

## Map to the Tokyo Metropolitan Tama Library



### 【Getting 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 83 or Tera 85 routes
- Bun-Bus, Manyo-keyaki-Route, Nishikokubunjekihigashi exit, 4minutes' walk

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

**Phone** 042-359-4020

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

**Tokyo Metropolitan Library**

Search



## Web services



Email newsletters



### Information on Registered Users Service

The Tokyo Metropolitan Library offers a variety of useful online services. Please visit our website for more information.

## SNS



Tokyo Metropolitan Library on Twitter  
Username  
@tm\_library



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 2.02 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 promotes 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

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



- For email inquiries, please apply through Email 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 by at least one hour before the library closes.  
\*Please see Photocopy Service Information for details.

## 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, etc. at the Reference Counter and the Children's Room Counter.
  - The library accepts inquiries by facsimile or email (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 Corner.
- Please refrain from eating or drinking inside the library except in the Café Lounge.
- 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.

**The Tokyo Metropolitan Tama Library has approximately 17,000 different magazines and 220,000 materials for children and Young Adults. Of these, about 6,000 different magazines published over the past one year and 82,000 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 receive a reader's card at the General Information. This card must be presented when requesting to see 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.
- Requests to see newspapers and magazines in the closed stacks can be made by printing out the Request Form with the necessary information completed, or by filling out the Request Form for Materials provided in the library. Submit the form to the Issue/Return Counter.
- To enter the open-stack storage room, make a request at the Issue/Return Counter.
- Individual users are not allowed to take materials out of the library.

## Online Databases

- Over 30 online databases can be used to search for newspaper articles, court precedents, corporate information, etc.
- In principle, you can use a computer for up to 30 minutes. If there is no other person waiting, its use can be extended.

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

## Seminar Room

- This room can be used for lectures, seminars, etc. for an audience of up to about 200 people.  
(Service fees, etc. are noted inside this brochure.)



### 1 General Information

Provides general information about the library. Please receive 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 special theme-based and long-term exhibits using materials from the collections of the Tama Library.



### 3 Magazine Area

The Tokyo Magazine Bank has over 6,000 different magazines published over the past one year in the magazine area and open stacks. In addition, back issues of about 17,000 different magazines are stored in closed stacks. Several dozen serial issues of a magazine and journal can be used at one time.



### 4 Search, Internet Area

Searching online catalogues, browsing the Internet, and use of over 30 different online databases are possible.

### 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 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 20,000 materials, including books and study materials useful for young generations, especially junior high and high school students



### 8 Study Books Area

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



## Unique Collections

### First Issues Collection

This is a special collection of 7,100 first issues of magazines published in different genres from 1877 up to the present day. This collection is still expanding.

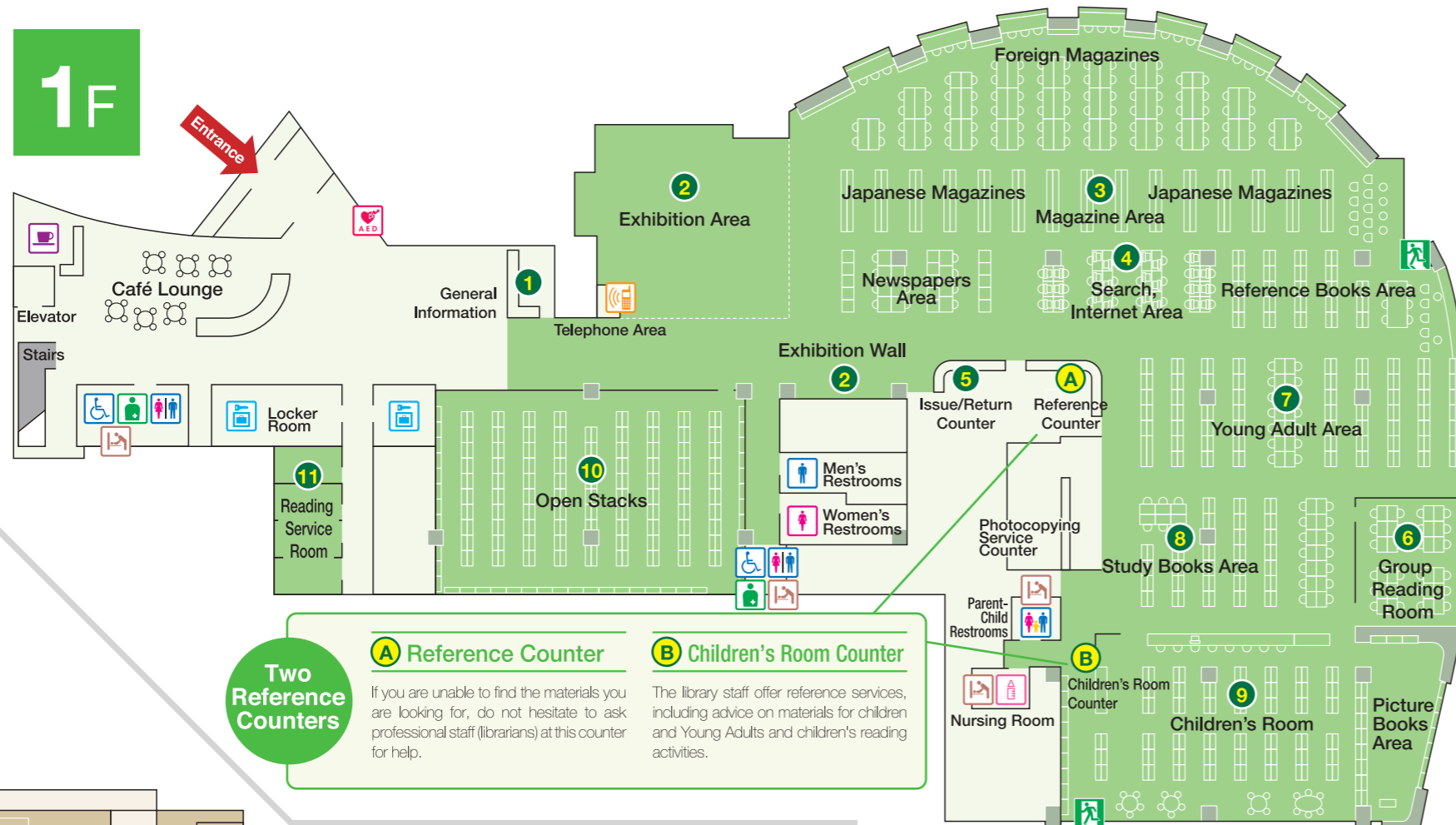
### Yuzo Yamamoto Collection

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.

### 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.

1F



Two Reference Counters

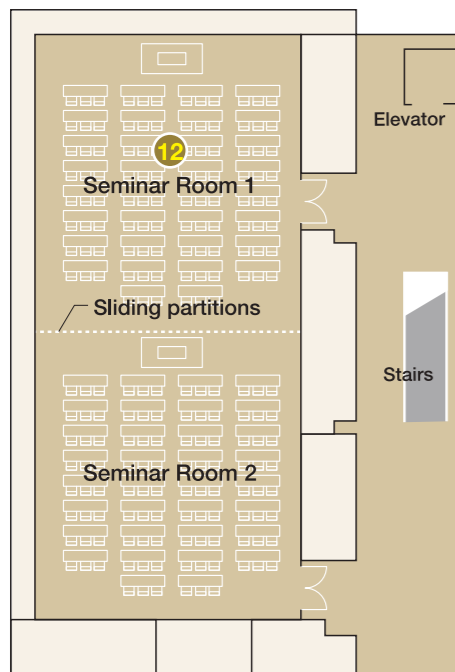
#### A Reference Counter

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

#### B Children's Room Counter

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

2F



### 12 Seminar Room

The room has walls made of timber from the Tama area and designed with acoustics in mind, making it both functional and stylish. Its 7-meter high ceiling gives a sense of spaciousness.



#### Rental fees for Seminar Rooms

|                                 | Morning   | Afternoon  | Evening   | Full day   |
|---------------------------------|-----------|------------|-----------|------------|
| Large seminar room (both rooms) | 8,100 yen | 10,800 yen | 8,100 yen | 27,000 yen |
| Seminar room 1                  | 4,200 yen | 5,600 yen  | 4,200 yen | 14,200 yen |
| Seminar room 2                  | 3,800 yen | 5,100 yen  | 3,800 yen | 12,800 yen |

- The room can be split into two separate rooms using sliding partitions.
- Reservations are accepted from the first day of the month, three months before the month when the rooms are used.
- Reservations/Inquiries: 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.

### 10 Open Stacks

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



- 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