## How to borrow and return books from the Kodaira City Library



















Apply for a library card before borrowing a book at the library.

- You should go to the library reception first.
- You need to bring your resident card.
- You apply for a library card at the reception.



The library card

## **2**Using your library card

- There are many libraries in Kodaira city.Whenever you borrow books from libraries, you need to have a library card.
- visit your nearest library and the reception staff will make you a new card.

## **3 Borrowing and returning book**

◆ You can borrow up to 10 books.

• If you lose your library card,

- ◆ You can borrow books for two weeks(14days).
- You receive a loan slip at reception.
- The date of return is written on the loan slip.
- You must return books
  by the date of return written on the loan slip.



