

Click the icon  on the library website.

<Eligibility> People who live, commute to work or school in Higashihiroshima City

<User ID> The number of library card (8 digit number starting with 9 under the barcode.)

<Password> The same as the password on 

Number of items	Loan period	Renewal	Reservation items
Up to 3	2 weeks	available only once	up to 3

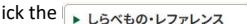
※Items will be automatically marked as returned when the loan period ends.

Reference Service

Research Assistance and Request Services

We provide support for your research needs. Our staff will answer your questions and offer necessary materials and information.

You can also access this service through the library website.

Click the  icon on the library website.

If the item is not in our collection, you can submit a request.

However, magazines and audiovisual materials cannot be requested.

Please note that we may not be able to accept or respond to certain inquiries.

Examples include: Medical consultations, Legal advice, Personal counseling, Predictions about the future, Appraisals of artworks, Answers to school assignments or contest questions, Investigations involving privacy

Various Services

Database

Some digital content services are available.

For the details, please contact the reception desk.

<All libraries>

- Rural Digital Library
- DL magazine
- Rural Culture Association database
- Digital archive system ADEAC©
- (enable to access through the library website)

<Central Library>

- National Diet Library Digital Collections
- Nikkeitelecom
- Official Gazette Database
- Flyer (Summary version of business books etc.)

<Takaya Library>

- Flyer (Summary version of business books etc.)

Copying Service (with charge)

One copy of material held in the city library is allowed only for research study within the limits of our library regulations in accordance with the stipulation of copyright and library laws. For more details, please contact the reception desk.

Others

- Receipt of materials reserved at Hiroshima University Central Library or Hiroshima International University Library.
- Postal loan and photocopy services of books
- School Library Support Center
- Digital library card
- Apply for user registration via LINE (new registration or reissue).

For more details, please visit the library website or feel free to ask our staff.

◆The library card is available at all Higashihiroshima City libraries (including mobile library). It is not allowed to give or lend it to anyone else. If there are any changes to your address, contact information, or name, please complete the update procedure at the service counter or via LINE.

◆Some library materials may have weakened durability due to aging. If you find any tears or damage, please inform the service counter. Please note that stains or damage caused by negligence may be subject to compensation.

Higashihiroshima City Library User Guide

◆Central Library

【opening hours】Tue-Fri 9:00-18:00
weekends and holidays 10:00-18:00
〒739-0025 7-25-11 Sajiochuo
TEL 082-422-9449 FAX 082-422-9447

◆Kurose Library

(1st floor Kurose lifelong Learning Center)
【opening hours】Tue-Fri 10:00-19:00
weekends 10:00-18:00
〒739-2624 10 Sugeta, Kurose-cho
TEL 0823-82-1101 FAX 0823-82-1104

◆Toyosaka Library

(1st floor Toyosaka Lifelong Learning Center)
【opening hours】9:00-17:00
〒739-2317 271 Kajiya, Toyosaka-cho
TEL 082-432-3611 FAX 082-432-2075

◆Akitsu Library

(2nd floor Akitsu Lifelong Learning Center Hall)
【opening hours】10:00-18:00
〒739-2402 4398 Mitsu, Akitsu-cho
TEL 0846-45-2335 FAX 0846-41-1021

【Closed Day】

- Central Library, Branch Library (Sunsquare, Kurose, Fukutomi, Toyosaka, Kochi, Akitsu)
- Monday ※If a national holiday falls on a Monday, the Central Library will be open on that day and will be closed the following Tuesday.
- Day to organize shelves ※the first Friday every month
- Special Library Maintenance Period (once a year, up to 9 days)
- Branch Library National holiday
- Takaya Library Sunday, National holiday ※Pickup lockers available year-round.
- Entire Library Year-end and New Year Holidays (Dec. 29 – Jan. 3)

◆Shiwa Agri Library (in Higashihiroshima City Horticulture Center)

Address: 10247 Befu, Shiwa-cho 739-0267

TEL/FAX: Please contact the Central Library

【Opening Hours】9:00 – 16:30

【Closed】 Saturdays, Sundays, National holidays, Year-end/New Year holidays (Dec. 29 - Jan. 3)

【Staff Visit Schedule】 Twice a month (Tuesdays: 14:30 - 16:30, Sundays: 11:00 - 13:00)

※ For visit dates, please check the website or the visit schedule.

◆Mobile Library Bus

It goes the rounds of designated stations in the city almost once every month. For the details, please check the website.



Usage Reference

The reference is available from the day following the issue of a new library card.

Borrowing

Present your library card and the materials you wish to borrow at the service desk or use the self-service checkout. But reference-only (禁帶出) materials cannot be checked out.

※ At Takaya Library, only reserved books can be borrowed through the pickup locker.

※The followings need to be processed at the service desk; receiving reserved materials, checking out of audiovisual materials or interlibrary loan materials, and renewal of checking-out period.

Library	Borrow	Number of items	Loan period
Central Library, Branch Libraries, Takaya Library	books & magazines	Up to 10 items total at all libraries	2 weeks ※Reserved books pickup locker at Takaya Library/ please check the attached deadline sheet.
	audiovisual materials (CD and DVD)	Up to 3 items total at all libraries	
Mobile Library, Shiwa Agri Library	books & magazines	Up to 10 items	Until the next mobile library visit ※For Shiwa Agri Library: until the same weekday of the next month's visit.
	audiovisual materials (CD and DVD)	Up to 3 items total at all libraries	

※The current number of magazines cannot be checked out
(but can be reserved).

※ You can also check the pickup locker deadline for reserved books on the library website.

Return

You can return materials using the self-return machine, book drops, or at the service desk. A library card is not required. **Please return audiovisual materials and interlibrary loan items directly to the service desk or to a staff member.**

Materials borrowed from Higashihiroshima City Libraries can be returned to any Higashihiroshima City Library, including the mobile library.

Renewal

You can renew loan period only once within the due date. The return deadline will be 14 days after completing renewal procedure. You can renew online, by phone, using the library search machine, or at the service desk. ※ Some materials such as those on reservation waiting list or overdued cannot be renewed.

Reservation & Request

※Reservation

The materials held by the libraries can be reserved. But materials labeled with '禁帶出' (reference-only) cannot be reserved. Library website, search machine are available for the reservation process or at the service desk. The same process is also possible by fax or phone at the Central Library only.

To check out reserved materials, you must present the library card registered under the name of the person who made the reservation.

Library	Reservation Request	Number of items	Reservation Holding Period
Central library, Branch Libraries, Takaya Library, Shiwa Agri Library, Mobile library	books and magazines	Up to 10 materials total at all libraries	8 days except closing days ※Reserved books pickup locker at Takaya Library / five days. ※Until the next month's visit for Shiwa Agri Library, mobile library
	audiovisual materials(CD and DVD)	Up to 3 items total at all libraries	

※Requested materials are included into reserved items.

※Request

Materials which are not held by Higashihiroshima City Libraries can be requested to borrow except for magazines and audiovisual materials. Materials can be checked out from other libraries outside Higashihiroshima City under interlibrary loan system.

※The pickup location cannot be changed after the reservation. When you want to change the pickup location, you need to cancel the previous reservation first and reserve it again. But thereby you may be the last on the reservation waiting list.

Click the icon  on the library website.

<User Number> the number of library card (8-digit number starting with 9)

<Password> When a new card is issued, the temporary password is the 4-digit number of the cardholder's birth date. (ex.) The temporary password of the user who was born on January 2nd is 0102.

※You can change your password under "User Information Change." We recommend updating it for your privacy. Passwords can include half-width alphanumeric characters. The maximum is 20 characters.

If your email address is registered, you can receive library notifications. Please register the e-mail address in advance (Library staff cannot register the e-mail address.)

※Please allow emails from @libra.city.higashihiroshima.hiroshima.jp.

Useful Functions

- Confirmation of the book you borrowed (title, number of books, return date, etc.),
renewal of loan period → the list of books loaned out
- Confirmation of book availability → the list of books already reserved
- Record of books which you want to read, have read and borrowed → My Bookshelf
- Registration of e-mail address and password reset → User Information Change
- Other useful functions → your favorite list, reading marathon



Reservation

※ The reservation can be made from the day following the issue of a new library card.

※You can also reserve volumes in sequence. However, it is not possible to set up borrowing only after all reserved volumes are available. If you choose email or phone as your contact method, we will notify you as each book becomes ready, in order.

※If you choose 'no contact required' in 'How to Contact,' please visit the library after checking the reservation status and holding date in book list on loan.

※When you want to receive books through mobile library, the holding date of reserved material is ' from the prepared date through the latest traveling date of mobile library,' not the date shown in the reservation list..

Reservation Process

It is possible to receive a mail informing that the reserved materials were secured; therefore, please register the e-mail at 'User Information Change' or 'User Reference' (library staff cannot help registration).

※Please allow emails from @libra.city.higashihiroshima.hiroshima.jp.

①Click the button of 'Add to Cart' after searching for the material you want to reserve at 'Simple Search' or 'Detailed Search' on the website.

②Select the material you want at the cart and click 'Reservation' button.

③Enter your user number and password, and login to your account.

※If you already logged in, proceed to ④.

④Specify 'Pickup Location' and 'How to Contact', and click 'Forward' button.

⑤Confirm the reservation information, and click 'Reservation' button.

⑥Click 'Reservation Complete' button to exit.

