

Reference Service

- Assistance is given to locate necessary materials and information in response to inquiries pertaining to research or regarding materials.
- Inquire at the General Information Counter (1st floor).
- Inquiries are also accepted by telephone, letters, and email. Phone: 03-3442-8451 (main)
Please send inquiries by email reference application form.
<https://www.library.metro.tokyo.lg.jp/search/service/reference/>



Request from Email Reference Application Form under "How to ask for Reference Service".

Photocopy Service

- Photocopying services are available for the materials in the Tokyo Metropolitan Library collection. All photocopying is subject to copyright law and other restrictions.
Please make photocopying requests at the Photocopy Service Counter (1st floor)
- Photocopying requests must be made at least 30 minutes before the library closes.
*Details are posted at the Photocopy Service Counter.

Registered Users Service

- Once registered, users can reserve items to view at the library (have them set aside), sign up for new arrival notifications and more online.
https://www.library.metro.tokyo.lg.jp/guide/registrants_service/



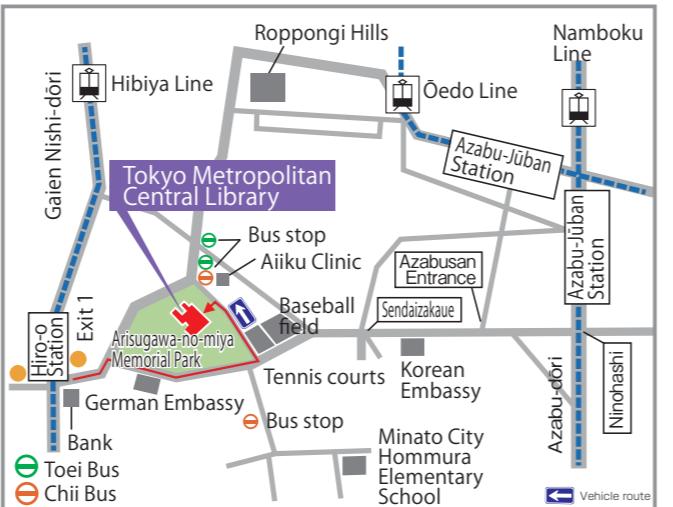
Support for the Disabled Users

- For the Visually Impaired people
 - The library provides a face-to-face reading service (reservation required) and loans of recorded and braille translated materials by mail (registration required). Inquiries: Service room for the visually impaired (3rd Floor).
 - Audio and magnifying reading aids, large-print books, enlarged manuscripts, and other aids are also available.
- For the Hearing or Language-Impaired people
 - The library provides assistance through written communication at the General Information Counter (1st floor).
 - The library accepts inquiries by facsimile or email (Registration is required to ask questions by fax)
- Wheelchair loan service
 - Please make a request at the reception counter (1st floor).

Library Requests

- Please refrain from eating or drinking in the reading room.
However, beverages in screw-top bottles or in other spill resistant containers are permitted (except for the Special Collections Room).
- Unauthorized photography is prohibited. If you wish to take photos inside the library, consult the library staff at General Information Counter (1st floor).
- Phone use is permitted only in the designated areas: Locker Room (1st floor) and Cafeteria (5th floor).

Location and Directions



How to get to the Library

- Tokyo Metro Hibiya line 8-minute walk from Exit1 of Hiroo station
- Tokyo Metro Namboku line 20-minute walk from Roppongi station
- Toei Oedo line 20-minute walk from Azabu-Juban station
- Toei Bus Hashi Route 86 20-minute walk from Roppongi station (Meguro station - Shinbashi station/Tokyo Tower)
- Minato City community bus (Chiibus) 2-minute walk from Aiki Clinic stop
- 2-minute walk from Aiki Clinic stop #97 of the Azabu-Nishi route
- 3-minute walk from "Honmura Shogakkou Iriuchi" bus stop at Azabu-West Route 101-2

A parking lot that accommodates about 20 cars is available for library users. Other than these, two parking spaces are reserved for disabled users.

Address 5-7-13 Minami-Azabu, Minato-ku, Tokyo 106-8575

Phone 03-3442-8451 (main)

URL

<https://www.library.metro.tokyo.lg.jp/english/>



SNS

Facebook



X (formerly Twitter) @tocho_kyoiku
*Tokyo Metropolitan Government's "Children/Youth/Education" account



Mail Magazine

Information about events held at the Tokyo Metropolitan Library, special exhibitions, new book arrivals, and other matters is sent to you once a month by email.

URL: https://www.library.metro.tokyo.lg.jp/mail_magazine/



Guide to the Tokyo Metropolitan Tama Library



The Tokyo Metropolitan Tama Library's main collections are the Tokyo Magazine Bank and materials for Children and Young Adults.

Address: 2-2-26 Izumi-cho, Kokubunji-shi, Tokyo 185-8520
Phone: 042-359-4020

By Train: 7-minute walk from South Exit of Nishi-Kokubunji Station of the JR Chuo Line/Musashino Line

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Tokyo Metropolitan Central Library

One of the largest public libraries in Japan with 2.32 million books



Opening Hours

Monday to Friday ▶ 10:00 a.m. to 9:00 p.m.

(Special Collections Room ▶ 10:00 a.m. to 5:30 p.m.)

Saturday, Sunday, and holidays ▶ 10:00 a.m. to 5:30 p.m.

Closed Days

Inventory days ▶ First Thursday of every month

(Second Thursday if the first Thursday falls on a national holiday or another closed day.)

Facility maintenance and inspection ▶ Third Friday of every month
(May vary depending on the month.)

Special inventory period ▶ 12 days or less a year

Year-end and New Year's holidays ▶ December 29 to January 3

Of its total collection of 2.32 million volumes, around 350,000 materials are available in open stacks. Other materials are kept in closed stacks and are available for viewing upon request.

Entering the Library

- Please obtain a reader's card at the reception counter (1st floor). Personal identification is not required. This card must be presented when requesting materials stored in the closed stacks or using the online databases.
- Please leave big baggage in the locker.

Leaving the Library

- Please return all library materials before you leave the library. If you exit through a security gate with any library materials, an alarm will sound. If this happens, our library staff will check your belongings.
- Return your reader's card at the reception counter (1st floor).

Use of Library Materials

- Materials available in reading rooms can be freely taken to any reading room in the library.
- To use materials held in closed stacks, please make requests through the library's online catalog.
- To view newspapers in the closed stacks, fill out the Material Request Form and apply at the Pick-up/Return Counter (1st floor).
- We do not provide the loan service.

Use of Online Database Seats, Internet Seats and Research Rooms (5th floor)

- Make a reservation using a booking terminal located inside the library (1st and 5th floors).
- Online database seats and internet seats are available for up to a maximum of 60 minutes at a time and research rooms can be used for up to a maximum of 5 hours at a time.
- More than 30 types of online databases are available, including magazine and newspaper articles, court precedents, and corporate information. Note that CD-Eyes50 (Tokyo Shoko Research (TSR)) is outside the scope of the reservation system.

Use of PCs and Wi-Fi

- You can use your own laptop at all seats on the 1st to 4th floors, as well as the Research Room on the 5th floor, Group Study Room and the cafeteria.
- TOKYO FREE Wi-Fi (registration required) is available for use in the reading seats, as well as in the entrance, cafeteria, and other locations.

Use of e-Books

- You can access e-books via the library's tablets. You can also use your own devices, if you connect to the TOKYO FREE Wi-Fi (registration required) in the library.
- Contents for around 4,000 titles are available for use within the library.

Tokyo Metropolitan Central Library Floor Guide

1F Reception Counter, Locker Room, General Information Counter, and more

1 Health and Medical Information
Materials containing information on illnesses, drugs, and hospitals, as well as journals of patients and their families on fighting illnesses, are available.

2 Legal Information
Introductory to professional-level books and various judicial precedents are available.

3 Business Information
Materials on corporate and industry information (i.g. market reports) are available.

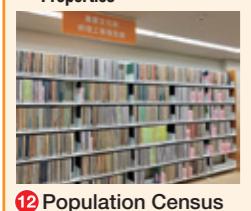


4 Reception Counter/ Locker Room
Please obtain a reader's card and leave big baggage in the locker.



2F Social Science and Natural Science Room

11 Reports of Repair Work on Important Cultural Properties



12 Population Census



10 Information on Tokyo and Cities around the World

You can view materials related to Tokyo in various fields and materials relating to the "city".



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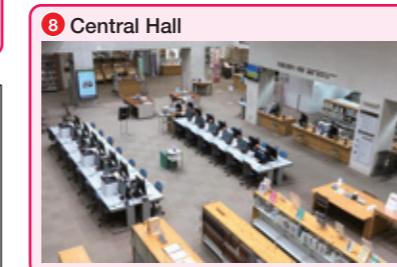


4 Reception Counter/ Locker Room
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3F Humanities Room

7 General Information Counter
If you are unable to find the materials you are looking for, do not hesitate to ask librarians at this counter for help.



Library catalogs, online databases, and computers connected to the Internet are provided. Phone directories from across the country and residential maps of Tokyo and neighboring prefectures are also available for viewing.



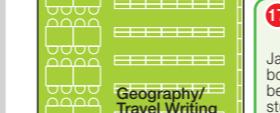
9 Foreign Language Books on Topics

The collection is focused on new arrivals and magazines in foreign languages, as well as the introduction of books that are topical overseas.



3F Humanities Room

13 Local History
Prefectural and municipal histories are available for viewing.



17 Learning Japanese Section
Japanese language study books, which are useful for beginners as well as advanced students, are available.



14 Art Information

13 Local History

14 Comics

15 Biographical Information

16 Chinese and Korean Books

17 Learning Japanese Section

18 Service Room for the Visually Impaired

19 Service Room for the Visually Impaired

A face-to-face reading service is provided, with recorded materials, as well as preparing and lending braille versions of books to the visually impaired. Computer screen readers and reading aids converting regular printed materials into speech and enlarging the print are also available.

20 Research Room

There are nineteen carrels with power outlet and desk lamp.

21 Group Study Room

A space for groups to engage in active learning, research, and business networking that utilizes library materials.

Reservations for exclusive use are also available for groups of 15 or more people. (Applications accepted up to one month in advance up to the day before)

22 Cafeteria

Enjoy a beautiful view of Tokyo Tower and buildings in the Roppongi area.

23 Reception Counter/ Locker Room

24 General Information Counter

25 Pick-up / Return Counter

26 Photocopy Service Counter

27 Information on Tokyo and Cities around the World

28 Business Information

29 Legal Information

30 Health and Medical Information

31 Collection of Patients' Journals

32 Newspapers

33 Audio & Video Materials Section

34 Central Hall

35 Library Science Reading

36 History

37 Geography/ Travel Writing

38 Customs, Folklore and Ethnology

39 Literature

40 Religion

41 Psychology

42 Autobiographies and biographies

43 Philosophy

44 Sports

45 Languages

46 Dictionaries

47 Art

48 Sports

49 Books on Topics

50 Residential maps

51 Phone directories

52 New arrivals

53 Search terminals

54 Booking terminal

55 Elevator

56 Staircase

57 Floor guide

58 Microfilm reader

59 Newspapers

60 Official Newspapers in gazettes reduced size edition

61 Reception Counter

62 Entrance

63 Locker Room

64 Staircase

65 Elevator

66 Search terminals

67 Booking terminal

68 New arrivals

69 Search terminals

70 Booking terminal

71 New arrivals

72 Search terminals

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74 New arrivals

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134 New arrivals

135 Search terminals