

MI-KU Usage Policy

Hours of Operation

Monday to Friday / 9 am to 5 pm.

Location

Mi-ku is located inside the Mie Citizens Exchange Center

Browsing

(1) Please inform MIEF staff before you begin and after you finish browsing.

Borrowing Policy

(1) Books: A maximum of five books at one time.

Audio-visual materials: A maximum of three items at one time.

(2) Loan Period: Two weeks

All checked out books and items can be renewed once if there is no request for them.

(3) All items in the collection have a sticker indicating whether it can be checked out or not.

Borrowable items:

Books and audio-visual materials

Non-borrowable items:

Reference materials and large books

Exceptions:

Lesson plans and worksheets developed by educational institutions can be borrowed with the permission of MIEF staff.

(4) How to Borrow Materials

a. First, let MIEF staff know that you wish to borrow materials.

b. Write down the title and reference number of the material in the checkout form.

c. For audio-visual materials, all borrowers are required to fill in and hand back an

“Audio-Visual Material Usage Report” when returning items.

Renewals / Lost or Damage Items

- a. Please return all checked out items within two weeks.
- b. For renewals, please contact MIEF by the due date. Items can not be renewed if they have not been returned by the due date. Items can be renewed a maximum of 1 time.
- c. Borrowers will be asked to replace any damaged or lost items.

Returning items

Please return checked out items directly to MIEF staff during MI-KU's operating hours.

When MI-KU is closed, please return checked out items to the Mie Citizens Exchange Center staff.