

The Japanese- American Society Japanese Library Use Method

[Hours of Operation]

Monday-Thursday: 9:30am~5:30pm Friday and Saturday: 9:30am~3:00pm

[Total Number of Items You Can Rent]

Individual Member Video, DVD, and Library: A total of 4 items *Video/DVD up to 2 items*

Family Member Video, DVD and Library: A total of 10 items *Video/DVD up to 4 items*

[Newly Released Books Rentals]

Total number of books you can borrow: One book per visit

Rental Period: One week

Extension Fee: \$1 per day per book

[Video/DVD Rentals]

Newly Released Video/DVD: One item per visit

Rental Period: One week

Extension Fee: \$1 per day per book

After watching the Video, please re-wind the tape before returning

[Regular Library Rentals]

Period: 2 weeks

Extension Fee: 10 cents per day per book

[Library Use Method]

1. On the back of the book cover or the video case, you will see a library rental card, please take that out and write the return date and your member ID # on the card.
2. After writing the return date and your member ID #, please take out and put the library rental card on the designated spot.
3. Then, please take out the white card which has the return date stamped and put it in the card pocket in the book or the DVD/Video and take it home.
4. Library book/DVD rentals are self service. If you can not find the rental card or if you need to pay the extension fee please let one of the staff members know.
5. If you are returning, please put the books/DVD back in the designated place in our office.

****Reading Room****

You may use the reading room within the operation hours, if you are a member

Please refrain from eating and drinking in the reading room

If for any reason, the book or the Video/DVD is misplaced or damaged, you will be asked to pay the expenses

After screening or reading, please put the items back where it belongs if you cannot borrow it

Please be advised that any books your children read or take from the shelf, will be the parent or the guardians' responsibility to put back where it belongs