

When Requesting Materials (From searching to returning)

1. Search and request for materials

- Place the user card in the holder of an OPAC (online public access catalog) terminal to search for the materials you need.
- When you find materials you would like to see, make a request online and go to the counter, as specified by the subsequent onscreen message.



Notes:

- There is a limit on the number of materials that can be requested at one time.
- For any inquiries, please ask the library staff or at the General Information Desk.

2. Collect the materials

- Requested materials will be available at the specified counter in 20 to 30 minutes' time, but it may take longer depending on circumstances.
- Collect the materials when your user card number is indicated on the monitor in front of the counter.



Note: You can check the status of your request on the OPAC terminals.

3. Read the materials

- Please use the reading room in the Main Building or Annex.



4. Copy the materials

- Make a photoduplication request form using the dedicated terminal and enter the page number(s) on the form.
- Insert the bookmark(s) to specify the page(s) to be photoduplicated and hand in the materials, request form, and user card at the Copying Center. Bookmarks are provided near the terminal.
- Collect the photoduplicates when your user card number is indicated on the monitor near the Center.
(Photoduplication usually takes between 10 and 30 minutes, but this varies depending on the level of usage.)



Notes:

- The photoduplication service is available only within the scope of the Copyright Act of Japan.
- The service is provided for a fee.
- For further details, please ask the staff at the Copying Center.

5. Return the materials

- Return the materials to the counter where you received them.

Note: Library materials cannot be taken outside the library building.

Your understanding and cooperation is deeply appreciated

The NDL has a responsibility to preserve all library materials, including publications deposited by the public, as **cultural assets of the Japanese people** and make them available for future generations. Please handle them with due care so that they can still be available in good condition well into the future.

Please note that the following acts are prohibited:

- Eating and drinking outside designated areas
⇒ Please use the cafeteria on the 6th floor of the Main Building.
- Taking any library materials with you to restrooms, the smoking room, the cafeteria or coffee shops
⇒ Please use a coin-operated locker.
- Smoking outside designated areas
⇒ Please use the smoking room.
- Talking on cell phones outside designated areas
- Photographing inside the building (including photographing library materials)
- Cutting out or tearing library materials
- Any other acts that may disturb other visitors

Note: Before using our services, please read through the "Instructions for the On-site Use of the Tokyo Main Library and the Kansai-kan of the National Diet Library," which specifies matters to be observed for preserving library materials and maintaining security and a comfortable environment in the library. Please also take the time to read "Instructions to Use National Diet Library Photoduplication Service," which sets out details regarding our photoduplication service to ensure the preservation of materials and equal and easy access to the service. You can pick up copies of these leaflets at the Reception Desk or a nearby counter.

National Diet Library Tokyo Main Library



User Guide

■ **Visitors** 18 years of age or older

■ Library Hours

Note: Closing hours on Saturdays are in parentheses.

- Library hours: 9:30-19:00 (17:00)
some special materials rooms close earlier.
- Call-slip acceptance: 9:30-18:00 (16:00)
- Same-day photoduplication requests: 10:00-18:00 (16:00)
- Regular photoduplication requests (photoduplicates to be collected at a later date): 10:00-18:30 (16:30)
- Online photoduplication requests: 10:00-17:30 (15:30)

■ Closed

Sundays, national holidays, year-end and New Year's holidays and the third Wednesday of every month (for refilling)

1-10-1 Nagatacho, Chiyoda-ku,
Tokyo 100-8924, Japan
Phone: 03-3581-2331
<http://www.ndl.go.jp/en/index.html>

When Visiting the NDL

1. Deposit your baggage in a coin-operated locker

The following items may not be brought in:

- Opaque bags 17x25 cm or larger (briefcases, shopping bags, envelopes, etc.)
- Audio equipment (headphones, portable audio players, etc.)
- Cameras and video cameras
- Copiers and scanners
- Blades (scissors, cutters, etc.)
- Umbrellas
- Any other items the NDL deems inappropriate, in consideration of the preservation of library materials, security in the library and maintenance of a good reading environment for users.

- Please place your valuables, writing instruments, and any materials brought into the library in the transparent bags provided.
- Laptops may be brought in. (Please use only in the reading rooms or on desks equipped with outlets provided in some special materials rooms.)

2. Obtain a user card

- Follow the instructions on the display to operate the touch screen and obtain a user card.



- Be sure not to lose the card as it is required when requesting, receiving and returning materials.

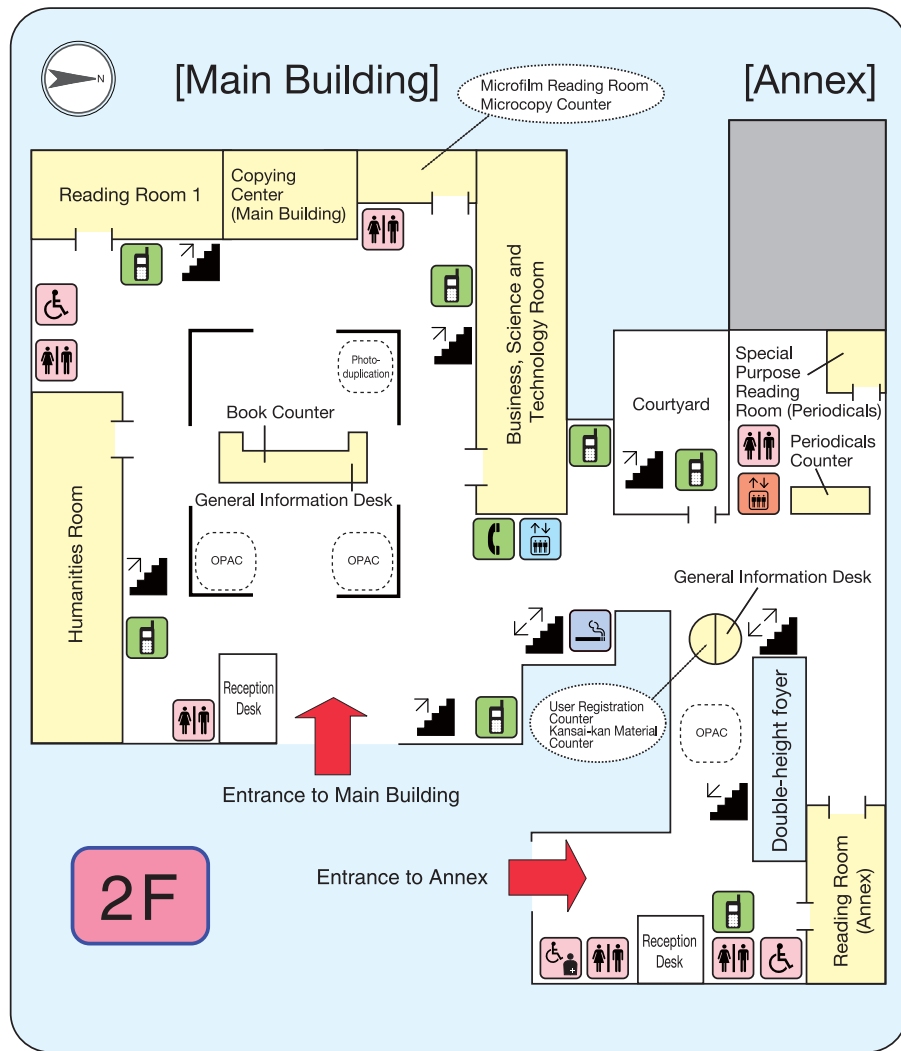


3. Pass through the gate

- Touch the card against the "CARD" sign on the gate to open.



- The card will be automatically collected when you leave the library.
- If you need to go outside the gates temporarily to use the lockers, please speak to staff at the Reception Desk.



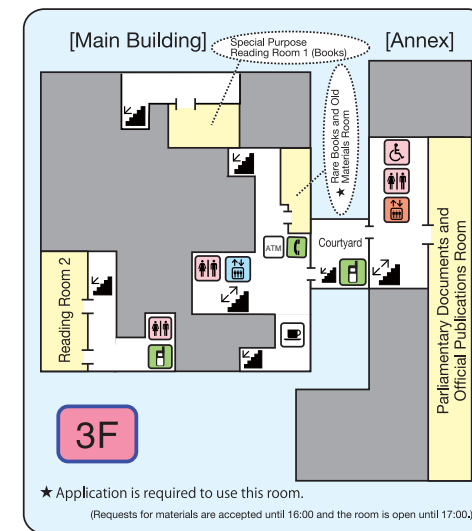
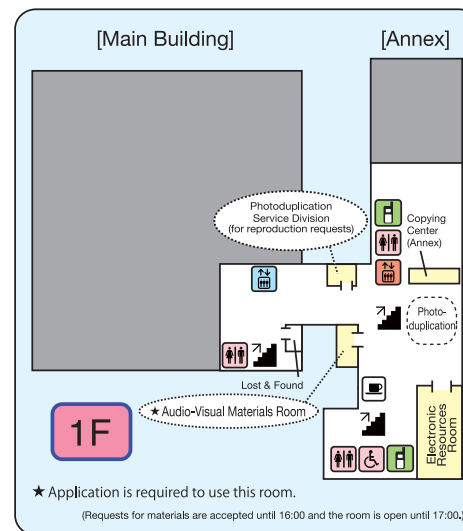
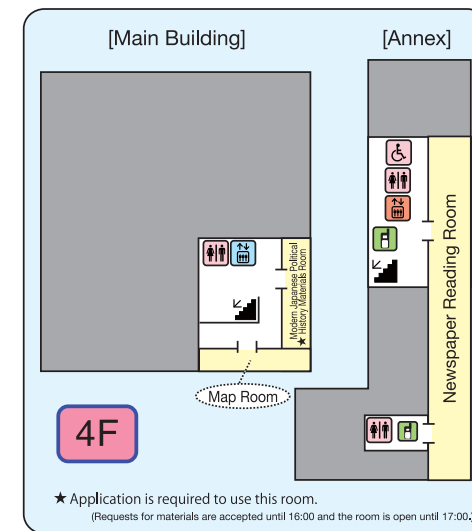
- Cell-phone area
(Cell phones can only be used in these areas.)
- Pay phone
(Cell phones may be used in this area.)
- Universal restroom
(Ostomate-accessible)
- OPAC terminal
- Terminal for making photoduplication request forms

Some materials may be available in the Kansai-kan or the International Library of Children's Literature. If you require these materials, please ask the staff at the General Information Desk or the special materials room concerned.

Digital publications such as electronic journals and CD/DVD-ROMs are accessible from terminals provided in special materials rooms. Please refer to "Digital Publication Access Service at the Tokyo Main Library" for details.

Floor Plan

Main Building		
6F	Cafeteria, Shop	
5F	Offices * Staff only	Annex
4F	Map Room Modern Japanese Political History Materials Room	Newspaper Reading Room
3F	Rare Books and Old Materials Room Special Purpose Reading Room 1 (Books) Reading Room 2	Parliamentary Documents and Official Publications Room
2F	Entrance Book Counter, etc.	Entrance Periodicals Counter, etc.
1F	Lost & Found	Audio-Visual Materials Room Electronic Resources Room Copying Center



Coffee shops Note: Closing hours on Saturdays are in parentheses.

Main Building, 3rd fl.: 9:30-17:30 (16:30) Last order: 17:15 (16:15)
Closed on the second and fourth Saturday of each month as well as the fourth Monday

Annex, 1st fl.: 9:30-18:30 (16:30) Last order: 18:15 (16:15)
Closed on the first, third and fifth Saturday of each month

Cafeteria and shop . . . Main Building, 6th fl.
Note: Closing hours on Saturdays are in parentheses.

Cafeteria: 11:30-18:00 (15:00) Last order: 17:45 (14:45)

Note: Visitors who bring in their own lunch and beverages may use the cafeteria during library hours.

Shop: 9:30-19:00 (17:00)