

JAPAN INFORMATION CENTER (JIC)

Resource Library Guidelines

Japan Information Center
Consulate-General of Japan in Chicago
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Chicago, Illinois 60611

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Email: jic@cg.mofa.go.jp

The mission of the JIC is to provide a better understanding of the people, culture, history, industry, and government of Japan. Anyone is welcome to browse the library **but only residents of Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin may borrow our materials.**

Library hours are from **9:15 a.m. to 5:00 p.m., Monday through Friday**. All books must be checked out and services completed **15 minutes** prior to closing. Please note that the JIC may be closed for special events and on some American and Japanese holidays.

The JIC requests that visitors observe our guidelines and schedules so that we may accommodate everyone and continue to offer this educational service to the public. Anyone disregarding these guidelines will be prohibited from using the libraries of all the Japanese Consulates. For any questions, please call **(312) 280-0430** or email jic@cg.mofa.go.jp

GENERAL GUIDELINES

- DVDs and videos **cannot be copied** unless prior permission is obtained by sending a “letter of intent” to the JIC. The JIC requests that borrowers respect the Japanese and American copyright laws and cooperate with the necessary procedures required to obtain copyright permission.
- There is no charge for borrowing items but borrowers are responsible for any costs of return shipping.
- If borrowers are unable to return items in person, they may return them by first-class mail, Federal Express, or United Parcel Service. All materials should be shipped in a padded envelope or box. **Be sure to write “Attention: Library” on the mailing label.**
- All materials must be returned in original condition with original cases and sleeves. Any damaged items must be replaced.
- Items more than 60 days past due will be presumed lost and the borrower will be responsible for replacing them.
- Borrowers may not check out any additional books until all outstanding books have been either renewed with the librarian or returned.

FIRST-TIME VISITORS

First-time visitors must complete a Library Loan Application Form and provide a current, government-issued identification card with a photo. They can then borrow a maximum of two books.

BOOKS

The JIC library has more than 3,700 fiction, non-fiction, and reference books in both English and Japanese. The library is intended as a source of general information on Japan, and not as a research library.

- A maximum of five books, or two for first-time visitors, may be borrowed at one time.
- Books may be borrowed for a maximum of two weeks.
- Reference books, newspapers, and magazines may not be checked out of the library.
- Visitors requiring photocopies are requested to take the materials to a photocopy shop after leaving a photo I.D. with us as a security deposit. Such materials must be returned on the same day.

CDs

The JIC has over 200 CDs, including J-pop, jazz/blues, classical, *enka*, animation theme songs/children's songs, Japanese traditional music and *roudoku*.

- Visitors may listen to CDs in the library after presenting a photo I.D.
- A CD player will be made available upon submission of a photo I.D.
- CDs may NOT be taken out of the library.

VIDEOS/DVDs

The JIC has both educational videos and feature films available for loan. Most have English narration and/or subtitles, though a few are solely in Japanese. Educational films, including the Japan Video Topics, are available to the general public for non-commercial screenings. Feature films are only available to educators for private showings in the classroom.

- A *Media Request Form* must be completed (including signature and date) and mailed or faxed to the JIC at least two weeks in advance.
- The JIC will mail all media by the U.S. Postal Service (delivery within 10 days).
- Please save all shipping documents when returning videos as proof of shipment.
- A completed *Film Report* must be included with returned videos. If the *Film Report* is not returned, the borrower may not be credited for returning the video. Videos must be rewound on the original reels.