A duty of the National Diet Library is to receive publications deposited by citizens and preserve them for future generations as national cultural assets. Library users are asked to handle library materials with care, so that they may remain available to people 100 years from now. The library is also actively digitizing its holdings to minimize deterioration caused by handling of original copies. The library appreciates the understanding and cooperation of users.

National Diet Library
1-10-1 Nagatacho, Chiyoda-ku, Tokyo 100-8924, Japan
Phone: 03-3581-2331 (switchboard) 03-3506-5293 (user guide and materials) 03-3506-3300 (automated answering system)
Website: http://www.ndl.go.jp/en/

Visitors
18 years of age or older
User registration
Library hours* 
9:00 ~ 18:30 (16:30)
Same-day photoduplication requests
10:00 ~ 18:00 (16:00)
Later date photoduplication requests
10:00 ~ 18:30 (16:30)

Rights of Copyright and other rights are reserved for all materials.

Access

User registration is required to use materials in closed stacks.

Map Room
Foreign and Japanese single-sheet maps dating from the Meiji Era or later, Japanese residential maps, blueprints, etc.

Rare Books and Old Materials Room
Rare books, semi-rare books (including foreign books, newspapers, and periodicals), Japanese old books dating from the Edo Period or earlier, Chinese old books dating from the Qing Dynasty or earlier.

Humanities Room
Reference books in the general and humanities fields: core journals in libraries and library information science fields.

[Annex]
Newspaper Reading Room
Originals, reduced editions, photo-reproduced editions, and microfilms of Japanese and major foreign newspapers; dippings of Japanese newspapers.

Parliamentary Documents and Official Publications Room
Basic reference and material reference pertaining to Japanese and foreign legislation, parliament, governmental agencies, and international organizations.

Audio-Visual Materials Room
Mostly Japanese recorded materials (records, CDS), videos (Blu-rays, DVDs, DLS, and VHS), recorded company trade catalogs, etc.

Electronic Resources Room
Electronic materials (CD-ROM, DVD-ROM, etc.): books combined with CD-ROMs, recorded CDs or DVDs; recorded materials (flexi discs, cassette tapes, etc.)

* Application is required to use the rooms.

Guide to Special Materials Rooms

[Main Building]
Modern Japanese Political History Materials Room
Documents related to modern and contemporary Japanese political history, materials on the Allied Occupation of Japan, materials related to Japanese immigration, etc.

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Business, Science and Technology Room
Reference books and data books in the fields of science, technology, medicine, economics, social sciences and education; materials on technology trends and marketing, company lists, and the most recent telephone directories.

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Guide to Visiting the Library

User registration
A driver’s license, health insurance card, or other ID showing your name and address is required.

Using Library Materials
Much of the NDL’s collection is in closed stacks, which requires permission to browse or have copied.

Users may request permission to read material from closed stacks at any user terminal. Materials in open stacks of the Special Materials Rooms do not require permission to read.

Library materials cannot be taken outside the library.

There is a limit to the number of materials a visitor can request at one time.

Digitized materials are available for viewing at the user terminals.

Photoduplication and printouts
Copies of printed materials and printouts of electronic materials (photoduplication service) are available for a fee.

Photoduplication is done to order by library staff. Self-service copying is not available.

Photoduplication must be done in accordance with the Copyright Law and other regulations.

Using Library Terminals
A Registration Card (or other type of user card) is required to use library terminals.

Library staff are available to provide help at user terminals.

[User Terminals]
* A password is required to log in at a user terminal with a Registration Card (or, if a Day User Card does not require a password to login).

- Search for materials, request materials
- Complete a photoduplication request form
- View electronic resources, order printouts
- Use the Internet

[Review request terminals (including printout requests)]
Review the status of requests for library materials or photoduplication services.

[Photoduplication Order Form Printers]
Print out the photoduplication request form after transmitting data.

Guide to the Library

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National Diet Library
Tokyo Main Library

Guides to the Library

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Main Floor Plan

* Please see floor plan for details.

General Information Desk

User Terminals (Staff help is available)

Restrooms

(Staff help is available)

(Open in the Main Building, orange in the Annex)

(Open in the Annex)

Accessible restrooms

Accessible restrooms (Station/Art)

Offices (Staff help)

ATM

ATM

Special Purpose Reading Room (Periodicals)

Peri odicals Counter

Annex Reading Room

Annex Entrance Counter

User Registration Counter

Entrance to Annex

Annex Printout Counter

Annex Copying Center

Electronic Resources Room

Photo-duplication Service Division

Orders for reproductions, etc.

Audio-Visual Materials Room

* Application is required to use the Audio-Visual Materials Room. (Closes at 17:00; materials can be requested until 16:00)

Annex Reading Room

Reading Rooms are provided only for using library materials. Please do not make loud noises in the rooms. (The library does not have rooms for study or meetings.)

Reading Rooms

Main Building

Reading Room 1

Equipment such as laptop computers can be used in this room, which also has power outlets available for use by visitors.

Main Building

Reading Room 2

Equipment such as laptop computers can be used in this room, which also has power outlets available for use by visitors.

Annex

Annex Reading Room

Equipment such as laptop computers can be used in this room, which also has power outlets available for use by visitors.

Drinking or eating, including gum or candy, in areas other than cafes and coffee shops is prohibited. Users may drink beverages as long as they are not in direct proximity to library materials or computer terminals.

Main Building

Shop

Cafeteria

Cafeteria

Shop

Cafeteria

6th floor, Main Building

6th floor, Main Building

6th floor, Main Building

Wednesday through Saturday

Wednesday through Saturday

Wednesday through Saturday

Wednesday through Saturday

Cafeteria

9:30—18:00

Last order

17:45

(14:45)

Shop

9:30—18:30

Last order

16:30

(15:30)

Coffee Shops

9:30—18:30

Last order

16:30

(15:30)