

## Key Functions of the Library

### *\*Function as the central library*

"The library for libraries"

As the center of the network of libraries in Hokkaido, the Hokkaido Prefectural Library endeavors to assist with the functioning of Hokkaido's libraries, cooperating with municipal libraries as well as working in partnership with special libraries and so on.

### *\*Function as a reference library*

"The all-knowledge library"

In order to meet the various needs of people in Hokkaido, the Hokkaido Prefectural Library makes available to the general public resources from general reference materials to specialized collections in relatively advanced studies.

### *\*Function as the hub of lifelong education*

"The library for all"

By assisting districts in which there is no library and establishing a library information system, the Hokkaido Prefectural Library provides people in Hokkaido with various library services and carries out its mission as a stronghold to support lifelong learning.

## Using the Library's Facilities

### *\*Reference*

You are free to use any of the materials or the books on the bookshelves.

Most material is stored in stack rooms. You can search for material by computer.

If you wish to access literature in a stack room, please complete a request form, or ask the library staff directly.

Please feel free to consult our staff for assistance in finding the literature for which you are searching.

### *\*Lending service*

Materials can be borrowed from the library by coming to the library directly.

\*Lending limit -- Maximum 5 books, 5 videotapes and 5 CDs per person

\*Lending period -- Maximum of 15 days

Those who cannot make it to the library should order material through municipal or university libraries.

You can order material through the web site and get it at the library, local municipal, university libraries, or by home-delivery service.

A group can lend the books in a set of 10 through municipal or university libraries.

### *\*Restoration*

Please restore the materials or the books at the counter of the library, or municipal or university libraries you borrowed from. You can take them to the book drop at the front entrance of the library when it is closed.

### <Computer Catalogue>

You can search for literature using the library's touch-screen computer catalogue. Searches can be conducted by title, author or by subject. In addition to the computer catalogue there are various other methods of searching for materials. Please ask the library staff for assistance should it be required.

### <Registration>

Before being able to borrow from the library, you must register and obtain a library card. The you are expected to show any identification to the staff.

## The following material is available at the library.

### General Material

**At the General Material Reading Room(2F), we provide the following material:**

\*General Collection-Publications on a wide range of Subjects

\*Reference-Encyclopedias

Science specific encyclopedias

Language dictionaries

\*Yearbooks-Yearbooks, Annuals

White-papers, Statistics

\*Statute books-Statute books

The compendium of laws

\*Periodicals-General magazines

Literary magazines

Scientific journals

Research papers

\*Newspapers-Hokkaido Shimbun(Do-shin)

Asahi, Mainichi, Yomiuri, Nihon Keizai Shimbun(Nikkei)

\*Other-Gazettes, directories, maps, telephone books

Access is also available to new books and publications produced by public offices.

### **Library Studies Reference Material(2F General Reading Material Room):**

At the Library Reference Material Room(the bottom of 2F General Reading Material Room), we maintain a collection of reference materials on library studies for use by researchers from those fields, as well as the staff of public libraries throughout Hokkaido. The collection includes material from both Japanese and foreign sources.

### Northern Regions Literature

At the Northern Region Reference Center (Mezzanine), we maintain a collection of literature on the northern regions, including publications on the modern history of Karafuto(Sakhalin) and Chishima(the Kuril Islands).

The majority of material here is composed of historical records of local municipalities and communities, community papers and folklore.

The material is classified into several categories including books; periodicals such as local newspapers, magazines and yearbooks; pamphlets such as catalogues and guidebooks; audio-visual material including films, TV news footage, tapes, records, CDs and videotapes, photographs; maps, and microfilms.

We also have the Yamada collection of books; material collected by Mr. Tsunekichi Kawano; archives collected by Mr. Masakatsu Sato; the Abe collection, and; Material regarding the Hokuetsu Shokumin Company.

In addition, you can borrow material relating to centennial anniversary celebrations of Hokkaido, the Northern Territories, the Sapporo Olympics, and the Eniwa Case.

### Lending Service

General material can be borrowed at the counter of 2F General Reading Material Room. Material on the Northern Regions Literature can be borrowed at the counter of the Northern Region Reference Center. Please bring the material and your library card to the counter.

### Reference Service

Users of the library are encouraged to use the library's collection to access any type of information, form matters concerning daily life and simple inquires to obtaining the necessary information for detailed research.

In addition to coming to the library in person, users may request information by mail or via fax. Simple questions can be answered immediately over the phone. Please do not hesitate to use this service.

For further information, please contact the Reference and Inquiry Division of the Service Department. Information on Hokkaido can be obtained from the Northern Region Reading Room.

### Photocopying Service

Requests for photocopying can be made at the General Material Reading Room and at the Northern Region Reading Room.

You may only make copies of materials owned by this library and within the limits of copyright law.

If you require the library's photocopy service, please see one of the staff, who will be happy to fulfill your request.

If there is a danger of damaging material by photocopying it, there is the possibility that we will decline your request. We would like to ask for your kind understanding in this matter.

### Services for Handicapped

Persons with visual disabilities can use the Individual Reading Room to have their assistant read the Library's materials. The CCTV, the computer for persons with visual disabilities, the loupe and reading glasses are also available.

In addition to coming to the library in person, You can order recorded books of National Diet Library by home-delivery service.

The rest room for the physically handicapped is in the 2F General Material Reading Room.

A wheelchair is available. Please inquire at Entrance Counter.

### Municipalities Support Service

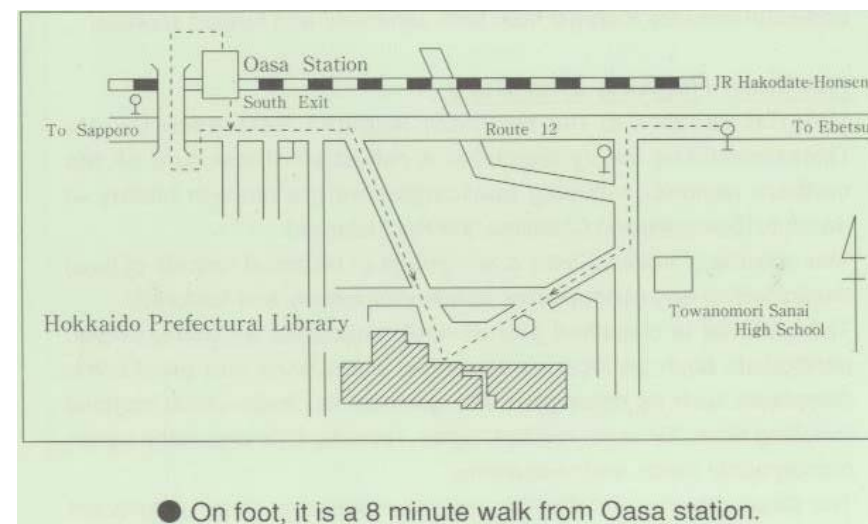
We lend the books to the local areas which have no municipal libraries. Also, we support the activities of libraries through "library festival", "school reading activity support " or "seminars for the librarians" with the municipal libraries.

Please do not hesitate to contact the Municipalities Division of the Affairs Department.

### Thank you in advance of your help for Northern Region Literature Collection

We seek to collect not only commercial materials but also ones that are not for sale, such as the books published privately or works by individuals or groups. We thank you in advance of your help of making a contribution to us.

# Guide to Hokkaido Prefectural Library



### Opening Hours

9a.m.-5p.m.(Tuesday-Sunday)

The library is closed on Monday,the last day of every month(or the previous day if the last day falls on a national holiday,Saturday or Sunday),and from December 28 to January 3.

### Address

The Hokkaido Prefectural Library  
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