

Sendai City Library General Information

2016.10～

◎ Creating a Library Card

- Those who live in or commute to Sendai, and also those who live in the following 13 municipalities are eligible to obtain a library card.
(Shiogama City, Natori City, Tagajo City, Iwanuma City, Tomiya City, Watari Town, Yamamoto Town, Matsushima Town, Shichigahama Town, Rifu Town, Taiwa Town, Osato Town, and Ohira Village.)
- Fill out the application form and present a document that proves your residence (such as your Residence (Zairyu) Card, health insurance card, public utility bills or receipts.) If you do not reside in 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 or student ID card.)
- The library card can be used at any Sendai City library and the multimedia library inside Sendai Mediatheque.
- You will be held responsible for your library card. Please notify us of any changes to your address or phone number.
- Your library card is valid for three years. We will check your registered information when you renew your card.

◎ Checking Out Items

- Please bring your library card and all the items you want to borrow to the checkout counter.
- You can borrow up to 7 books and magazines, and up to 2 audiovisual items at one time (DVDs, videos, and CDs) in total from all the Sendai City libraries.
- The loan period is 2 weeks.
- You will not be able to borrow any 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 (except library branches.)
- Please put books and magazines in the Return Box when returning them before and after library hours.
- DVDs, videos, and CDs can be returned to any of Miyagino, Tsutsujigaoka, Wakabayashi, Taihaku, Izumi, and Hirose Libraries, as well as the multimedia library inside Sendai Mediatheque.
(You cannot return audiovisual items through the Return Box.)
- You don't have to show your library card when returning items.

◎ Searching for Items

- You can search through 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 can request to borrow DVDs, videos, and CDs (Selected DVDs · VHS not included) from other Sendai City libraries and the multimedia library in Sendai Mediatheque.
- You may reserve up to 10 books and magazines and 3 audiovisual items (DVDs, videos, and CDs.)
- Please feel free to ask the librarians if you have any questions.

◎ Web Services

- You will need to obtain a password to reserve materials (except selected DVDs & VHS) from user terminals (OPAC) installed in our libraries or using our web search service (Web-OPAC).
- 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 register your e-mail address.
- You can obtain a password at a library counter. Please bring your library card and other documents required to obtain a library card.

◎ Library Hours

- Tue – Fri: 10:00 am – 7:00 pm (Shimin Library is open until 8:00 pm)
- Sat, Sun, & Holidays: 10:00 am – 5:00 pm (Shimin, Wakabayashi, and Hirose Libraries are open until 6:00 pm)

◎ Closed Days

- Mondays (except when a national holiday falls on a Monday)
- The day immediately after a national holiday (if the day immediately after a national holiday is a Sunday or national holiday, libraries will be opened, but will be closed on the following weekday)
- The 4th Thursday of each month (except December and national holidays)
- Year-end and New Year holidays (December 28 – January 4)
- Special maintenance periods (For more details, please check the library calendar)

◎ Photocopy Services

- You may photocopy items within the limits set by Japanese copyright law. (with fees)

◎ 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
2-12-70 Gorin, Miyagino-ku, Sendai 983-0842 Tel: 022-256-7361 Fax: 022-256-7363
- Tsutsujigaoka Library
4-1-8 Tsutsujigaoka, 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 (Children's Library)
1-8-6 Izumi-Chuo, Izumi-ku, Sendai 981-3133 Tel: 022-375-6161 Fax: 022-375-6165