

Guide to Special Materials Rooms

【Main Building】

Map Room

4 F

Foreign and Japanese single-sheet maps published from 1868, Japanese residential maps, etc.

Modern Japanese Political History Materials Room*

4 F

Documents related to modern Japanese political history, microfilms of GHQ documents, materials related to Japanese immigrants.

Rare Books and Old Materials Room*

3 F

Rare books, Japanese old books up to Edo Period, Chinese old books up to the Qing Dynasty, etc.

Humanities Room

2 F

Reference books on general subjects and humanities, core journals of library and information science.

Business, Science and Technology Room

2 F

Reference books on business and social science, science and technology. Abstracts and indexes of science and technology.

【Annex】

Newspaper Reading Room

4 F

Newspapers (original, reduced edition and microfilm), reference books on newspapers.

Parliamentary Documents and Official Publications Room

3 F

Legal materials, parliamentary documents and government publications of Japan and other countries. Publications of international organizations.

Music and Audio-Visual Materials Room

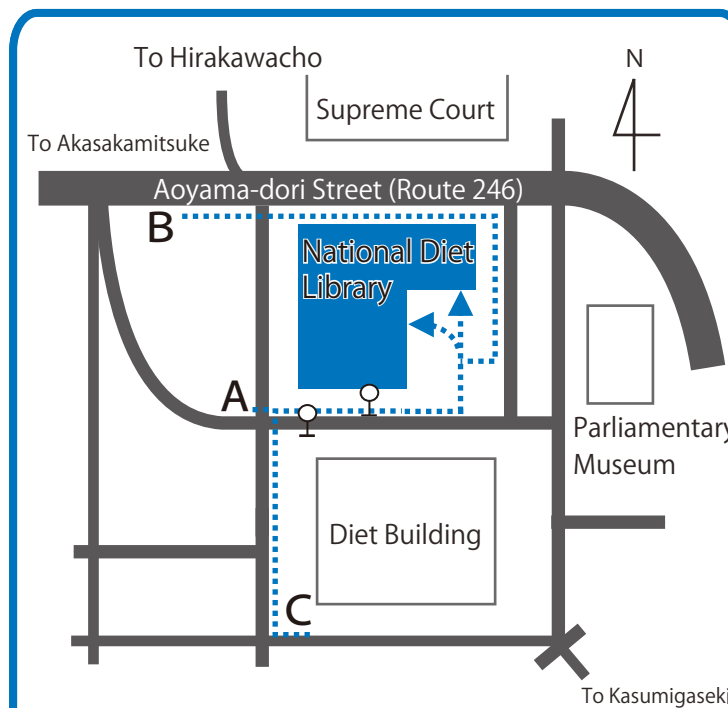
1 F

Audio-visual materials, musical scores, electronic resources such as CD-ROMs. Reference books on music and audio-visual materials.

※ **Application** is required to use Audio-visual materials.

* **Application** is required to use the rooms.

Access



(Subway)

- A** From Nagatacho Station (Yurakucho Line) :
5-minute walk from Exit 2
- B** From Nagatacho Station (Hanzomon or Namboku Line) :
8-minute walk from Exit 3
- C** From Kokkai-gijidomae Station (Marunouchi or Chiyoda Line):
12-minute walk from Exit 1

(Bus)

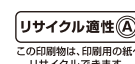
- 5-minute walk from Kokkai Gijido Mae stop on the Toei Bus "橋 63" route.

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, Japan
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 <https://www.ndl.go.jp/en/>

(2023.4)



National Diet Library Tokyo Main Library



User Guide (Floor Plan)

Visitors

18 years of age or older

※ Anyone under 18 years of age who wishes to use the library should consult us by telephone beforehand.

Library Hours

Note: Hours on Saturdays are in parentheses.

User registration 9:20 ~ 18:30 (16:30)

Library hours 9:30 ~ 19:00 (17:00)

Requests for closed stack materials
9:30 ~ 18:00 (16:00)

Requests for same-day photoduplication
(Same-day printouts of electronic resources)
10:00 ~ 18:00 (16:00)

Requests for later-date photoduplication
10:00 ~ 18:30 (16:30)

※ The Rare Books and Old Materials Room is open Monday to Saturday as shown in parentheses. Requests for same-day printouts of electronic resources will be accepted until 16:50 Monday to Friday

Closed

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

Guide to Visiting the Library

The majority of the NDL's holdings are in closed stacks where users cannot enter. User registration is required to use materials in the closed stacks before entering the Library.

User registration

- A driver's license, health insurance card, or other form of identification indicating your name, address and date of birth is required for user registration.
- Users wishing to enter without making a user registration are required to apply for a One Day User Card.
- People with a One Day User Card are limited to using electronic resources including digitized materials plus some materials on the open shelves of the Special Materials Rooms.

Using Library Materials

- Materials can be requested from a user terminal.
- There is a limit to the number of materials a visitor can request at one time. (For example, 5 books, 10 periodicals, etc.)
- Request for on-site reading is unnecessary for materials on the open shelves of the Special Materials Rooms.
- Digitized materials and electronic journals are available from a user terminal (request for on-site reading is unnecessary).
- Library materials cannot be taken outside the library.

Photoduplication and printouts

- Photoduplication services (copies of printed materials and printouts of electronic materials) are available for a fee.
- Self-service copying is not available. Please make a request at the Copying Counter and the Printout Counter.
- Photoduplication services are restricted in accordance with copyright law and other regulations, so we may not be able to meet your request completely.

Using Library Terminals

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

【User Terminals】

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

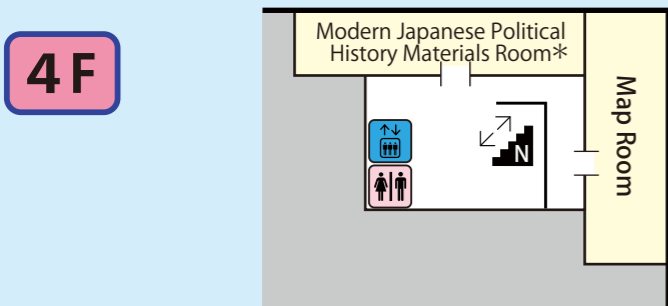
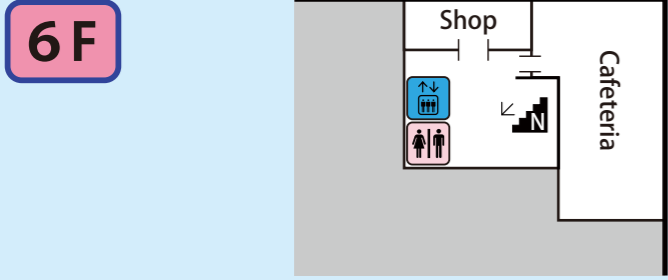
【Review request terminals】

Review the status of requests for library materials or photoduplication services.

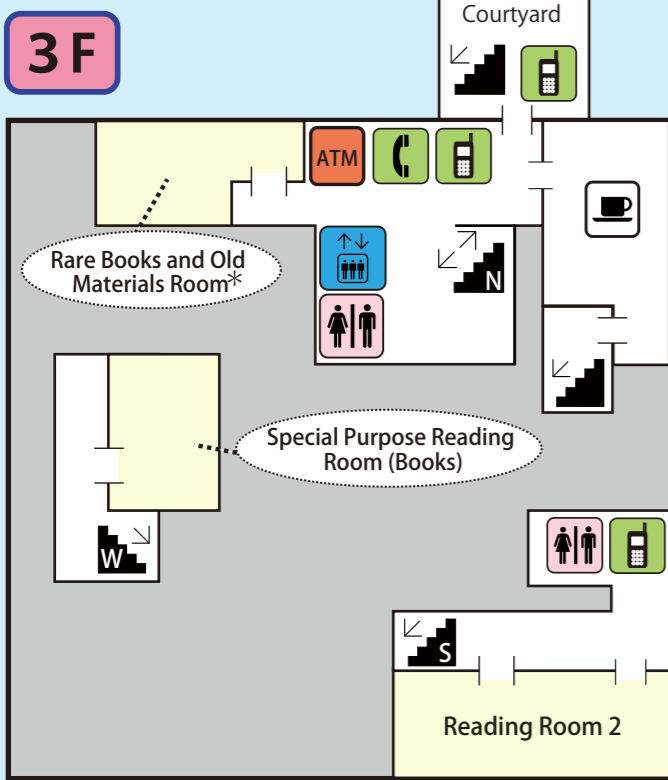
【Photoduplication Order Form Printers】

Print out a photoduplication request form.

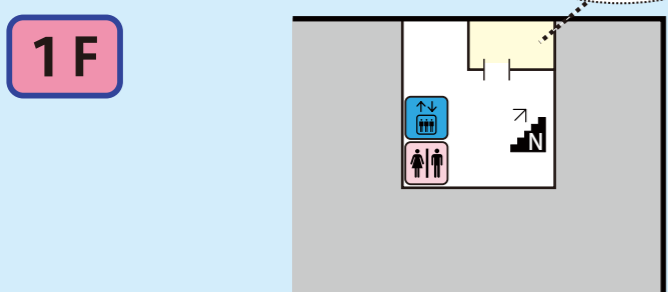
【Main Building】



* Application is required to use the Modern Japanese Political History Materials Room.

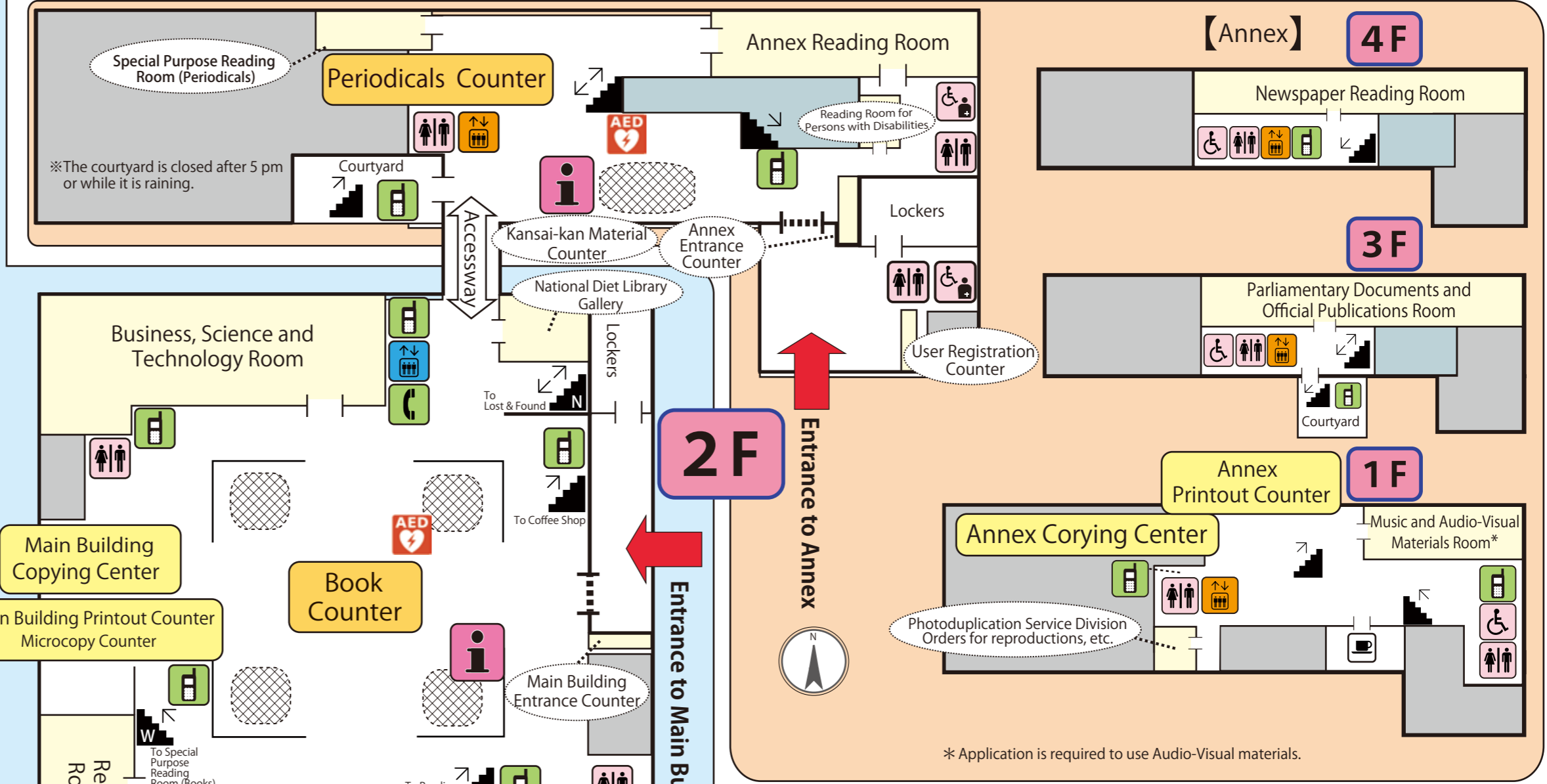


* Application is required to use the Rare Books and Old Materials Room. (closes at 17:00, materials can be requested until 16:00)



Floor Plan

- General Information Desk
- Cell phones can be used to make or take calls in this area. Talking on cell phones is not allowed in other areas.
- Pay phones are available. Talking on cell phones is also permitted.
- AEDs (Automated External Defibrillators) are available in both the Main Building and the Annex.
- User Terminals
- Elevator (blue in the Main Building, orange in the Annex)
- Stairs (↗ up ↘ down)
- ATM
- Restrooms
- Accessible restrooms
- Accessible restrooms (Ostomy-friendly)
- Offices (Staff only)



Main Building	
6F	Cafeteria, Shop
5F	Offices ※Staff only
4F	Map Room Modern Japanese Political History Materials Room
3F	Rare Books and Old Materials Room Special Purpose Reading Room (Books) Reading Room 2
2F	Entrance to Main Building Book Counter Main Building Copying Center, etc
1F	Lost & Found

Annex	
4F	Newspaper Reading Room
3F	Parliamentary Documents and Official Publications Room
2F	Entrance to Annex Periodicals Counter, etc.
1F	Music and Audio-Visual Materials Room Annex Copying Center, etc.

Reading Rooms 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.)

Main Building 2F	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 3F	Reading Room 2	To maintain a quiet environment, use of equipment such as laptop computers, electronic calculators and electronic dictionaries is not allowed in this room. Please turn off your cellphone. (The use of electrical equipment is not permitted in this area.)
Annex 2F	Annex Reading Room	Equipment such as laptop computers can be used in this room, which also has power outlets available for use by visitors. Microform reading desks are available in this room.

Drinking and eating (including chewing gum, eating candy etc.) are prohibited except in designated areas such as cafeterias and coffee shops. The use of library materials while drinking or eating is prohibited everywhere, even in designated areas.

Cafeteria and Shop 6th floor, Main Building		
Cafeteria	11:00-18:30 (15:00 on Wed. and Sat.) Please consume food and beverages brought in from outside in the designated area.	Last order 30 min. before closing time
Shop	9:30-18:30 (17:00 on Sat.)	
Coffee Shops		
3rd floor, Main Building	11:00-16:00	Last order 20 min. before closing time
1st floor, Annex	11:00-15:30 Lunches are on sale from 11:00 to 14:00. Only beverages are available from 14:00 to closing. Closed on 1st, 3rd and 5th Sat.	Last order 15 min. before closing time