National Diet Library Services Have Been Renewed

The National Diet Library's services have been improved, for example by digitization of collections and launch of online digital library services, in response to changes in the information environment. In January 2012, the NDL services were renewed, focused on the following.

- Increased emphasis on the use of digital resources in addition to conventional materials
- Provision of one-stop use of the National Diet Library's diverse range of materials, information and services
- Provision of integrated access to external information and services

The renewal has resulted in changes to some of the on-site services. A new registered user system has been introduced, reading terminals have been renewed, and a new retrieval system has been introduced.

This leaflet explains the new registered user system, user card, and how to use the on-site services. It also includes requests and notices to visitors, so please take the time to read it through.

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Registered user system and user card

User registration is required to use materials in the closed stacks, and to request later date photoduplication service by mail.

- Proof of ID* is required to make a user registration.
- Registered users will receive a Registration (登録利用者 Toroku Riyoza) Card. (You may also register by postal mail and collect your card upon visiting the library).
- The Registration Card is required when using library materials and services. Please make sure you bring it with you when you visit.

Handling of the Registration Card

- The card is required whenever you use library resources, so please bring it when you visit the library.
- The card is valid for use only by the person stated on the card, and may not be lent or transferred to anyone else.
- Do not bend or deface the card.
- The ownership of the card remains with the National Diet Library. The card must be returned to the library when you no longer need it.
- Please report loss or damage of the card immediately to the library.
- The card is valid for three years after the date of registration or renewal of registration. Please apply for renewal if you intend to continue using the card.
- Please keep the card carefully. Should loss of the card due to the negligence of the user result in damage to the library, the library may demand compensation.

Procedures for registered users

★You forget to bring your Registration Card.

- The library will issue a Temporary (臨時利用 Rinji Riyo) Card.
- You need to apply for the card at the User Registration Counter by filling an application form and presenting a proof of ID.
- The Temporary Card gives access to the same services as the Registration Card.
- The Temporary Card must be returned to the Entrance Counter when you leave the library.

★You forget your password.

The password can be verified at the Entrance Counter or General Information Desk by presenting a proof of ID.

★You lose your card.

Notify the Entrance Counter if you have lost it inside the library.
Notify the library immediately if you have lost it outside the library. Phone: 03-3581-2331 (switchboard).

★You want to report changes of registered information.

You can apply for changes at the User Registration Counter in the library by presenting a proof of ID.
You can also apply for changes by postal mail. Complete the designated form (which can be downloaded from the library website), attach a photocopy of a proof of ID, and send them to the address below along with a self-addressed envelope:

Photoduplication and Loan Section,
Kansai-kan of the National Diet Library
8-1-3 Seikadai, Seika-cho, Soraku-gun,
Kyoto 619-0287
(On the front of the envelope, write "Change of Registered User Information" in red.)

You have forgotten your proof of ID, but wish to make a user registration

- You will be issued with a Pre-registration (仮登録利用者 Karitoroku Riyoza) Card after making a provisional registration.
- The card is valid for that day only, but entitles you to use materials in the closed stacks, and request later date photoduplication service.
  *You will need to make a proper user registration in order to use library services on another date.
- You must return the Pre-registration Card to the Entrance Counter when you leave the library.

You want to use the library without user registration (there will be restrictions on available services)

- Enter the library after having a One Day User (当日利用 Tojitsu Riyo) Card issued.
- Available services are:
  * Reference use and same-day photoduplication service of open-access materials in the Special Materials Rooms.
  * Use and printouts of electronic resources.
- Please return the One Day User Card to the Entrance Counter when you leave the library.
Guide to Using the Library (Arriving→Requesting materials→Photoduplication→Leaving)

Locations of various counters and Special Materials Rooms can be found in the floor plan posted inside the library, or in the leaflet, "National Diet Library Tokyo Main Library User Guide."

1. **Searching materials**
   - Materials can be searched using the user terminals.
     - You need to sign in* to use the user terminals.
     - To sign in, place your user card on the card reader, and enter your password.
     - If you have forgotten your password, ask at the Entrance Counter or General Information Desk.
     - If you need help using the terminals, ask the staff at the Support Area.

2. **Requesting materials**
   - Materials can be requested from the user terminals.
     - The maximum number of items you can request is 3 books plus 10 periodicals.
     - *The service is not available to One Day User Card holders.

3. **Tracking requests**
   - The status of requests can be checked either from a user terminal or from an order status terminal.

4. **Collecting requested materials**
   - Different types of materials are collected at different counters. (eg. Book Counter, Periodicals Counter, etc.)

5. **Browsing and reading**
   - **Reading Rooms**
     - Reading rooms are for using materials held in the library. The library does not have rooms for study or meetings.
     - Reading Room 1 (2F, Main Building)
     - Reading Room 2 (3F, Main Building)
     - Annex Reading Room (2F, Annex)

   - **Special Materials Rooms**
     - The Special Materials Rooms hold materials related to specific fields. Some of the materials (dictionaries, reference books, etc.) are made available for open-access reference use.

6. **Photoduplication**
   - Users pay for photoduplication services.
   - Details can be found in the leaflet, "National Diet Library Tokyo Main Library Guide to Photoduplication Services."

   - **Same-day photoduplication** (即日複写 sokujitsu fukusha)
     - Copies can be collected on the same day.

   - **Later date photoduplication by mail** (後日送信 gojitsu yuso fukusha)
     - Copies are delivered by postal mail.
     - *This service is not available to One Day User Card holders.

   - To request photoduplication, create a photoduplication request form on a user terminal, and print out the form from a photoduplication request form printer.
   - Fill out the form and place the request on a copying counter.

   - **Printouts**
     - To collect printouts of electronic resources on the same day, specify the printout you want from the user terminal, and place the request on a printout counter.

7. **Returning materials**
   - Please return materials to the counters that issued them.
   - Each return you make entitles you to a new request.

8. **Leaving**
   - Please return all library materials and collect any same-day copies or printouts before leaving the library.

Cards are collected at the counter.

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Types of user cards:
- Registration Card
- Pre-registration Card
- Temporary Card
- One Day User Card
Requests and notices from the library

National Diet Library Detailed Rules Concerning the Use of Library Materials

The National Diet Library has a set of rules for library users to observe in order to conserve its holdings and maintain a safe and sound user environment. There are detailed rules also pertaining to the provision of photoduplication services in order to preserve materials and provide photoduplication services impartially and smoothly. These rules can be found in the leaflets listed on the left, which are available at various points within the library, so please take the time to read them.

Before entering the library

Please transfer to the clear plastic bags provided any valuables, writing materials, or other personal effects you are bringing into the library.

Items not permitted in the library

- Bags (including paper bags, envelopes, etc.) sized B5 (176 x 250 mm) or larger, unless they are made of clear (see-through) materials
- Audio equipment (headphones, portable music players, etc.)
- Cameras, video cameras
- Copiers, scanners
- Sharp objects (scissors, knives, etc.)
- Umbrellas
- Other items deemed inappropriate by the library from the viewpoint of conserving library materials and maintaining a safe and sound user environment

When inside the library

Please maintain silence

- Please switch cell phones and PHS handsets to silent mode, and talk on them only in the designated phone areas.
- Smoking is not allowed in the library. Please use the smoking area.
- Eating and drinking are not allowed in the reading rooms, Special Materials Rooms or user terminal areas. Please use the cafeteria (6F, Main Building).
- The use of laptop computers and similar equipment in the reading rooms is limited to designated seats.

Please handle library materials carefully

- Materials held in the National Diet Library are national cultural assets, which must be preserved for future generations. Please handle them with care.
- It is a criminal offense to cut out materials.
- Photography (including taking photographs of materials) is not permitted in the library.
- Please do not take library materials to restrooms, the smoking area, cafeteria or coffee shops.
- Please be considerate to other users of the library.
Guide to remote access services

The library offers a range of remote access services to users.

Databases and contents accessible from the library website include library catalogs for material search, digital images of materials, information sources pertaining to various surveys, and information pertaining to the National Diet. Other remote access services include the following:

★Details can be found on the library website (http://www.ndl.go.jp/)★

Off-site photoduplication

※The service is available only to registered users.

Users can request photoduplication over the Internet from their computers at home, etc.

- Users are required to specify the section of material to be copied.
- Photoduplication is limited to materials listed in the NDL-OPAC.
- Delivery is by postal mail only (i.e., items cannot be collected from libraries in person).

Requesting materials from the Kansai-kan

※The service is available only to registered users.

Materials held in the Kansai-kan can be delivered to the Tokyo Main Library for reference use.

- Requests can be made at the Kansai-kan Material Counter.
- From February 2012 requests are also accepted by email.

Inquiries

By phone: 03-3506-5293 (for inquiries only) ⇒Lines are open from 9:30 to 17:00 on library opening days.

- Inquiries about using the library and availability of materials are accepted.
- The library however cannot respond to inquiries about the contents of specific materials.
  Such inquiries can be made through your local library.

Over the Internet using the inquiry form: https://www.ndl.go.jp/jp/service/contact/index.html#form

- You can use the inquiry form on the the library website to submit inquiries.
- The library will reply by e-mail, etc.

Through a library near you

You can request inter-library loans of materials and inquire about contents of materials (reference service) through your local library or your university library.
Please inquire directly at your library.