



# Registered User System and Library Services

(for users of our library registered at the Tokyo Main Library)



## 1 User Registration

The National Diet Library is required to eternally preserve publications and materials as the nation's cultural assets that are collected mainly depending on the legal deposit system and to make them available for the people.

Many collected materials are only possessed by our library in Japan, therefore it is our duty to save them from being torn, soiled or lost and to pass them down to the future generations. For this purpose, we ask our visitor to register as user and use the materials in the closed stacks responsibly.

In addition, users can also enjoy the materials and services of the National Diet Library without visiting. User registration supports you in making full use of our library in these cases, too.

## 2 Handling of the Registration Card

- Please bring the card whenever you come to the library (including Tokyo Main Library, Kansai-kan of the NDL and International Library of Children's Literature), for it is required when you use the library resources.
- The card is valid for use only by the person whose name is printed on it, and may not be lent or transferred to anyone else.
- 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.
- Please keep the card safe. Should loss of the card due to the negligence of the user result in damage to the library, the library may demand compensation.

## 3 Update of the Registered Information

### 1. Update of the Registered Information by Visiting the Library

You can apply for changes at the User Registration Counter in the library by presenting a proof of ID.

### 2. Update of the Registered Information by Postal Mail

See the User Registration page on our website at the following URL.

<https://www.ndl.go.jp/en/registration/index.html>

## 4 Extension of the expiry date

The validity of your registration will expire when three years have passed from the registration or the last update. The expiration date is automatically updated every time the user does the following:

- Enter the Tokyo Main Library or Kansai-kan Library
- Enter the Researchers' Reading Room in the International Library of Children's Literature
- Issue the new registered-user card
- Add the most recent registered address or name
- Log in to NDL Search or NDL Digital Collection
- Use photocopy request via the Internet

To continue to enjoy our services for registered users even after expiration, you must apply for user registration again.

※The expiry date can be confirmed via the NDL Search front page. Enter your user ID and password and click on the button named "My Account".

※If you have registered your e-mail address, you will receive a renewal invitation by e-mail approximately three months before the expiry date.



## 5 Services Available for Registered Users

### 1. Services for visitors

#### Request for the materials in the closed stacks

Materials in the closed stacks, which make up the bulk of the collection, are available for browsing or for photocopying\*.

#### Later date photoduplication (sent by mail) \*

The copies applied for during your visit will be mailed to the address you register or the one you specify.

#### Inter-Site Request

You can order materials held in the Kansai-kan to be sent to Tokyo for you to read in the Tokyo Main Library.

You can apply in person at the Tokyo Main Library or via NDL Search.

※The materials available for inter-site request are the following.

Western periodicals; materials in Asian languages; science and technology materials; reports under the Grants-in-Aid for Scientific Research by the Ministry of Education, Culture, Sports, Science and Technology; and Japanese doctoral dissertations.

※Please note that some materials cannot be requested for reservation.

### 2. Remote Services

#### Photocopy Request via the Internet \*

You can apply for photocopies via the Internet without visiting the library.

- You cannot apply for the service for materials which are not searchable through NDL Search.
- You can apply for photocopies, only when you specify the part to be copied.
- You can receive the copies only by postal mail.

#### Digitized Contents Transmission Service for Individuals

This service is provided by the NDL as a means of making digitized versions of out-of-print or otherwise difficult-to-obtain materials available to the general public via the Internet from devices in the home, such as smartphones or personal computers.

The Service will be available to individual registered users who reside in Japan and who have agreed to the Terms of Service for the Digitized Contents Transmission Service for Individuals.

※For more information on available content, see the Digitized Contents Transmission Service for Individuals page on our website.

[https://www.ndl.go.jp/en/use/digital\\_transmission/individuals\\_index.html](https://www.ndl.go.jp/en/use/digital_transmission/individuals_index.html)

\*Photoduplication services are available for a fee.

◎ For more information on the handling of personal information, see the Protection of Personal Information page on our website.

<https://www.ndl.go.jp/en/privacy/index.html>