is before the due date.

Audio-Visual materials and reserved books may not be renewed.

Materials may also be renewed through the internet or via OPAC.

Searching for Materials

You can search materials via the internet or OPAC.

Search by title, author, or any keywords.

Reserving and Requesting Materials

Fill in the 'Reserve and Request Form' and submit to the circulation desk.

You can reserve up to 10 materials (of which only one may be a request) of those 10 materials up to 3 Audio-Visual materials can be reserved.

Reservations can also be done via the internet or OPAC.

Requests for Audio-Visual materials and magazines cannot be made.

Library Hours

Central Library	▪ 10AM – 7PM
Matsunaga Branch Library Northern Fukuyama Branch Library Eastern Fukuyama Branch Library Numakuma Library Shinichi Library Kannabe Library	▪ Monday – Friday 10AM – 7PM ▪ Saturday, Sunday, National Holidays 10AM – 6PM

Closed

Central Library	▪ Second Tuesday of the month ▪ Year-end and New Year Holidays (December 29th – January 3rd) ▪ Special inventory day
Matsunaga Branch Library Northern Fukuyama Branch Library Eastern Fukuyama Branch Library Numakuma Library Shinichi Library Kannabe Library	▪ Third Tuesday of the month ▪ Year-end and New Year Holidays (December 29th – January 3rd) ▪ Special inventory day

Internet • OPAC Reservation

You can reserve up to 10 materials (Including up to 3 audio-visual materials)

A library card number and password are required.

Register your password after you receive a library card.

A confirmation e-mail will be sent to the registered e-mail address.

• Password Registration

Register your password via the internet or OPAC. Click on 'Password Registration'

Passwords can not be registered at the library counter.

Do not forget your password as the library can not disclose password information.

• E-mail Address Registration

Register your e-mail address on the 'Register/Change E-mail' page after you register your password.

Making a Reservation

1. Search the materials using the 'Search and Reserve' page, and click 'Reserve' on the 'Materials Information' page.
2. Type your password and Library card number (need not type the hyphen) on the 'Confirmation' page, and click 'Confirm'.
3. Select the library from which you would like to pick up the materials from and the method of notification. Click 'Confirm Reservation'.

Checking Reservation Status

You can check the status of your reserved materials on the 'Loans • Reservation Status' page.

Notification of Reserved Items

A notification of the reserved items will be sent to you via the notification method you chose at time of reservation.

If you chose not to receive notification via e-mail, you must check the 'Loans • Reservation Status' page to verify when the items come in.

The reservation will automatically be cancelled if the items are not picked up within the holding period.

Canceling a Reservation

Canceling a reservation can be done on the 'Loans/Reservation Status' page. You can also change the library which you would like to receive the materials from and the method of notification.

However, if the status is already 'on hold' or 'in the process of holding' you can not cancel online. Please contact the circulation desk.