



What We Offer?

The JFKL Library is open to all, both JFKL members and non-members), offering a quiet and conducive environment for studying and quiet reading. The library has a wide range of collection ranging from books, magazines, CDs and DVDs.

Collection

- Japan-related books in English, Japanese & Malay;
- Reference materials: publications related to Japanese language education and Japan studies, encyclopaedias, journals, atlases, etc.;
- Periodicals and newspapers;
- DVD: features films, performing arts and other subjects;
- Music recordings: Japanese composers and performers on CDs;
- Japanese language learning audio: CDs and CD-ROMs.

Services

- Circulation – lending service for JFKL members;
- Reference inquiry services;
- Audio-visual booths;
- Photocopier;
- Magazines and newspapers browsing;
- Free Wi-Fi.



How to Find Library Materials?

Materials in the JFKL Library are classified and arranged according to the Dewey Decimal Classification (DDC) and Nippon Decimal Classification (NDC). Readers can browse for materials available on the open shelves or by consulting with the Librarian on duty.

- The books in English & Malay Language are classified and arranged according to DDC.
- The books in Japanese Language are classified and arranged according to NDC.



Library Opening Hour

Tuesday – Saturday : 10:00 AM – 5:30 PM

Sunday & Monday : Closed

Public Holiday : Closed



JFKL Membership

The membership is open to all who is interested to know more about the Japanese culture & language and those seeking for references and researches for teaching & learning. We encourage the dissemination and sharing of information and knowledge to achieve the knowledge sharing culture throughout the community.

To sign up for JFKL Membership, you are required to fill out the membership form and submit 1 passport-sized photo to the counter together with a RM10 registration fee (valid for 1 year). Annual membership renewal fee is RM8. A card replacement fee of RM10 will be charged to members in any case of loss and replacement (must be presented together with 1 passport-sized photo at the counter).

What are the benefits of becoming JFKL membership?

1. Borrowing materials from the most informative collections in the library;
2. DVD viewing and CD listening at the AV booth;
3. Enjoy special discounted tickets available for selected events by The Japan Foundation, Kuala Lumpur.



E-mail newsletter subscription

Subscribers will get up-to-date information about our events, news, job postings and library information by subscribing to our email newsletters. JFKL Members will be automatically added upon registration. To manually subscribe, please register **at JFKL Monthly e- Newsletter** at our website or write to us with the title “e-Newsletter Subscription”.



Visiting the Library

Please sign in at the main reception of the Foundation each time you visit our library.

1. Leave your bags and other personal belongings in the locker provided at the library entrance. A locker key will be provided at the main reception. **Please return the key to the counter when you leave the library.**
2. Valuables should be always with you as we take no responsibility in any case of loss or/and damage to your property.

Please take note that if you visit the library with small children, please make sure to keep an eye on them. Unexpected dangerous situations could arise, and it shall be the sole responsibility of the accompanying adults, should there be any case of accident.



Using the Library

1. Please be considerate of other users who require a quiet environment for study. The librarian may ask you to leave the premise if we consider you as disturbing.
2. Inappropriate behaviours could include persistent chatting, mobile-telephone use, smoking, consuming food or/and alcohol, bringing in and taking illegal drugs, spitting and other actions we consider disturbing. In addition, small children should be under the supervision of the accompanying adults.
3. If you require some beverage for long stay, please make sure that your drink is in a bottle with a cap.
4. Please use the lobby OUTSIDE the library if you require a space for talking and discussion. This also applies to mobile-telephone use.
5. A photocopy machine is available near the library entrance for non-commercial purposes. We currently charge 10 cents per copy. Please prepare small change. We do not provide photocopying services via telephone.

 **Borrowing**

Except for reference materials**, most library materials are for Circulation. Only members are entitled to borrow materials from the library. The following items are available for loan for **2 WEEKS**:

- Circulation books.
- Audio materials attached with Japanese language books

The maximum number of items that can be borrowed at one time is **5**, including the audio material kits. Always present your JFKL membership card before loaning any materials.

Reference materials are not allowed for borrowing. Special exceptions may be considered for institutional borrowers **ONLY FOR NON-PROFIT PURPOSES with request in writing, e.g. for exhibition purposes at a school. Please check with our librarian for clarification.

 **Renewals**

- Members are allowed to extend their loaning period for **1 WEEK ONLY ONCE** via phone, email or in person. Always quote your *membership ID* when you request for extension.
- Unfortunately, if the book has been reserved by another member prior to your extension request, an extension will not be given.

Some items, such as popular language textbooks and audio materials are in high demand and therefore no telephone / email renewal is accepted even without reservation. These items have a label clearly mentioning **1 WEEK ONLY**.

 **Overdue Materials**

- A fine will be imposed for overdue materials.
- Regardless of the format, **10 cents per day per item** will be charged for overdue materials.
- Overdue period calculation included for weekend & holidays.

 **Replacement Cost**

When circulation materials are damaged or lost, members will be required to pay for the replacement cost. Replacement cost will be the actual cost when it is known or an estimated cost of the materials. Any damage and/or loss of library materials and facilities caused by any user/visitors must be immediately reported to the library.

 **Book Drop Box**

An after-hour **Book Drop Box** is available outside of the Japan Foundation, Kuala Lumpur's main entrance.

 **Assistance**

	E-mail: kl_library@jpf.go.jp
	Contact: 03-2284 6228 ext.403 Fax: 03-2287 5859
	Librarian: Ms. Fauziah Ms. Sakamoto
	The Japan Foundation, Kuala Lumpur LIBRARY 18 th Floor, Northpoint, Block B, Mid-Valley City, No 1, Medan Syed Putra, 59200 Kuala Lumpur, Malaysia



The Japan Foundation, Kuala Lumpur



LIBRARY GUIDE

