THE JAPAN FOUNDATION, MANILA
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LIBRARY RULES AND REGULATIONS (as of September 2016)

The Japan Foundation, Manila's (JFM) Library includes printed materials (books, newspapers, magazines, etc.) and audio-visual materials (DVDs, compact discs, etc) on Japan, Japanese Studies (JS) and Nihongo. It is **primarily a reference library** on Japanese Language Education (JLE), Culture and the Arts.

A. GUIDELINES FOR VISITING USERS

1. The library is open to researchers/borrowers from **Mondays** to **Fridays** from **10:00 a.m. – 7:00 p.m**.; **Saturdays** from **9:00 a.m.** – **1:00 p.m** ; **closed** on Sundays, and on legal and duly declared special holidays of both Japan and the Philippines.
2. For record and identification purposes, every library user is required to register and leave a valid ID Card (SSS / License / passport / JFM Library Membership Card, Pacific Star Bldg. Guest ID, etc.) at the Charging Desk.
3. Belongings (except pen, writing pad, battery operated laptop) will have to be deposited in the locker; food / drinks are prohibited.
4. The use of cellular phones and similar devices is strictly prohibited.
5. Viewing of video tapes at the JF Manila Library is limited to one (1) hour only; listening to CDs is limited to one (1) hour only.
6. The use of personal computers (battery operated laptop) is allowed; but, print out and CD copying services are not available.
7. Institutional /group visits require prior approval/arrangement (letter of request).

B. RULES ON LIMITED CIRCULATION / MEMBERSHIP

At present, the number of books/items in the Library will **only allow** for a **LIMITED CIRCULATION**.

1. Three (3) Membership Categories are **all non-transferable**

Processing / screening period for membership takes one week; upon approval, the duly authorized **JFM Library Membership ID Card** will be valid for one (1) year unless earlier revoked for violation of JFM Library Rules / Regulations.

- ***Special Membership (Japanese Language and Japanese Studies Teachers)*** would require a total fee of **Php 700.00** (P500 annual fee and P200 membership fee) ; fees are non-refundable; the duly accomplished application form with 2 ID size (1x1) photos, a photo copy of one's government-issued ID Card (SSS, license, passport, etc.) and a formal letter of request from the person in authority from his/her respective institution (official letterhead) will have to be submitted.

Borrowing privilege : audio-visual (JLE) and printed materials - 2 items at one time for a period of 7 days and commences upon issuance of the membership card; renewal / extension is conditional.

Regular Membership (other individuals of at least **17 years** of age) would require a total fee of **Php 700.00** (P500 annual fee and P200 membership fee); fees are non-refundable; the duly accomplished application form with 2 ID size (1x1) photos and a photo copy of one's government issued ID Card (SSS, license, passport, etc.) will have to be submitted.

Borrowing privilege: printed materials -2 items at one time for a period of 7 days and commences upon issuance of the membership card; renewal / extension is conditional

- *Student Membership* (college / university (undergraduate course) students *of at least 17 years of age*) is issued to students enrolled for **at least six months (one semester)** would require a payment of **Php 100.00** which is non-refundable; a formal letter (official letterhead of the college, university, etc.) of request from the person in authority from his/her respective institution, the duly accomplished application form with 2 ID size (1x1) photos and a photo copy of one's valid school ID Card are required.

Borrowing privilege: printed materials –2 items at one time for a period of 7 days with a temporary deposit of **Php 200 / item** which is refundable upon return of the items (not damaged) borrowed.

2 DVDs / CDs and similar items must neither be dubbed nor copied – partially/entirely (in compliance with copyright laws); this is applicable to all borrowers.

3. All borrowed items must be returned on the designated date; P20.00/day per item will be charged as overdue fee; this is applicable to all borrowers.

The Remarks/Evaluation portion of the Borrower's Form will have to be accomplished.

4. Photocopying (P 1.50 / page) of JFM materials is allowed; use of the photocopying machine for materials from other sources is prohibited

5. Should an item be damaged or mutilated while in the possession of the borrower / member, he/she will be required to replace the item with the same.

6. Should the borrower / member refuse to make a restitution for the damaged item the deposit/membership fee will be applied as partial cost of replacement. The borrowing privilege will be **revoked.**

7. Books without the **Room Use only sticker** can be borrowed by all members. Whereas items **with Room Use only sticker (Reference Collection)** cannot be borrowed by anyone. However, only the CD(s) of the reference book can be checked-out.

C. ***CAUSES FOR REVOCATION of Borrowing Privilege*** *(member / borrower):*

a.) Violation of Library Rules

b) Delay or refusal in the settlement of accountabilities