

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
URL: https://www.library.metro.tokyo.jp/english/how_to_use/reference/



Please send inquiries by email reference application form.

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.
- *See Photocopy Service Information in the library for details.

Registered Users Service

- Registered users can reserve items to view at the library, sign up to be notified about new arrivals, and more online.

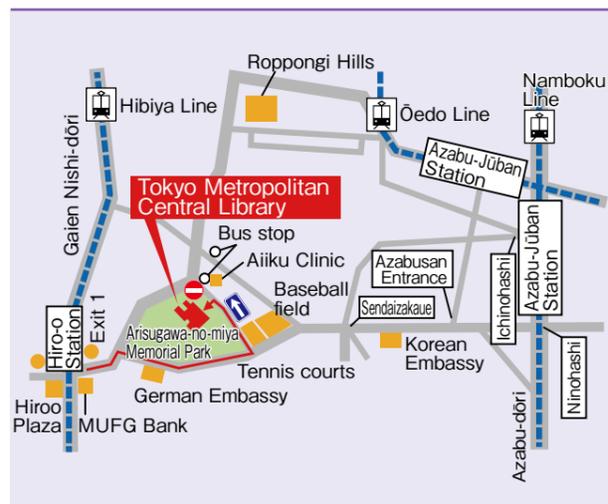
Support for the Disabled

- For the Visually Impaired
 - The library provides face-to-face reading service (reservations required) and loans of recorded and braille materials by mail (registration required).
 - Inquiries: Service room for the visually impaired (3rd floor)
 - Magnifying reading aids, large-print books, enlarged manuscripts, and others are also available.
- For the Hearing or Language-Impaired
 - The library provides assistance through written communication at the General Information Counter (1st floor).
 - The library accepts inquiries by facsimile or email (registration required).
- Wheelchair loan service
 - Please make a request at the Reception Counter (1st floor).

Library Requests

- Phone use is permitted only in the designated areas: Locker rooms (1st floor), phone usable area in elevator hall on each floor except the 5th floor, in the Group Study Room and Cafeteria (5th floor)
- Eating is not permitted in the reading room. However, beverages in screw-top bottles or in other spill resistant containers are permitted.
- Taking photos of materials in the library without permission is prohibited. If you wish to take photos inside the library, inquire at the General Information Counter (1st floor).

Location and Directions



【How to get to the Library】

- Tokyo Metro Hibiya line — 8-minute walk from Exit 1 of Hiroo station — 20-minute walk from Roppongi station
- Tokyo Metro Namboku line — 20-minute walk from Azabu-Juban station
- Toei Oedo line — 20-minute walk from Azabu-Juban station — 20-minute walk from Roppongi station
- Toei Bus Hashi Route 86 (Meguro station - Shinbashi station/Tokyo Tower) — 2-minute walk from Aikku Clinic stop
- Minato City community bus — 2-minute walk from Aikku Clinic stop #97 of the Azabu-Nishi route
- A parking lot is available for 20 cars, plus 2 spaces for the disabled. Parking spaces are limited, so use public transport if possible.

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

Phone 03-3442-8451

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



SNS

Twitter

Tokyo Metropolitan Library on Twitter
Username
@tm_library



Facebook

Tokyo Metropolitan Library on Facebook
Account name
tmlibrary



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 2.1 million books



Opening Hours

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

(Special Collection 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 ▶ Once a 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 2.1 million volumes, around 360,000 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. This card must be presented when requesting materials stored in the closed stacks or using 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 go off. If this happens, our library staff will check your belongings.
- Please return the reader's card at the reception counter.

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 catalogue.
- Requests to view newspapers and magazines and journals in the closed stacks can be made by printing out the call slip with the necessary information completed, or by filling out the call slip for materials provided in the library. Submit the call slip to the Pick-up/Return Counter (1st floor).
- We do not provide the loan service.

Using Online Databases and e-books

- More than 30 online databases are available in which you can search for newspaper articles, court precedents, corporate information, and more.
- You can use a computer for up to 30 minutes. If no one else is waiting, you can get an extension.
- Dedicated tablets for reading e-books are available inside the library.

Use of PCs, Wireless LAN, and Wi-Fi

- Laptops can be used on all the floors except in the 5th floor reading room.
- Internet access is available for users who have contracts with wireless LAN service providers (docomo Wi-Fi, BB Mobile Point, or au Wi-Fi) at all seats on the 4th floor.
- FREE Wi-Fi & TOKYO (a free wireless LAN service) is available at all seats from the 1st through 4th floors, the Research Room (5th floor), the Group Study Room (5th floor), the entrance, the cafeteria, and other areas.

Using the Research Room (5th floor)

- Please obtain a carrel number card at the Floor Guide (1st floor).

Using the Group Study Room (5th floor)

- This space is available to groups using library materials to support their studies or research.

The Tokyo Metropolitan Central Library is a treasure house of knowledge surrounded by the greenery of Arisugawa-no-miya Memorial Park. It has approximately 2.1 million volumes, including some 360,000 volumes in open stacks, about 900 reading seats, and online databases.

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.



5 Café



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.



8 Central Hall

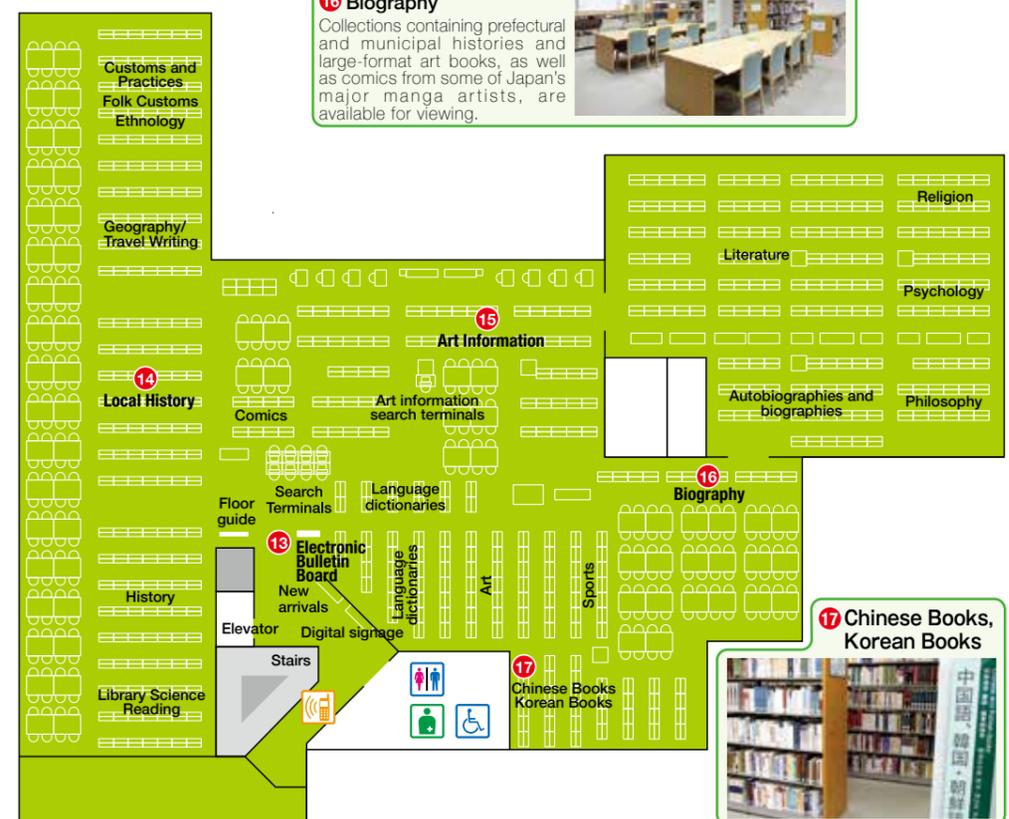


Library catalogues, online databases, and computers connected to the Internet are provided. Phone directories from across the country and residential maps of Tokyo and neighboring prefectures are also available for viewing.

9 Exhibitions Section
Exhibitions to prepare for the Olympic and Paralympic Games Tokyo 2020
•Olympic and Paralympic Games
•Tradition and Culture of Japan
•Books on Japan



3F Humanities Room



14 Local History
15 Art Information Comics
16 Biography
Collections containing prefectural and municipal histories and large-format art books, as well as comics from some of Japan's major manga artists, are available for viewing.



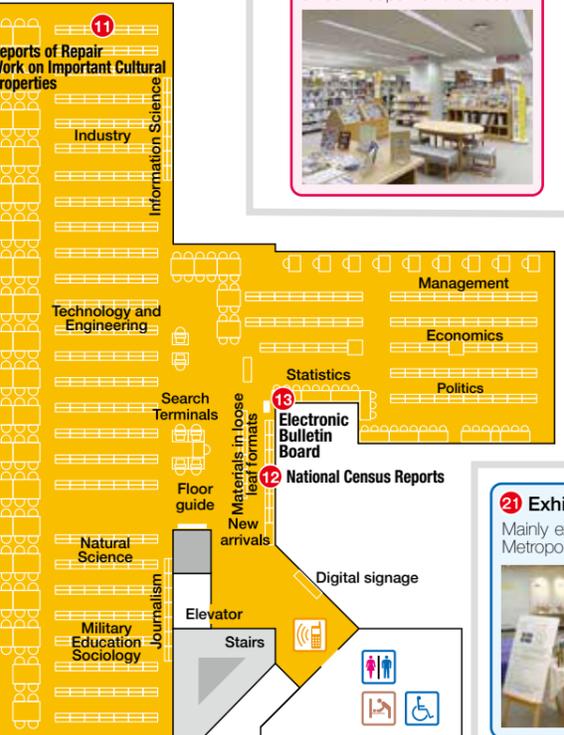
2F Social Science and Natural Science Room

11 Reports of Repair Work on Important Cultural Properties



12 National Census Reports

13 Electronic Bulletin Board
When your requested materials are ready to be picked up, your reader's card number will be displayed on the blue screen of the electronic board on each floor.
When the copies are ready, your order number will be displayed on the yellow screen.

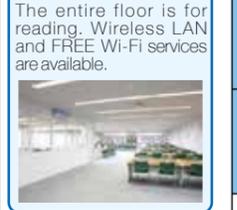


10 Information on Tokyo and Cities around the World
In addition to a wide variety of materials on Tokyo, materials and information related to cities in Japan and abroad.

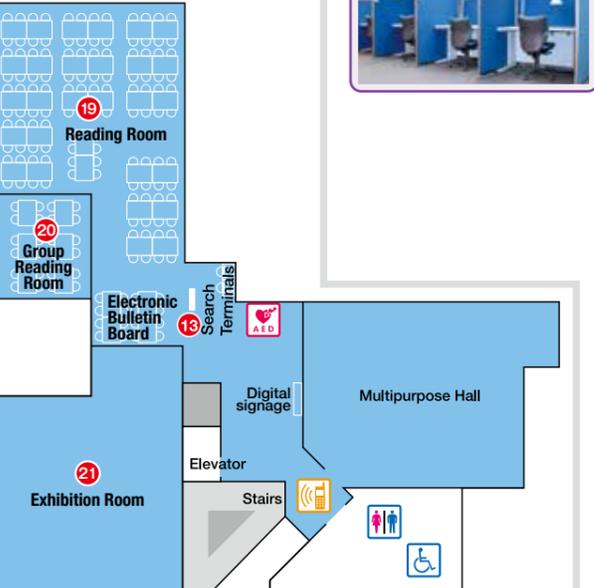


4F Exhibition Room, Multipurpose Hall, Reading Room, and Group Reading Room

19 Reading Room
20 Group Reading Room
The entire floor is for reading. Wireless LAN and FREE Wi-Fi services are available.



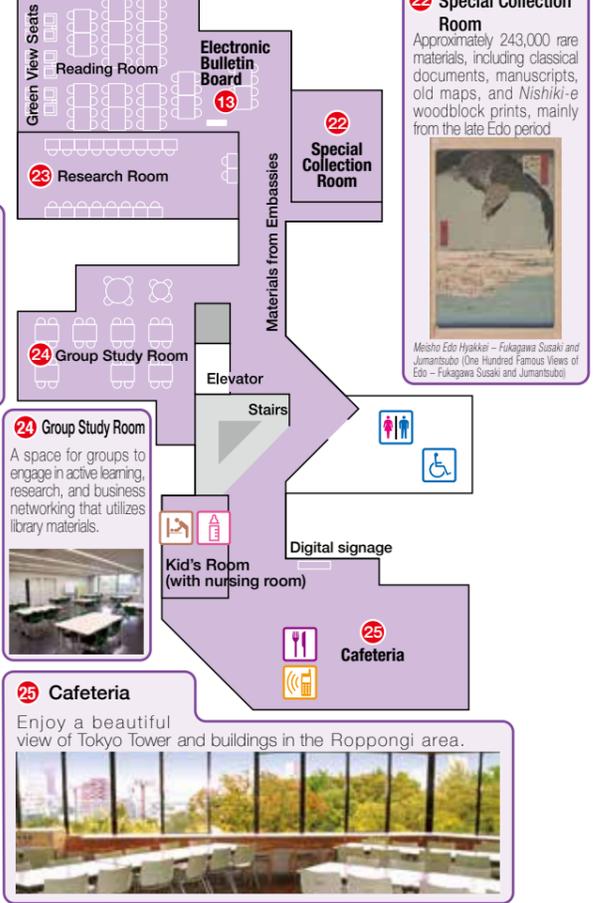
21 Exhibition Room
Mainly exhibits materials of the Tokyo Metropolitan Library.



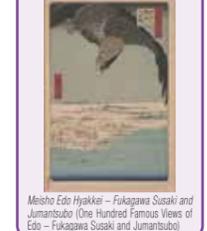
23 Research Room
There are nineteen carrels with power supply and desk lamp.



5F Special Collection Room, Reading Room, Research Room, Group Study Room, Cafeteria, Kid's Room



22 Special Collection Room
Approximately 243,000 rare materials, including classical documents, manuscripts, old maps, and Nishiki-e woodblock prints, mainly from the late Edo period.



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



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



- 5F**
- Special Collection Room
 - Reading Room
 - Research Room
 - Group Study Room
 - Cafeteria
 - Kid's Room



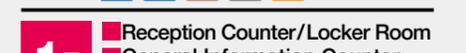
- 4F**
- Exhibition Room
 - Multipurpose Hall
 - Reading Room
 - Group Reading Room



- 3F**
- Humanities Room
 - Library Science, Philosophy, History, Geography, Customs and Practices, Folk customs, Ethnology, Art, Sports, Languages, Literature, etc.
 - Local History
 - Biography
 - Art information and Comics
 - Chinese Books, Korean Books
 - Service Room for the Visually Impaired



- 2F**
- Social Science and Natural Science Room
 - Information science, Politics, Economics, Public Finance, Statistics, Sociology, Education, Mathematics, Physics, Chemistry, Astronomy, Geology, Biology, Manufacturing, Agriculture, Forestry, and Fisheries, Commerce, Transportation, Communications, etc.



- 1F**
- Reception Counter/Locker Room
 - General Information Counter
 - Pick-up/Return Counter
 - Photocopy Service Counter
 - Information on Tokyo and Cities around the World
 - Business Information
 - Legal Information
 - Health and Medical Information
 - Collection of Patient Journals
 - Newspapers
 - Comics
 - Audio & Video Materials Section
 - Central Hall
 - Search Terminals (Internet and online databases)
 - Exhibitions
 - Café

