

Guide to each floor

() are number of reading seats

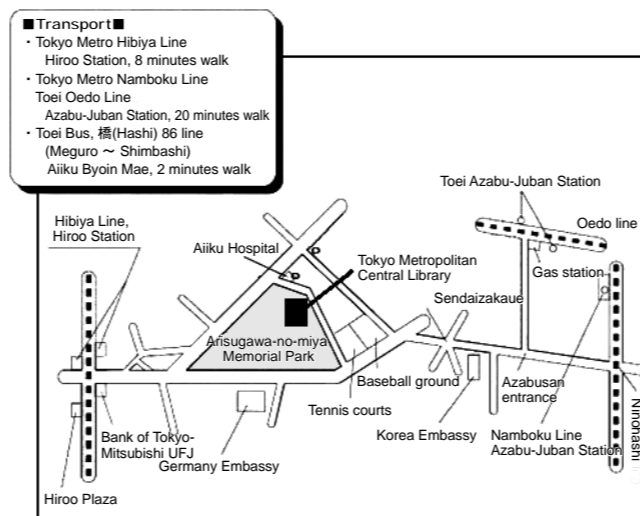
	Room name, etc.	Major collections, etc.
5th floor	Special Collections Room (10 seats)	Mainly Japanese & Chinese documents from the Edo & Meiji periods (the Tokyo Collection, the Kaga Collection, the Morohashi Collection, the Kawada Collection, the Ichimura Collection, the Inoue Collection, the Saneto Collection, the Watanabe Tosui Old Letters Collection, Special Acquisitions Collection, the Kondo Maritime Collection, the Seien Rongo Collection, the Nakayama Taro Documents Collection, the Kiko Collection, etc.)
	5th floor Reading Room (76 seats)	
	Seminar Room	
	Audio-Visual Room (24 seats)	History, traditional technologies, natural phenomena, dialects, Tokyo: Video tapes, laserdiscs, CDs, DVDs, etc.
	Cafeteria	Business Hours: See page 4
	Smoking Room Mobile phone Corner	(No smoking in library, except for Smoking Room)
4th floor	4th floor Reading Room (144 seats)	Wireless LAN seats Permanent exhibits, temporary exhibits
	Gallery	
	Group Reading Room (24 seats)	
	Multipurpose Hall	
3rd floor	Humanities Room (304 seats)	Library and Information Sciences, Philosophy, History, Geography, Customs, Art, Sports, Language, Literature, etc. • Local History Corner • Biographical Information • Art Information • Chinese & Korean language materials
	Information Hotline Service Room for the Visually Impaired	You can call a librarian by phone directly. Materials for the visually impaired (sound recordings, Braille documents)
2nd floor	Social and Natural Sciences Room (204 seats) Information Hotline	Information Science, Political Science, Economics, Public Finance, Statistics, Sociology, Education, Natural Sciences, Engineering, Agriculture, Forestry, Commerce, Transport, Communication Services, etc. You can call a librarian by phone directly.
1st floor	General Information Counter Issue/Return Counter Photocopying Service Counter Center Hall (32seats)	Reception hours: See page 3 • Search Corner, Internet, Online databases • Reference Book Corner • Telephone Directories, Detailed Maps of Tokyo
	Business Information Corner	Information on companies, industries, and overseas business
	Legal Information Corner	Laws, ordinances, judicial precedents, etc.
	Health and Healthcare Information Corner (29seats)	Medical, health, and pharmaceutical sciences • Library of Health Struggles
	Newspaper Corner (32seats)	Newspapers (national, local, industry), Newspaper reduced-size edition, Official gazette, etc.
	Information Corner on Tokyo and Other Cities (30seats) Information Hotline Locker room	Government documents issued by Tokyo, and by cities, towns & villages in Tokyo. Books, Newspapers, Magazines of Tokyo & other cities in Japan & overseas. • Information Corner of Schools in Tokyo. You can call a librarian by phone directly.

*PC seats are in Reading Rooms on floors 1 to 4.

Materials for children, Study books, Patent journal, and Financial statements are not in the collection.

(Materials for children and youth are in Tokyo Metropolitan Tama Library)

Map



Opening Hours

- Monday ~ Friday 10:00 ~ 21:00
- Saturday, Sunday, Holidays 10:00 ~ 17:30

However,

Special Collections Room	10:00 ~ 17:30
Audio-Visual Room	13:00 ~ 17:30
Saturday, Sunday, Holidays	10:00 ~ 17:30

Library Holidays

- Library sorting day : 1st Thursday monthly (If library is closed that day, 2nd Thursday)
- Facilities maintenance day : Once monthly (dates vary irregularly)
- Special sorting period : At most 12 days per year
- New year holiday : December 29 to January 3

*For details, see "Tokyo Metropolitan Library Calendar".

Library materials are not available for loan.

Metropolitan Library Homepage

<http://www.library.metro.tokyo.jp/>

You can search the Metropolitan Library collection.

Also provides holidays, various notices, and other information useful for investigation.

Access by mobile phone

Check holidays by i-mode <http://www.library.metro.tokyo.jp/i/>

Search collection by i-mode, EZweb, Yahoo! Keitai

<http://metro.tokyo.opac.jp/mobile/>

Mobile phone site here



E-mail magazine here



Please register

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石油系溶剤を含まないインクを使用しています



Tokyo Metropolitan Central Library strives to "gather and provide information". As a library useful in surveys, research, and resolving issues for all residents, we provide services building "strength to pioneer the future".

We also provide inter-library services to other public libraries within Metropolitan Tokyo.

Please use our library together with your neighborhood library.

Collections	Books: About 1.75 million (including yearbooks and annual reports)
	Newspapers & Magazines: About 7000 titles
	CDs, DVDs, online databases

Tokyo Metropolitan Central Library

5-7-13 Minami Azabu, Minato-ku, Tokyo 106-8575
(in Arisugawa-no-miya Memorial Park)

03-3442-8451 (main number)

When entering the library

☆ Please receive a **Reader's Card** at the Entrance Desk.

You need a Reader's Card to borrow library materials from the closed stacks, or to use a PC, etc. Please keep it with you.



<Reader's Card>

☆ If you have a bag larger than A4 size, please place it in a locker.

Use of Library materials

☆ You can use our OPAC to search for materials. If you need help using it, please ask **the staff**

☆ You are free to take **materials to Reading Rooms on other floors**. But materials in the Special Collections Room and in the Audio-Visual Room (5th floor) can only be used in those rooms.

☆ **To use materials in the closed stacks**

- As for books, request by our OPAC.
- As for newspapers and magazines, output a "Call Slip" from our OPAC, or write the titles on a prepared "Call Slip", and request them at "Issue / Return Counter" on the 1st floor.
- As for Chinese and Korean language materials, write the required information on a prepared "Call Slip", and give your request to "Issue/Return Counter" on the 1st floor.
- Even if only 1 item is ready, your Reader's Card number will appear on the electronic signboard. Receive it at the 1st floor "Issue / Return Counter".

☆ **Library materials are not available for loan.**



When you do not know how to search

☆ We answer your questions on how to search materials. Please ask for help at the "General Information Counter" on the 1st floor.

☆ You can use **the Information Hotline** on floors 1, 2, and 3 to call a librarian directly.

☆ We receive your questions by telephone, letter, or e-mail.

Use of Internet & online databases

☆ Maximum 30 minutes use each time. If there is nobody scheduled next, you can continue using it. You can use it maximum 3 times a day.

☆ Place: 1st floor, Center Hall, and Special Information Services corners.

Use of Wireless LAN (4th floor)

☆ You can connect your laptop to the Internet, only if you have already made a contract with the wireless LAN service provider.

Group Reading Room (4th floor)

☆ Please use this room for group study or survey research activities while using library materials.

☆ If 15 people or more will use the room, be sure to reserve it at least 1 day before.

☆ You can use the room up to 2 hours.

Photocopying Services (1st floor)

Photocopying services are available only for the materials of the Library's collections. All photocopying is subject to copyright law and other restrictions.

Output an "Application Form" by our OPAC, or by the copy request printing PC. Write the pages to copy etc., and submit your request with the material to "Photocopying Services Counter".

Reception hours	Monday ~ Friday 10:00 ~ 20:00 Saturday, Sunday, Holidays 10:00 ~ 16:30 *It is very busy near closing time, so please request early.
Fee for copies by staff (per page, includes consumption tax)	Electronic copy (black & white) B5, A4, B4, A3 25 yen
	Enlarge / shrink copy (Part enlarge or shrink not possible) B5→A4, B5→B4, A4→B4, A4→A3 25 yen
	Color copy A4, B4, A3 130 yen
	Print from online database, CD-ROM, etc. A4, A3 25 yen
	Copy from microfilm A4 70 yen A3 90 yen
When your photocopies are ready, your order number will appear on the electronic signboard.	

Coin-operated self-photocopying services	Electronic copy (Please copy by yourself)	black & white	B5, A4, B4, A3	10 yen
		color	A4, B4, A3	50 yen
Materials which can be copied				
1 Magazines: Since 2001. But not the latest magazine, nor bounded magazines.				
2 Books: Books on open shelves, etc. For details, please see signs in the library.				



Manners

☆ **Please do not:**

- Whisper or use a mobile phone except permitted places
- Eat, drink, or smoke in Reading Rooms

☆ **Permitted Places:**

Mobile phone : 1st floor locker room, Mobile phone Corner on 5th floor

Eat & drink : Cafeteria on 5th floor

Smoking : Smoking Room on 5th floor

PC, etc. : PC space in Reading Rooms on floors 1 ~ 4

When leaving the library

☆ Return all materials before leaving the library. Return your Reader's Card to the Entrance Desk when leaving.

☆ If you pass the 1st floor exit gate while carrying our library's materials, a buzzer sounds. When this happens, we will look in your bags. Please acknowledge it.

☆ You cannot temporarily leave the library with your bags left behind. Once you leave the library, you must reapply for admission.

For physically handicapped people

The following services are available.

☆ For visually impaired

- Personal reading of library materials (Reservation system. Registration required.)
- Production and circulation of sound-recorded books and Braille books. Loans via post. (Registration system)
- Reading services of Braille magazines, public relations magazines, etc.
- PC for the visually Impaired, Voice reading devices, Magnified reading devices
Contact: Service Room for the Visually Impaired (3rd floor)

✳ **Magnified reading devices are prepared for people with weak vision. Large text books & magnified picture books are also available, so please ask 1st floor "General Information Counter" if you want to use them.**

☆ For hearing impaired or speech disorders

- Reference services (registration system)
We answer questions via fax or e-mail.
Contact: Service staff

• A "Questions Card" is available at the Entrance Desk, etc.
If you show this card at "**General Information Counter**" on **the 1st floor**, we can advise you by writing notes, etc.

☆ For people needing a wheelchair

- Request at the Entrance Desk.
- A wheelchair toilet is on each floor.

☆ An ostomate toilet is on the 3rd floor.

Cafeteria (5th floor)

Business hours Monday ~ Friday 11:30 ~ 19:30
Saturday, Sunday, Holidays 11:30 ~ 17:00

*You can use the Drinks Corner in the cafeteria until 30 minutes before the library closes.

Public phone (1st floor)

1st Floor Below stairs (2 phones).....ISDN & Silver Phone

Tokyo Metropolitan Tama Library Guide	
● Tokyo Metropolitan Tama Library	
Place :	In Tokyo Metropolitan Tama Education Center, 6-3-1 Nishiki-cho, Tachikawa-shi (190-8543) ☎042-524-7186 (dial-in)
Transport :	JR Tachikawa Station (south exit), 20 minute walk JR Nishi-Kunitachi Station, 10 minute walk Tama Intercity Monorail, Shibasaki-Taiikukan Station, 15 minute walk