Tokyo Metropolitan Central Library

One of the largest public libraries in Japan with 2.02 million books

Address: 5-7-13 Minami-Azabu, Minato-ku, Tokyo 106-8575
Phone: 03-3442-8451
URL: http://www.library.metro.tokyo.jp/

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.
- (Audio-Visual Room): 1:00 p.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

Web services
- 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: @tl_library
- Tokyo Metropolitan Library on Facebook: tl_library

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: S22-26 Burumicho, Kukishin-ku, Tokyo 185-8550
- Phone: 042-353-6020
- By train: 7-minute walk from South Exit of Nishi-Kukishin Station of the JR Chuo Line/Musashino Line

Published September 27, 2017
Reference Service

- Assistance is given to locate necessary materials and information in response to inquiries pertaining to research or regarding materials.
- Please feel free to ask at the General Information Counter (1st floor).
- Inquiries are also accepted by telephone, letters, and email.
  Phone: 03-3442-8451
  URL: http://www.library.metro.tokyo.jp/

For email inquiries, please apply through Email for Reference Service.

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 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: 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, etc., 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

- Please refrain from talking on cellular phones except for in the Locker Room (1st floor) and Cafeteria (5th floor).
- Please refrain from eating or drinking inside the library except for in the Cafeteria (5th floor).
- 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 General Information Counter on the 1st floor.

Of its total collection of 2.02 million volumes, around 350,000 materials are available in open stacks. Other materials are kept in closed stacks and are available for viewing upon request.

Entering the Library

- Please receive a reader's card at the reception counter. This card must be presented when requesting to view 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 carry large baggage in the locker.

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 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 Pick-up/Return Counter (1st floor).
- 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 from the 1st to 4th floors.
- Internet access is available for users who have contracts with wireless LAN service providers (docomo Wi-Fi, BS mobilepoint, or au Wi-Fi) at all seats on the 4th floor.
- FREE Wi-Fi & TOKYO (Free wireless LAN service) is available at all seats from the 1st to 4th floors; the entrance, cafeteria, and other areas.

Use of the Group Reading Room (4th floor)

- This room can be used for group study and research activities using materials in the library.
  (A group of 15 or more must reserve by one day in advance.)