


Electronic Library

Electronic Library is available from the day following the issue of a new library card.

Click the icon  on the 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  of the library website.

Number of items	Loan periods	Renew	Reservation items
Up to 3 items	2 weeks	available only once	up to 3items

※It will be automatically returned when the loan period ends.

Various Services

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.

Database

Some digital content services are provided .
For the details, please contact the reception desk.

<All libraries>

- Rural Digital Library
- 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.)

Reference Service (research consultation)

Support service is available for research.

Necessary materials or information is provided according to inquiry or consultation.

※ Some questions may not be answered.For exapmle, medical consultation, legal advice,life planning,future expectation, art appraisal, assignment,answer to prize contest, research on privacy etc.

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

For more details, please contact our staff or take a look at the library website.



Higashihiroshima City Library Guide

◆Central Library

【opening hours】 weekdays 9:00-18:00
weekends and holidays 10:00-18:00
〒739-0025 7-25-11 Saijochuo
Higashihiroshima City
TEL 082-422-9449 FAX 082-422-9447

【Closed Day】

- Monday ※If Monday is a public holiday the library is open , the next Tuesday closed.
- Day to organize shelves ※the first Friday every month
- the year end & new year days ※12/29-1/3
- Special period to organize shelves ※less than 9 days every year

◆Sunsquare Child and Youth Library

(2nd floor at Sunsquare Higashihiroshima)
【opening hours】 weekdays 10:00-20:00
weekends 10:00-18:00
〒739-0043 28-6 Saijo Nishihonmachi Higashihiroshima City
TEL 082-424-3899 FAX 082-424-3877

【Closed Day】

- Monday
- public holidays ※except Culture Day(11/3)
- Day to organize shelves ※the first Friday every month
- the year end & new year days ※12/29-1/3
- Special period to organize shelves ※less than 9 days every year

◆Kurose Library (1st floor Kurose lifelong Learning Center)

【opening hours】 weekdays 10:00-19:00
weekends 10:00-18:00
〒739-2624 10 Sugeta, Kurosecho, Higashihiroshima City
TEL 0823-82-1101 FAX 0823-82-1104

◆Fukutomi Library (2nd floor Fukutomi Branch)

【opening hours】 10:00-18:00
〒739-2303 1545-1 Kuba, Fukutomicho, Higashihiroshima City
TEL 082-435-3520 FAX 082-435-3521

◆Toyosaka Library

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

◆Takaya Library (2st floor Nishitakaya Station)

【opening hours】 Monday~Friday 9:00-17:00
Saturday 10:00-18:00
〒739-2125 450-5 Nakashima, Takayacho,
Higashihiroshima City

【Closed Day】

- Sunday • public holidays
- Day to organize shelves
- the year end & new year days ※12/29-1/3
- Special period to organize shelves

◆Kouchi Children's Library

(2nd floor Kouchi Branch)
【opening hours】 10:00-18:00
〒739-2201 1166 Nakagouchi, Kouchicho,
Higashihiroshima City
TEL 082-437-1711 FAX 082-437-1722

◆Akitsu Library

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

◆Mobile Library Vehicle

The vehicle goes the rounds of pre-specified stations in the city almost once every month. For the details, please check the website.



◆ 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. When your home address, contact details or name changed, please visit the library reception desk to provide the new information.

◆ Some materials at the library are delicate because of time-related deterioration. Let us know when you found such damaged items. The stains and damages caused intentionally by users may need to be repayed.

Check out

Go through processes with library card and materials you want to check out at reception desk or with self-service checkout. But reference-only (禁帯出) materials cannot be checked out. ※
The followings need to be processed at the reception desk; receiving reserved materials, checking out of audiovisual materials or interlibrary loan materials, and renewal of checking-out period.

Library	check out	Number of items	Loan periods
Central Library and Community Libraries	books & magazines	Up to 10 items total at all libraries	2 weeks
	audiovisual materials (CD and DVD)	Up to 3 items total at all libraries	
Mobile Library	books & magazines	Up to 10 items	Until the next travelling date
	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).

Return

Self-return machine and book drops are available, or return at reception desk. Library card is unnecessary.

※Audiovisual and interlibrary loan materials should be returned at the reception desk.

※The materials that you checked out at Higashihiroshima City Libraries can be returned at any Higashihiroshima City library (Including 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. The renewal is possible on the library website, on the phone, by library search machine or at the reception desk. ※Some materials such as those on reservation waiting list, overdue or checked out at mobile library vehicle cannot be renewed.

Reservation & Request

<Reservation>

The materials held by the libraries can be reserved. But materials labeled with '禁帯出' (reference-only) cannot be reserved. Library website, search machine are available for the reservation process or at the reception desk. The same process is also possible through FAX or phone only of Central library.

The library card whose name must be the same as the reserver's is definitely required for check out procedure.

Library	reservation, request	Number of items	secured period
Central library, Community library, Mobile library	books and magazines	Up to 10 materials total at all libraries	8 days except closing days ※until the next travel date for 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 check out except for magazines and audiovisual materials. Materials can be checked out from other libraries outside Higashihiroshima City under interlibrary loan system.

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



Usage Reference

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

Click the icon  利用照会ページ on the website.

< User

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

< Password > When the new card is issued, 4-digit number of card holder's birthday is temporarily registered.

(ex.) The temporary password of the user who was born on January 2nd is 0102.

※Password can be changed at 'User Information Change.' It is recommended to change the password for personal information protection. Letters enable to use for password are half-width alphanumeric characters. The maximum is 20 characters.

If e-mail address is registered, library mails can be seen. Please register the e-mail address in advance (Library staff cannot register the e-mail address.)

※Please set up domain reception; domain/@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.

※The receipt order of volume number cannot be specified in advance.

※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' of 'User Reference' (library staff cannot help registration).

※Please set up domain reception. Domain/ @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.

