

## Reference Service

- Assistance is given to locate necessary materials and information in response to inquiries pertaining to research or regarding materials.
- Inquire at the Reference Counter and the Children's Room Counter for advice on materials for children, young adults and children's reading activities.
- Inquiries are also accepted by telephone, letters, and email. Phone: 042-359-4020 (For inquiries on children's reading activities, call 042-359-4109) Please send inquiries by email reference application form. URL <https://www.library.metro.tokyo.lg.jp/search/service/reference/>



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

## Photocopying 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 Photocopying Service Counter.
- 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/](https://www.library.metro.tokyo.lg.jp/guide/registrants_service/)



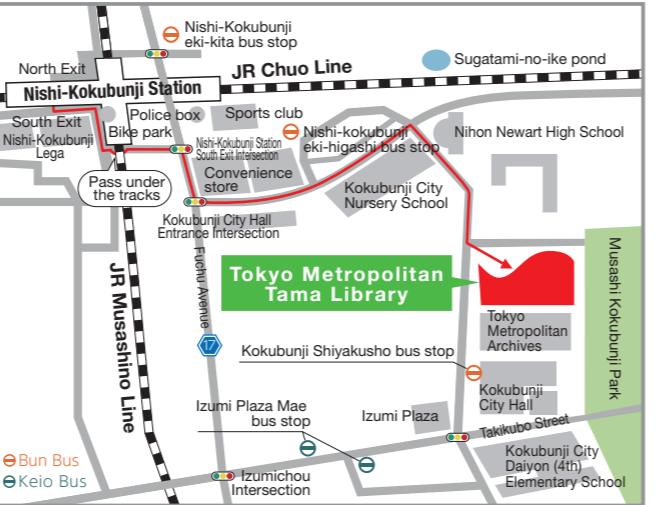
## Support for the Disabled Users

- For the Visually Impaired people
  - The library provides face-to-face reading service (reservations required) and loans of recorded and braille materials by mail (registration required). Inquiries: Person in charge of services for the visually impaired
  - Audio and magnifying reading aids, large-print books, and other aids are also available.
- For the Hearing or Language-Impaired people
  - The library provides assistance through written communication at the Reference Counter and the Children's Room Counter.
  - 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 General Information Counter.

## Library Requests

- Please refrain from eating or drinking (items brought with you) inside the library except in the Cafe Lounge. However, beverages in screw-top bottles or in other spill resistant containers are permitted.
- Unauthorized photography is prohibited. If you wish to take photos inside the library, consult the library staff at the Reference Counter.
- Please talk on cellular phones only in the Telephone Area.

## Location and Directions



### 【How to get to the Library】

- 7-minute walk from South Exit of Nishi-Kokubunji Station, JR Chuo Line/Musashino Line
- 5-minute walk from Izumi Plaza Mae bus stop of the Keio Bus Tera 85 route
- 3-minute walk the Kokubunji Shiyakusho bus stop of the Bun Bus Manyo-Keyaki Route, Kitamachi Route, and Hiyoshi-cho Route
- There is a pay parking lot that is open 24 hours a day (space for 18 regular cars and 3 motorcycles). Other than these, two parking spaces are reserved for disabled users. Since the space available for vehicles is limited, the use of public transportation is recommended for visiting the library, whenever possible.

Address 2-2-26 Izumi-cho, Kokubunji-shi, Tokyo 185-8520

Phone 042-359-4020

URL

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



## SNS

Facebook



[tmlibrary](https://www.facebook.com/tmlibrary)

X (formerly Twitter)



[@tocho\\_kyoiku](https://twitter.com/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/](https://www.library.metro.tokyo.lg.jp/mail_magazine/)



## Guide to the Tokyo Metropolitan Central Library



One of the largest public libraries in Japan with about 2.32 million materials in its collection

Address : 5-7-13 Minami-Azabu, Minato-ku, Tokyo 106-8575 (located inside the Arisugawa-no-miya Memorial Park)

Phone : 03-3442-8451 (main)

By Train : 8-minute walk from Exit 1 of Hiroo Station, Tokyo Metro Hibiya Line

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This printed material can be recycled into paper for printing.



# Tokyo Metropolitan Tama Library

## "Tokyo Magazine Bank" provides services that draw on the unique features of magazines & Services for Children and Young Adults promote children's reading activities



### Opening Hours

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

The library holds around 19,000 magazine titles as the "Tokyo Magazine Bank" and 280,000 materials for children and young adults. 6,000 magazine titles, published over the past year, are displayed on open racks, and around 100,000 materials are available for viewing. Other back issues are kept in the closed stacks, but are available for viewing upon request.

## Entering the Library

- Please obtain a reader's card at the General Information counter. 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.  
\*There are no baggage restrictions for those under primary school students or those with infants.

## Leaving the Library

- Please return all materials before leaving. 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.
- Please return the reader's card at the General Information counter.

## Use of Library Materials

- Materials available in reading rooms can be freely taken anywhere in the library for reading.
- 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.
- To enter the Open Stacks, storage room, make a request at the Pick-up/Return Counter.
- We do not provide the loan service.

## Use of Online Database Seats and Internet Seats

- Make a reservation using a booking terminal located inside the library.
- Online database seats and internet seats are available for up to a maximum of 60 minutes 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 booking system.

## Use of PCs and Wi-Fi

- You can use your own laptop at all seats in the reading rooms and cafe lounge.
- TOKYO FREE Wi-Fi (registration required) is available for use in the reading rooms.

## 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.

## Group Reading Room

- This room is available for conducting group research while utilizing the materials of the library.
- Reservations for exclusive use are also available. (Applications are accepted from one month in advance up until the day before the desired date of use.)

## Use of Seminar Rooms (pay rental facility)

- This room can be used for lectures, seminars, etc. for an audience of up to about 200 people. For reservations and inquiries: General Information Counter or call 042-359-4021

## 1 General Information

Provides general information about the library. Please obtain a reader's card here when entering the library. Seminar rooms can be booked here.

## 2 Exhibition Area and Exhibition Wall

This area is used to hold exhibits on various themes using materials from the collections of the Tama Library.



## 3 Magazine Area

As a "Tokyo Magazine Bank", our library maintains a total of approximately 6,000 titles of magazines in the magazine area and Open Stacks featuring issues from the past year up to the latest issue. In addition, the library holds back issues of approximately 19,000 magazines. Dozens of consecutive issues of magazines in the archive may be used all at once.



## 4 Search and Internet Area

Search the library collection, browse the internet, and the use of more than 30 online databases.

## 5 Pick-up/Return Counter

The Pick-up/Return Counter is where you pick up and return materials from the closed stacks.

## 6 Group Reading Room

This room can be used for group study and research activities using materials in the library. The room can be booked for private use. (Applications are accepted from one month in advance up until the day before the desired date of use.)



## Promotion of Children's Reading Activities

### Assisting People Involved in Children's Reading

The library accepts requests for consultations from people involved in children's reading and to provide support for research.

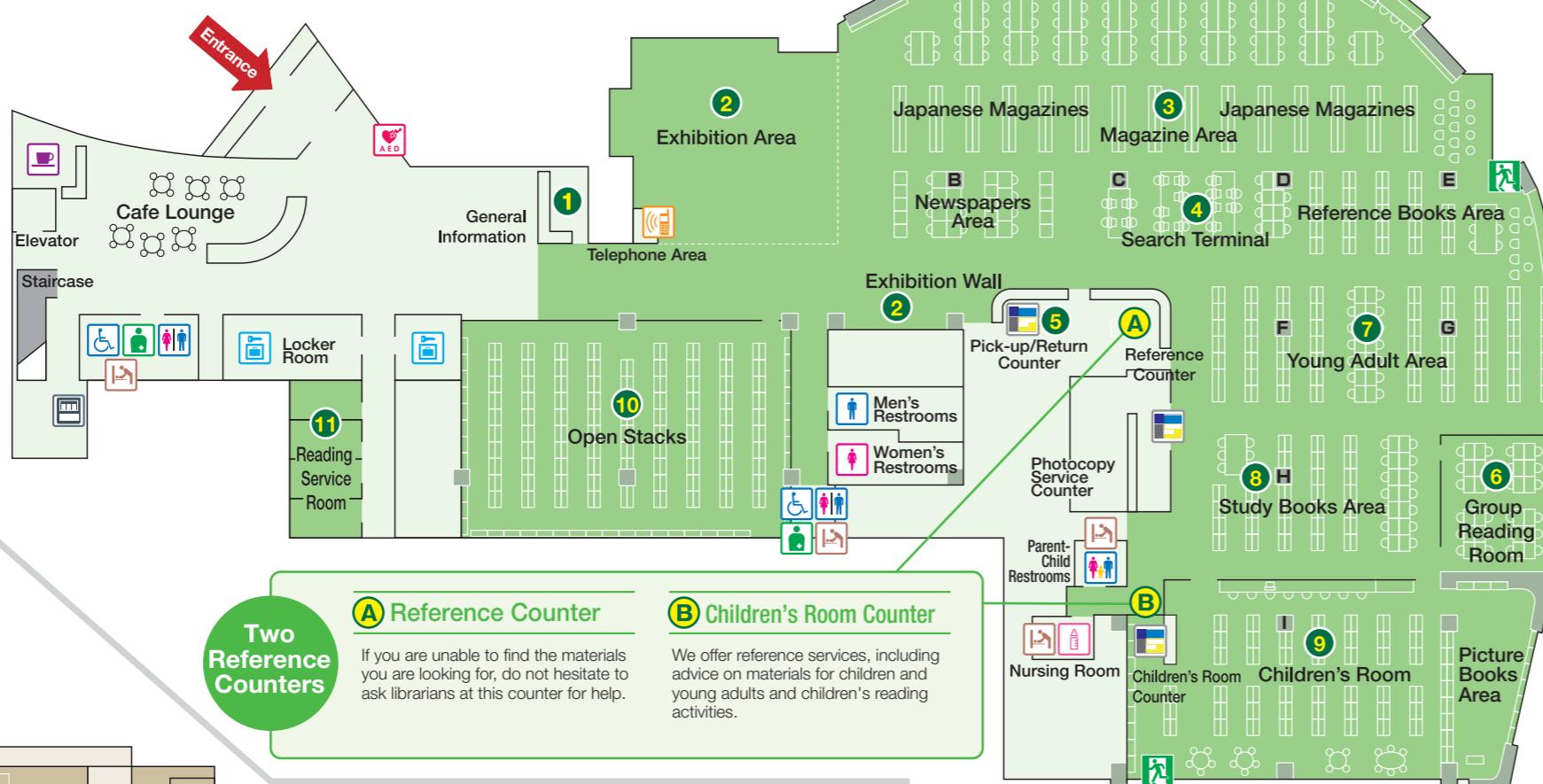
### Assisting Children's Reading

Each of the books in the Children's Room is carefully selected by librarians, who review the contents. The library also holds events such as Story Sessions.

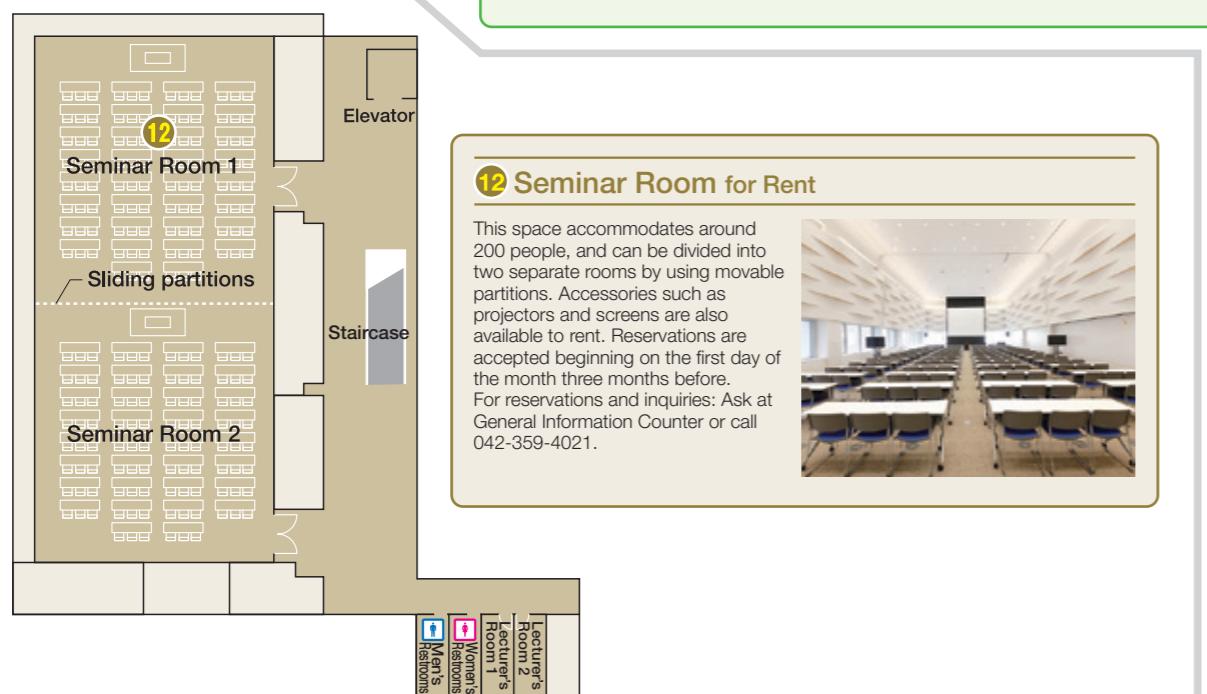
### Assisting Schools

The library creates materials to support reading activities in schools. Groups of visitors, such as a class, are welcome to the use the library for inquiry learning and other purposes.

# 1F



# 2F



## 12 Seminar Room for Rent

This space accommodates around 200 people, and can be divided into two separate rooms by using movable partitions. Accessories such as projectors and screens are also available to rent. Reservations are accepted beginning on the first day of the month three months before. For reservations and inquiries: Ask at General Information Counter or call 042-359-4021.



## 11 Reading Service Room

Provides face-to-face reading services and produces talking materials for the visually impaired and others. A reading aid called "Yomube-e" is available for converting printed materials into speech and enlarging the print.

## 12 Electronic Bulletin Board

When the requested archive materials or copies are ready, the number of your reader's card will be displayed. Please receive your requested items from the appropriate counter.

## 10 Open Stacks

The Open Stack is open for entry and available for use. There are magazines not available in the reading rooms, as well as a year's worth of new children's books and the like. A large amount of picture books is also featured there. Visitors are requested to apply for entry at the Pick-up/Return Counter.



## 9 Children's Room

The library has picture books, story books, books on knowledge and children's books in foreign languages, etc. There is also a "Picture Books Area", where children may have books read out loud.



## 16 mm Movie Films

The library holds about 9,400 reels of 16 mm movie films. These are lent out to registered organizations in Tokyo and screened in the library.

- Men's and women's restroom
- Locker
- Parent-child restroom
- Telephone area
- Wheelchair accessible restroom
- Ostomate-friendly restroom
- AED (automated external defibrillator)
- Diaper changing table
- Emergency Exit
- Nursing room
- Vending machines
- Electronic bulletin board