

## Reference Service

- Assistance is given to locate necessary materials and information in response to inquiries pertaining to research or regarding materials.
- Please visit the Reference Counter if you have questions on magazines and journals, literature, etc. and the Children's Room Counter for advice on materials for children and youths 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)  
URL: [https://www.library.metro.tokyo.jp/english/how\\_to\\_use/reference/](https://www.library.metro.tokyo.jp/english/how_to_use/reference/)



Please send inquiries by email reference application form.

## 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.  
\*Please see Photocopy Service Information 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: Person in charge of services for the visually impaired
  - Audio and magnifying reading aids, large-print books, and others are also available.
- For the Hearing or Language-Impaired
  - 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 (For the facsimile registration required).
- Wheelchair loan service
  - Please make a request at the General Information Counter.

## Library Requests

- Please refrain from talking on cellular phones except for in the Telephone Area.
- Please refrain from eating or drinking inside the library except in the Café Lounge. However, beverages in screw-top bottles or in other spill resistant containers are permitted.
- Please refrain from taking photos of materials in the library without permission. If you wish to take photos inside the library, consult the library staff at the Reference Counter.

## 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 stop of the Keio Bus Tera 85 route
- Bun-Bus, Manyo-keyaki-Route, Kitamachi-Route, Hiyoshicho-Route Nishikokubunjekihigashi exit, 4minutes' walk
- A pay parking lot (open 24 hours) is available for 18 cars and 3 motorcycles, plus 2 spaces for the disabled. Parking spaces are limited, so use public transport if possible.

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

**Phone** 042-359-4020

**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 Central Library



**The Tokyo Metropolitan Central Library is one of the largest public libraries in Japan with about 2.1 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

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

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# 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 ▶ Once a month**

**Special inventory period ▶ 12 days or less a year**

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

The Tokyo Metropolitan Tama Library has approximately 18,000 titles of magazines and 240,000 materials for children and Young Adults. Of these, about 6,000 titles of magazines published over the past one year and 85,000 materials are available in open stacks. Other materials, including back issues, are kept in closed stacks and are available for viewing upon request.

## Entering the Library

- Please obtain a reader's card at the General Information. This card must be presented when requesting materials stored in the closed stacks or using online databases.
- Please leave big baggage in the locker.  
\* There are no baggage restrictions for those under primary school students and those with infants.

## Leaving the Library

- Please return all library materials before you leave the library. If you exit through a security gate with any of library materials, an alarm will go off. If this happens, library staff will check your belongings.
- Please return your reader's card upon leaving.

## Use of Library Materials

- Materials held 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 catalogue.
- You can request to see newspapers and magazines in storage by completing the necessary information on the Request Form on a library directory computer and printing it out or by filling out the Request Form for Materials provided in the library. Submit your form to the Issue/Return Counter.
- To enter the open-stack storage room, make a request at the Issue/Return Counter.
- 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

- You may use your own laptop at all seats in the reading rooms and café lounge.
- FREE Wi-Fi & TOKYO (Free wireless LAN service) is also available.

## Group Reading Room

- This room can be used for group to study and research activities using the materials in the library.
- The room can be, divided into two rooms.

## Seminar Room

- 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

Tokyo Magazine Bank has a total of about 6,000 titles of magazines in the magazine area and open stacks, from the latest issue to the past year. In addition, back issues of about 18,000 titles are stored in closed stacks. Several dozen serial issues of a magazine and journal can be used at one time.



### 4 Search, Internet Area

You can search the catalogues, brows internet, and use more than 30 online databases.

### 5 Issue/Return Counter

The Issue/Return Counter is where you pick up and return materials from the closed stacks, and make requests for the use of online databases and computers with Internet connection.

### 6 Group Reading Room

This room can be used for group to study and research activities, using materials in the library. The room can be booked for private use. (Applications are accepted from a month in advance up to the previous day.)



## Promotion of Children's Reading Activities

### Assisting People Involved in Children's Reading

The library accepts inquiries from children and people engaged in children's reading and supports their research activities. The library also provides training, including offering sessions on reading books to children.

### Assisting Children's Reading

Materials in reading rooms are carefully selected by checking the content of each. The library also holds story hours, workshops, and other events.

### Assisting Schools

The library produces materials that assist in reading activities in schools and research-based learning activities. Classroom groups can visit the library to conduct activities.

### 7 Young Adult Area

Approximately 23,000 materials, including books and study materials useful for young generations, especially junior high and high school students



## Unique Collections

### First Issues Collection

This is a special collection of 8,000 first issues of magazines published in different genres from 1877 up to the present day. This collection is still expanding.

### Yuzo Yamamoto Collection

This collection contains 13,500 books and 300 different magazines that belonged to novelist and playwright, Yuzo Yamamoto (1887-1974). It includes valuable materials on the Japanese language and books including his handwritten notes.

### 8 Study Books Area

About 10,000 volumes of studies and materials related to children's books and reading



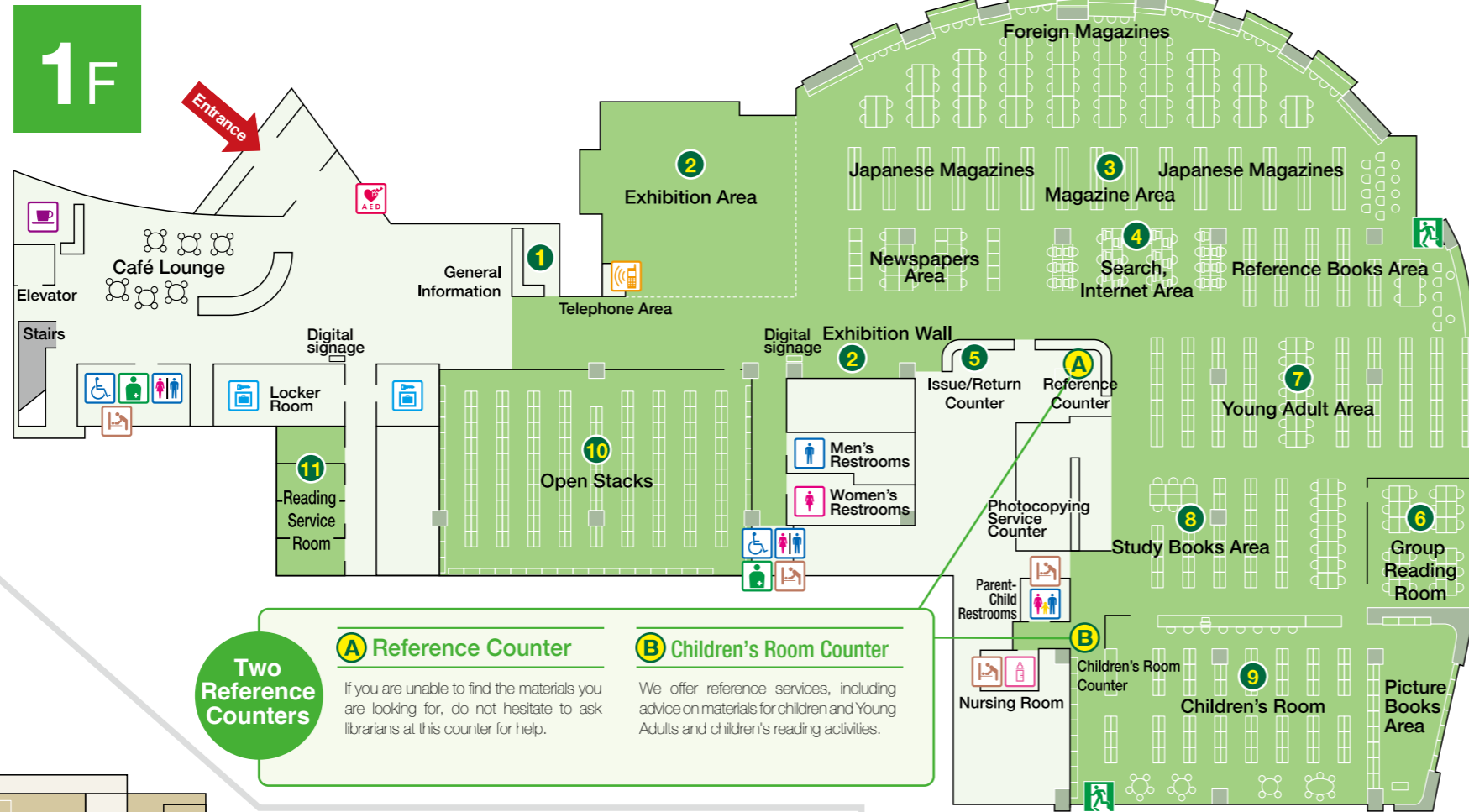
### 9 Children's Room

Holds around 13,000 picture books, story books, knowledge books, children's books in foreign languages, etc. A Picture Books Area, designed as a space to read books to children, is also available. There are many valuable materials from the Meiji and Taisho eras in storage, as well as children's books that are not available anywhere else.



### 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.



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Two Reference Counters

#### A Reference Counter

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

#### B Children's Room Counter

We offer reference services, including advice on materials for children and Young Adults and children's reading activities.

### 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.

### 10 Open Stacks

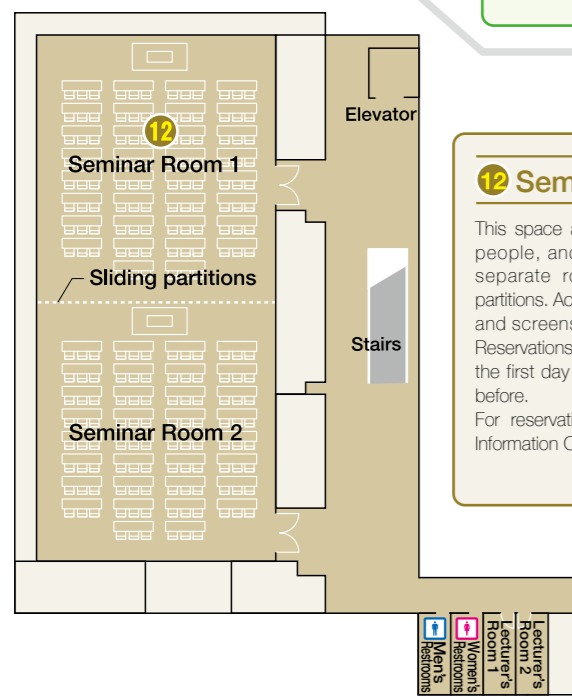
Magazines and journals not displayed in the reading rooms can be accessed by entering the room. Children's books published over the past one year (about 4,500 volumes) are available in the Selected Books Corner. Numerous picture books are also available. To enter this room, make a request at the Issue/Return Counter.



### 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: General Information Counter or call 042-359-4021



- Men's and women's restroom
- Parent-child restroom
- Wheelchair accessible restroom
- Ostomate-friendly restroom
- Diaper changing table
- Nursing room
- Locker
- Telephone area
- Café
- AED (automated external defibrillator)
- Emergency exit