

KOCHI MUNICIPAL LIBRARY BRANCHES, ROOMS, AND MOBILE BUSES

◆Library Branch Hours

Tuesday - Friday: 10:00am to 6:00pm

Saturday - Sunday: 10:00am to 5:00pm

◆Library Room Hours

Tuesday - Friday: 1:00pm to 5:00pm

Saturday: 10:00am to 5:00pm Sunday: 10:00am to 1:00pm

◆Closed Days for Library Branches and Rooms

Mondays; Public holidays; 3rd Friday of every month (except August); Dec. 29 to

Jan. 4; Four days in March (Branches only, for inventory organizing)

Branch Library (See numbered locations on map)	Address	Phone
① Asahi Branch Library	3-121 Asahimachi	088-872-0322
② Ushioe Branch Library	2-1-50 Sanbashidori	088-832-4044
③ Nagahama Branch Library	690-5 Nagahama	088-841-2013
④ Enokuchi Branch Library	1-10-7 Atagomachi	088-873-7600
⑤ Shimoji Branch Library	10-7 Futabacho	088-883-3000
⑥ Haruno Branch Library	340 Harunochonishibun	088-894-5554

Library Room (See numbered locations on map)	Address	Phone
⑦ Misato Fureai Center Library Room	4229-2 Niida	088-847-0296
⑧ Kamoda Fureai Center Library Room	860-1 Kamobe	088-843-0814
⑨ Mikazuki Fureai Center Library Room	119-1 Minamikuma	088-824-8793
⑩ Ikku Fureai Center Library Room	1-5-20 Ikunakamachi	088-846-1966
⑪ Takasu Fureai Center Library Room	2-5-15 Takasushinmachi	088-882-6945
⑫ Kera Fureai Center Library Room	2286 Kera Otsu	088-860-0307
⑬ Asakura Fureai Center Library Room	1-14-12 Akebonocho	088-840-0044
⑭ Hada Fureai Center Library Room	54-3 Nakajinzenji	088-823-6926
⑮ Godaisan Fureai Center Library Room	2945-2 Godaisan	088-882-9819
⑯ Otsu Fureai Center Library Room	930-5 Otsu Otsu	088-866-2439
⑰ Nunoshida Fureai Center Library Room	1647 Nunoshida	088-845-1340
⑱ Mimase Fureai Center Library Room	252 Mimase	088-841-1500
⑲ Urado Fureai Center Library Room	274-9 Urado	088-842-2476
⑳ Kagami Library Room	1 Kagamiori	088-896-2529
㉑ Tosayama Library Room	122-1 Tosayama	088-895-2314



For more detailed maps, please see the separate User's Guide or visit our website.

◆Mobile Library Buses

Available to residents, workers, and students enrolled in Kochi City.

A Mobile Library Bus User Card is required to borrow materials.

For the timings and locations, please visit our website or call the Mobile Library Bus Office (088-824-8225).

LEARNING COMMONS – 2ND FLOOR

- ◆Free space for groups using the library materials to study and discuss.
- ◆Current daily newspapers both local and national are available for browsing.
- ◆Snacks may be consumed while studying or discussing.

QUIET READING ROOMS – 2ND AND 3RD FLOORS

- ◆Quiet space for reading and browsing of materials.

GROUP DISCUSSION ROOMS – 2ND AND 3RD FLOORS

- ◆Available for group discussions. **Advance reservations must be made at the Reservation Desk.** For details, visit the Service Counter on any floor.

PRIVATE STUDY ROOMS – 3RD FLOOR

- ◆Available for use for those using the library materials for research and writing. **Advance reservations must be made at the Reservation Desk.** For details, visit the Service Counter on any floor.

EVENT HALL, TRAINING ROOMS, MEETING ROOMS – 4TH FLOOR

- ◆For scheduled gatherings. **Fees and advanced reservations required.**

STUDY ROOMS – 4TH FLOOR

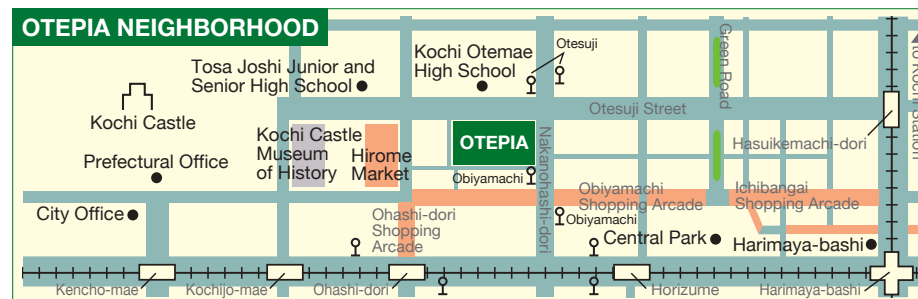
- ◆Available for self-studying with the use of one's own materials.

TO LIBRARY USERS SITUATED OUTSIDE OF KOCHI CITY:

- ◆OTEPIA Kochi Library materials may be borrowed by request through any public library facility in Kochi Prefecture. For details, please consult the Service Counter at your nearest library facility.
- ◆Materials borrowed from the OTEPIA Kochi Library, Branch, or Room may be returned to the service counter of any public library facility in Kochi Prefecture.
 - Materials should not be returned via the book drops. In addition, please note that the returned items from outside Kochi City may take several days to reach the main library.

LIBRARY ETIQUETTE

- Conversation is welcome at OTEPIA Kochi Library. Readers are encouraged to use their time in the library for their fullest learning experience, which may include conversation or discussion.
- However, please refrain from chatting in loud voices, or any other behavior that may disturb other library users.
- Eating and drinking are allowed in the Lounge Corners on the 1st and 4th Floors, and in the Learning Commons on the 2nd Floor. Personal drinking containers with secure lids may be brought into the library. Please carry out your own trash.
- Smoking is not permitted in the library. There is a smoking area at the northwest corner of the library grounds (outside the building).
- Phone calls should only be made and answered in the Phone Usage Corners.
- The library is equipped with security cameras. However, personal belongings should not be left unattended. The library is not responsible for theft of personal items.



オーテピア高知図書館

Otepia Kochi Library

2-1-1 Otesuji, Kochi City, 780-0842

TEL:088-823-4946(main) FAX:088-823-9352(main)

E-mail toiwase@library.kochi.jp

URL https://otepia.kochi.jp

Search the library from a computer:

Search the library from a mobile device: →



2019年7月作成の日本語版利用案内を基に訳したものです。
2020年3月作成英語版

Otepia Kochi Library

Kochi Prefectural Library and Kochi Municipal Library

Satisfying

the Thirst for Knowledge!



LIBRARY HOURS

- ◆Tuesday – Friday: 9:00am to 8:00pm
- ◆Saturday: 9:00am to 6:00pm (during July and August: until 8:00pm)
- ◆Sunday or Holiday: 9:00am to 6:00pm

CLOSED DAYS

- ◆Mondays (except for public holidays)
- ◆3rd Friday of every month (except August and public holidays)
- ◆Four days in August including Mountain Day on August 11 (for inventory organizing)
- ◆December 29 to January 4

LOCATION OF OTEPIA KOCHI LIBRARY

Address: 2-1-1 Otesuji, Kochi City, 780-0842

Directions: Alight at Ohashidori Tram or Bus Stop (3 min walk to library)

or Alight at Obiyamachi Bus Stop (2 min walk to library)

◆Parking Area

The OTEPIA Parking Lot has 100 spaces (of which 3 spaces allow for wheelchair access). Parking space is limited. Use of public transport is encouraged.

◆Parking Charge

1st hour, ¥400. Each subsequent 30 minutes, ¥100. Library users may park for one hour free of charge. Discounts for library users are also available at some public parking facilities (for details, visit the OTEPIA website). To obtain a parking discount, present your parking area ticket at the 2nd floor or 3rd floor Service Counter (①④ on the Library Map), or the 4th floor office.

OTEPIA KOCHI LIBRARY IS OPERATED JOINTLY
BY THE KOCHI PREFECTURAL LIBRARY
AND THE KOCHI MUNICIPAL LIBRARY.

LIBRARY REGISTRATION (FOR FIRST-TIME USERS)

- ◆ You must obtain a Library Card in order to borrow materials (books, magazines, audiovisual materials, etc.) from OTEPIA Kochi Library.
- ◆ The card is available at the Service Counters (① and ④ on the Library Map). Please fill out the application and show proof of name and address (insurance card, driver license, etc.; not required for middle or elementary school students). The card will be issued immediately.
- ◆ The Library Card is valid for three years from the date of issue or renewal. In case of a change of address, please present proof of the new address at any Service Counter.

Services Requiring a Library Card

- Borrowing, reserving, or requesting of library materials (at OTEPIA, branch libraries, library rooms),
- Viewing of library materials in the stack rooms.
- Using of the internet station or the Databases.
- Using of the audiovisual booths, group rooms, private study rooms or other special area.

BORROWING OF LIBRARY MATERIALS

- ◆ Scan the materials and your Library Card at the **Self-Service Checkout Station**. For checkout assistance, please consult any Service Counter.
To borrow audiovisual materials (including CDs or DVDs), please visit the 3rd Floor Audiovisual Counter (⑦ on the Library Map).

- ◆ The borrowing period and borrowing limits are in the table at right. The borrowing limit includes all materials borrowed from any Kochi City library branches.
 - Please note that if a library material is not returned within two months of the due date, the user may be banned from borrowing.

Material	Borrowing Limit	Borrowing Period
Books and periodicals	20 publications	2 weeks
DVDs	2 items	
CDs, cassettes, etc.	10 items	

- ◆ The borrowing period may be extended, one time only, if a reservation for the material has not been placed during the initial borrowing period. The borrowing period is two weeks from the checkout date.

Renew your library materials at:

- ◆ My Library(Online)
- ◆ Service Counter in the library
- ◆ Phone

RETURNING OF LIBRARY MATERIALS

- ◆ Materials may be returned by depositing them in the East or West book drop outside the library, or the 2nd Floor book drop inside the library. Materials that are too large to fit into the book drop or that is specified to be brought to a Service Counter. Only periodicals and books can be returned at the 2nd floor book drop, inside the library.
- ◆ Any material can be returned to any Service Counter. Please return audiovisual materials to the 3rd Floor Audiovisual Counter (⑦ on the Library Map).
- ◆ Borrowed materials may be returned to the OTEPIA Kochi Library or any Kochi City Library branches or library rooms. (They may not be returned to a library bus.)

USING OF MATERIALS AT THE LIBRARY

- ◆ Materials kept in open stacks may be browsed within the inner compound before the library gates security gates. If there is a need to bring the materials through the gates, the user must first check them out.
- ◆ To use materials kept in closed stacks, please make a request at a Service Counter. (Requests are not accepted at the 2nd Floor Information Counter or 3rd Floor Audiovisual Counter.)

SEARCHING THE LIBRARY COLLECTIONS

- ◆ Searches for library materials can be made at OPAC stations in the library, or online at the OTEPIA website.

REFERENCE SERVICE

- ◆ Librarians are available for assistance in locating information. Please consult **any counter** if you are unable to locate your desired material or information.

There are four Reference Desks inside the library
(locations are shown on the Library Map).

② Reference Desk	2nd Floor	Questions concerning philosophy, religion, history, geography, anthropology (excluding Kochi Prefecture), sociology, politics, law, education, arts and crafts, literature, etc.
④ 3rd Floor Service Counter and Reference Desk	3rd Floor	Questions concerning medicine, psychology, welfare, social insurance, sports, martial arts, crime prevention, disaster mitigation, foreign languages and language learning materials.
⑤ Business and Technology Reference Desk	3rd Floor	Business management, economics, science, technology, commerce, agriculture (including forestry and fisheries), IT, programming, etc.
⑥ Kochi Reference Desk	3rd Floor	All materials and information concerning Kochi Prefecture.

- ◆ For children's books, please visit the Children's Counter on the 2nd Floor (③ on the Library Map).
 - When the Children's Counter is closed, please visit any Service Counter.
- ◆ Inquiries about materials or information may also be submitted by phone, in writing (by mail), or through the inquiry form on our website.
- ◆ The library is unable to prepare or provide specific research, reports, or bibliographies.
- ◆ Inquiries from outside Kochi Prefecture are accepted only for information relating to Kochi Prefecture.

COPY SERVICE

- ◆ Copies may be made only of library materials, and are limited to one section of a material per person, within the scope of copyright protections and library regulations. A copy application form may be obtained and submitted at Service Counter.
 - Copying of certain materials is not permitted.
- Copy Costs (per page)**
Black and white: ¥10 Color: ¥30

MY LIBRARY (ONLINE SERVICE)

- ◆ Library Card holders may obtain a password from a Service Counter. The password can be used on the OTEPIA website to make or cancel reservations for library materials, check the user's borrowing status, or extend the borrowing period (once only per item).
- ◆ Log on to the **My Library** site from the OTEPIA website or any OPAC station in the library, by using the Library Card number as the user ID.

RESERVING OR REQUESTING

- ◆ A reservation may be made for a material that is currently checked out or located at a Kochi City Library branches or library rooms.
- ◆ You can reserve up to 10 books/periodicals, 2 DVDs, and 3 non-DVD audiovisual materials, at one time.

Make a reservation at:
• My Library (Online) • Service Counters in the library • Phone
- ◆ Requests: Materials not available from OTEPIA or Kochi City Library collections may be requested. When possible, OTEPIA will purchase the material or arrange an interlibrary loan. Requests are accepted at any Service Counter.

INTERNET STATIONS

- ◆ Internet browsing is available at no charge. Printing is not possible. Emailing and social media usage are not permitted.
- ◆ For more information, please visit any Service Counter.

DATABASES

- ◆ The database of newspaper and periodical articles, market data, and legal information is available free of charge.
- ◆ Self-service printing is available.

Printing Cost (per page)
Black and white: ¥10 Color: ¥30
- ◆ For more information, please visit any Service Counter.

AUDIOVISUAL BOOTHS

- ◆ DVD viewing is available. **A reservation is required.** Please apply at the 3rd Floor Audiovisual Counter (⑦ on the Library Map).

FOR PEOPLE WITH DISABILITIES

- ◆ The library offers various materials, including large-print books, cloth picture books, CD talking books, and DVDs with subtitles or vocal tracks.
- ◆ Speech transliteration of books or periodicals is available.

An advance request is required.
For more information and requests, please visit any Service Counter of any floor or contact the Kikaku-Chosei Division.

E-BOOKS

- ◆ E-books are available for borrowing on the OTEPIA website.
- ◆ In addition to the Library Card number, the borrowing procedure requires a user ID and an initial password.
- ◆ E-books are available to persons living, working, or enrolled in an educational institution in Kochi Prefecture.

Application Procedure
 - At the library: Visit any Service Counter and show your Library Card.
 - By mail: Download an e-book application form from the OTEPIA website, and mail the completed application to the library.

Library MAP

