

# All about Libby!

**You can access a library's worth of free audiobooks & ebooks on your phone with your library account using the Libby app!**

1. Download the "Libby, by Overdrive" app from the app store on your phone or go to [libbyapp.com](http://libbyapp.com) on a computer.
2. Sign in
3. You should see a question: "Do you have a library card?" Choose yes.
4. Choose to "Search for a Library" then enter "Department of Defense" in the search box. Select the "Department of Defense Library" when it appears under "Matching Libraries".
5. Select "Sign in with my card".
6. When asked where you use your library card, choose DoD MWR Digital Libraries.
7. Click next to go to the authentication site.
8. Sign in with your DOD ID and birth date. You will receive a library card labeled "Linked Card".

# Hours of Operation

Monday, Thursday & Friday: 10 a.m. - 5 p.m.  
Tuesday: 10 a.m. - 6:30 p.m.  
Wednesday: 10 a.m. - 2 p.m.  
Sunday: 9:30 a.m. - 1:30 p.m.

(Printing and copying services end 15 minutes prior to closing)

## Location

Building 155 in the Community Education Center (CEC)

## Contact

DSN: 252-3593  
Commercial: 0956-50-3593  
Library Manager: 252-2910  
[library.cfas@cnrjffr.org](mailto:library.cfas@cnrjffr.org)  
Facebook: Sasebo MWR Library



**MWR Library**  
**Sasebo, Japan**

### Access your library account online!

<https://navylibrariesjapan.org>

- Search the catalog
- Reserve items
- Renew your items

An interlibrary loan system is in place for borrowing materials from other libraries.

**User ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_



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Sasebo MWR Library!



**MWR LIBRARY**  
SASEBO, JAPAN





## Borrowing Periods & Limits

- Books and other items can be checked out for 21 days
- You may renew an item twice before it is unrenewable
- Maximum of 20 books or items per household at once
- Maximum of 2 video games per household at once
- Maximum of 1 board game per household at once
- Homeschoolers may request an increase to 30 items max

Renewals may be done online, over the phone, or in person. If the item is overdue, it must be brought to the library to renew.

## Account & Check-Out

Library accounts are established in the sponsor's name for the family unit. Military IDs are used to check out material.

## Library Overdue Policy

- **Less than 1 month late:** Warning given; repeatedly overdue account will be suspended.
- **1-3 months late:** Account suspension up to 3 months. Suspension will start on the date on which the items are returned.
- **Over 3 months late:** Account will be suspended and items reported lost. Patron is responsible for lost/damaged items. We reserve the right to contact the sponsors command regarding delinquent accounts.

## Lost or Damaged Materials

**Lost or damaged materials will be compensated by one of the following methods:**

- Replace with the same item or like item agreed upon by librarian, or

Accounts must be clear of any overdue material before additional items can be borrowed.

**Children under 10 are not allowed in the library without an adult caregiver.**

## Computer Lab & Internet

- Users must check in at the front desk with an ID to use a computer.
- Dependent minors (10 years & older with valid military ID) must have parental approval on file before using a computer without parental supervision.
- Free Wi-Fi is available throughout the library.

## Printing & Copying Services

- Black & white printing and photocopying up to 10 pages
- Limited color printing services
- Scanning and faxing (toll-free US numbers or local Japanese numbers): FREE

## Hario Bookmobile

Every Thursday from 2-4 p.m. in front of the Hario Community Center you can check-out, return, or renew items. Request items to be brought to you before noon Wednesday Call 252-3593.

## Programs

The Sasebo MWR Library offers programs for all ages. Join us for preliteracy programs, monthly book clubs, Summer Reading Program, and special story times and activities for kids.