

Sendai City Library General Information

◎ Creating a Library Card

- Individuals who live in or commute to Sendai, or alternatively reside in the following 13 municipalities are eligible to obtain a library card.
(Shiogama City, Natori City, Tagajo City, Iwanuma City, Watari Town, Yamamoto Town, Matsushima Town, Shichigahama Town, Rifu Town, Taiwa Town, Osato Town, Tomiya Town, and Ohira Village)
- Fill in the application form and present a document that proves your address (such as your certificate of alien registration, health insurance certificate, public utility bills and receipts). If your address is not within Sendai or the above-mentioned 13 municipalities, you will also have to present a document that proves you commute to Sendai (such as an employee ID card or student ID card).
- The library card can be used at any Sendai City library and the multimedia library in Sendai Mediatheque.
- You will be held responsible for your library card. Please contact if your address or phone number changes.
- You will be required to renew your library card every 3 years.

◎ Checking Out Items

- Please bring your library card and all the items you want to borrow to the checkout counter.
- You may borrow up to 7 books and magazines for a 2 week loan period.
- You may borrow up to 2 audiovisual items (DVDs, videos, and CDs) for a 2 week loan period.
- You will not be able to borrow any library items from any of our libraries if you have any overdue items.

◎ Returning Items

- Books and magazines may be returned to any of our libraries.
- Please leave books and magazines in the book post when returning them after library hours.
- DVDs, videos, and CDs must be returned to the library counter where you checked out the items.
- You will not need to show your library card when returning items.

◎ Searching for Items

- You can search all items in Sendai City's libraries, from user terminals (OPAC) installed in our libraries or through our web search service (Web-OPAC).
- You may place a reservation on items that are out on loan.
- You can request to borrow books and magazines from other Sendai City libraries. (You cannot request to borrow DVDs, videos, and CDs.)
- You may reserve up to 10 books and magazines and 2 audiovisual items (DVDs, videos, and CDs).
- Please feel free to ask librarians if you have any questions.

◎ **Web Services**

- You will need to obtain a password to reserve books, magazines and CDs from user terminals (OPAC) installed in our libraries or through our web search service (Web-OPAC). Reservations for DVDs and videos are only accepted at library counters.
- You can also check the items you are borrowing, the items you have reserved, and extend your loan period through our web services (with some limitations).
- You can obtain a password at a library counter. Please bring your library card and other document required to obtain a library card.

◎ **Library Hours**

- Tue – Fri: 10:00 am – 7:00 pm (Shimin Library will be open until 8:00 pm)
- Sat, Sun, & Holidays: 10:00 am – 5:00 pm (Shimin Library will be open until 6:00 pm)

◎ **Closed Days**

- Mondays (if Monday is a national holiday, libraries will be closed on the day after)
- Days immediately after national holidays (if a day immediately after a national holiday is a Sunday or national holiday, libraries will be closed on the day after.)
- The 4th Thursdays of each month from January to November (if the 4th Thursday is a national holiday, libraries will be closed on the day after)
- Year-end and New Year holidays (December 28 – January 4)
- Special maintenance periods

◎ **Photocopy Services**

- You may photocopy items within the limits stated in Japanese copyright law.
- One photocopy will cost 10 Yen.

◎ **Group Borrowing Services**

- Groups and organizations active in Sendai with more than 5 members may borrow up to 30 items from Sendai City's libraries for a one month loan period.

◎ **Postal Borrowing Services**

- People that find it difficult to go to libraries in person, such as individuals with disabilities, may borrow books by mail.

◎ **Oral Reading Services**

- We provide oral reading services for people with visual impairments.

© Sendai City Public Library Addresses & Phone Numbers

- Shimin Library
2-1 Kasugamachi, Aoba-ku, Sendai 980-0821
Tel: 022-261-1585 Fax: 022-213-3524

- Hirose Library
5 Aza Kannondo, Shimo-Ayashi, Aoba-ku, Sendai 989-3125
Tel: 022-392-8421 Fax: 022-392-8410

- Miyagino Library
4-1-1 Higashi-Sendai, Miyagino-ku, Sendai 983-0833
Tel: 022-256-7361 Fax: 022-256-7363

- Tsutsujigaoka Library
4-1-8 Tustusjigaoka, Miyagino-ku, Sendai 983-0852
Tel: 022-295-0880 Fax: 022-295-0891

- Wakabayashi Library
1-1-1 Minami-Koizumi, Wakabayashi-ku, Sendai 984-0827
Tel: 022-282-1175 Fax: 022-282-1176

- Taihaku Library
5-3-2 Nagamachi, Taihaku-ku, Sendai 982-0011
Tel: 022-304-2742 Fax: 022-304-2526

- Izumi Library
1-8-6 Izumi-Chuo, Izumi-ku, Sendai 981-3133
Tel: 022-375-6161 Fax: 022-375-6165