

## How to Use the Library

### User Registration

- User registration is required to use materials in the closed stacks.
- You must present [an identification document that verifies your name, address, and date of birth.](#)

### Using Library Materials

- Materials can be requested from a library terminal.
- There is a limit to the number of materials a visitor can request at one time.  
(5 books, 10 periodicals, etc.)
- Some reference books are available in each special materials room.
- Digitized materials and electronic journals are available from a library terminal (request for on-site reading is unnecessary).
- Library materials cannot be taken outside the library.

### Photoduplication and Printouts (for a fee)

- Self-service copying is not available. Please make a request at the Copying Center or 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.

### Library Terminal

With a library terminal, you can:

- search for and request materials \*
- complete a photoduplication request form \*
- view electronic resources and order printouts
- review the status of requests for library materials or photoduplication services \*
- use the Internet, etc.

You can do the tasks marked with \* on your smartphone or other device. Free Wi-Fi is available in the library.

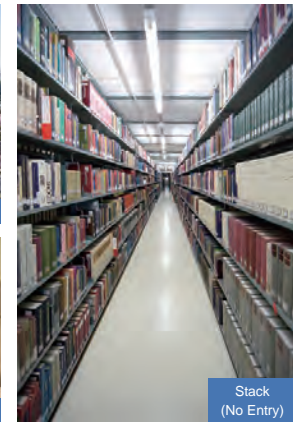
# National Diet Library Tokyo Main Library User Guide



Exterior



Hall (Annex)



Stack  
(No Entry)

## Guide to Special Materials Rooms

### Main Building

4F	<b>Map Room</b> Foreign and Japanese single-sheet maps published from 1868, Japanese residential maps, etc.	<b>Modern Japanese Political History Materials Room</b> Documents related to modern Japanese political history, microfilms of GHQ documents, materials related to Japanese immigrants. Application is required to use the room.
	<b>Hours (Rare Books and Old Materials Room)</b> Opening hours ..... 9:30 am - 5:00 pm Call-slip acceptance ..... 9:30 am - 4:00 pm Same-day photoduplication ..... 10:00 am - 4:00 pm Printouts ..... { (Mon. - Fri.) 10:00 am - 4:50 pm (Sat.) 10:00 am - 4:00 pm Later-date photoduplication ..... 10:00 am - 4:30 pm	<b>Rare Books and Old Materials Room</b> Rare books, Japanese old books up to Edo Period, Chinese old books up to the Qing Dynasty, etc. Application is required to use the room.
2F	<b>Business, Science and Technology Room</b> Reference books on business and social science, science and technology. Abstracts and indexes of science and technology.	<b>Humanities Room</b> Reference books on general subjects and humanities, core journals of library and information science.

### Annex

4F	<b>Newspaper Reading Room</b> Newspapers (original, reduced edition and microfilm), reference books on newspapers.
3F	<b>Parliamentary Documents and Official Publications Room</b> Legal materials, parliamentary documents and government publications of Japan and other countries. Publications of international organizations.
1F	<b>Music and Audio-Visual Materials Room</b> 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.

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**.

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.

The majority of the NDL's holdings are in closed stacks where users cannot enter. Please see the back of the pamphlet for "How to Use the Library."

### Library Hours

Hours in ( ) are applied on Sat.

User registration ..... 9:20 am - 6:30 pm (4:30 pm)

Library hours ..... 9:30 am - 7:00 pm (5:00 pm)

Request for:

closed stack materials ..... 9:30 am - 6:00 pm (4:00 pm)

same-day photoduplication ..... 10:00 am - 6:00 pm (4:00 pm)

printouts of electronic resources 10:00 am - 6:00 pm (4:00 pm)

later-date photoduplication ..... 10:00 am - 6:30 pm (4:30 pm)

\* Please see the back for hours of the Rare Books and Old Materials Room.

### Closed

Sundays, National holidays,  
Year-end and New Year holidays  
and the third Wednesday of every month  
(for refiling)

### 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.

## National Diet Library Tokyo Main Library

1-10-1 Nagatacho, Chiyoda-ku, Tokyo, 100-8924, Japan

Phone 03-3581-2331 (switchboard)

03-3506-3300 (automated voice information service)

Website <https://www.ndl.go.jp/en/>

(2023.10)

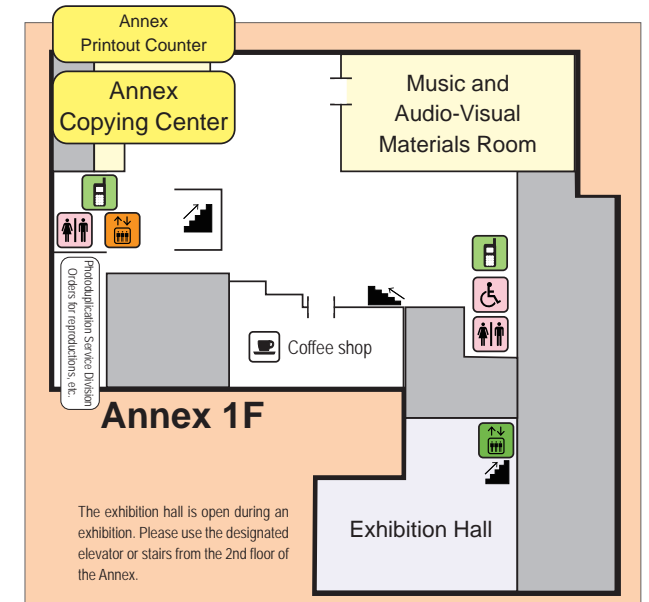
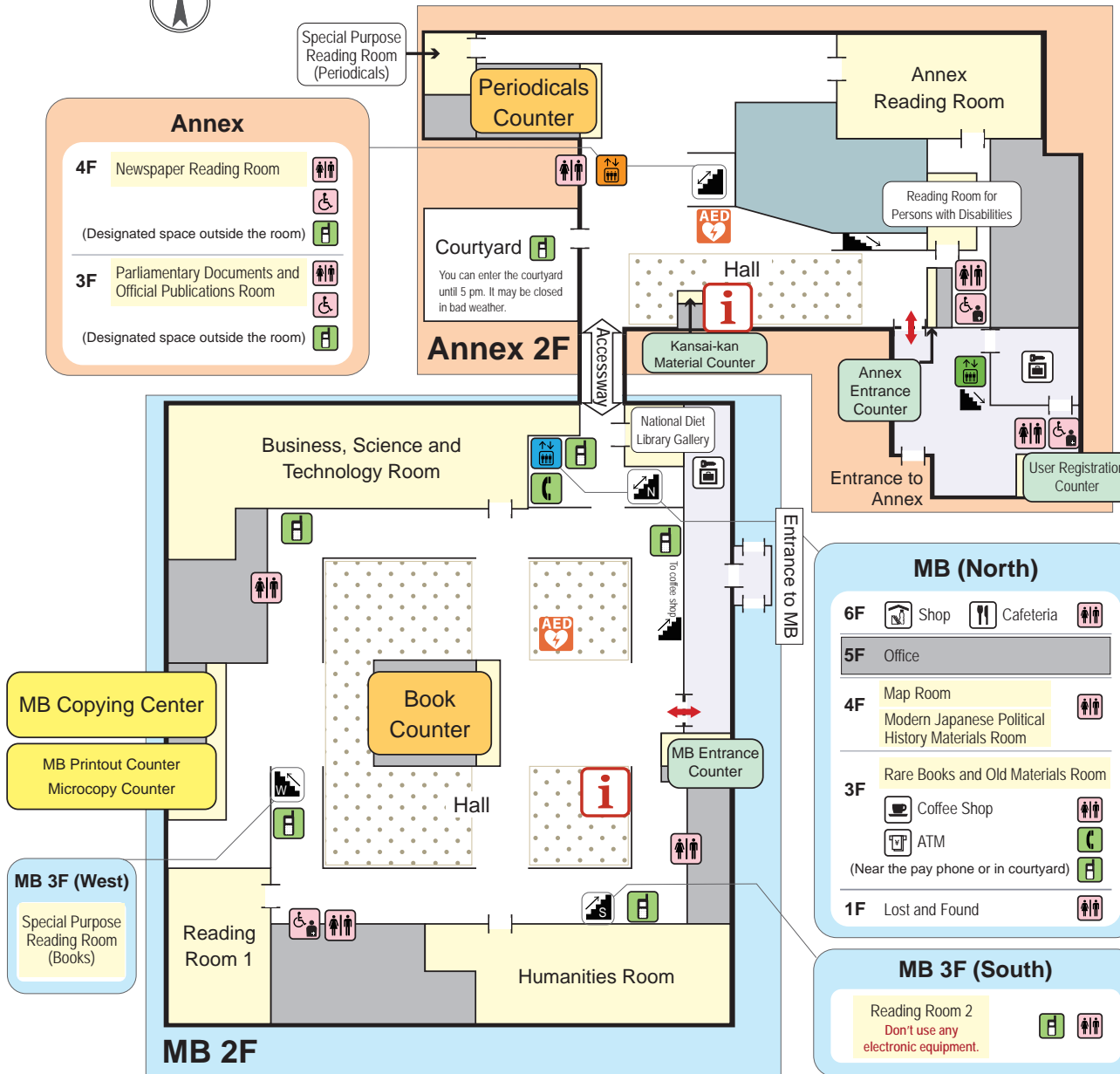


# Floor Plan



- General Information Desk
- AEDs (Automated External Defibrillators)
- Library terminals in the Hall
- Restrooms
- Accessible restrooms
- Accessible restrooms (Ostomy-friendly)
- Elevator
  - MB: blue
  - Annex: orange
  - Exhibition Hall: green
- Stairs

- You can talk on the phone in these areas. Talking on the phone is not allowed in other areas.
- Pay phones are available. You can also talk on your mobile phone in these areas.
- Lockers (near the entrance)
- Entrance gate
- Offices (Staff only)
- \* MB: Main Building



## Reading Rooms

Reading rooms are provided only for using library materials. Please do not make loud noises in the rooms.

<b>MB 2F</b> Reading Room 1	Equipment such as laptop computers can be used in this room, which also has power outlets available for use by visitors.
<b>MB 3F</b> 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.
<b>Annex 2F</b> 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.

## Shop, Cafeteria and Coffee Shops

Please deposit library materials in a locker.

<b>MB 6F</b> Shop	9:30 am - 6:30 pm (5 pm on Sat.)	
<b>MB 6F</b> Cafeteria	11:00 am - 6:30 pm (3 pm on Wed & Sat.)	Last order 30 min. before closing time
<b>MB 3F</b> Coffee Shop	11:00 am - 4:00 pm	Last order 20 min. before closing time
<b>Annex 1F</b> Coffee Shop	11:00 am - 3:30 pm (Lunches are on sale until 2 pm.) (Closed on 1st, 3rd and 5th Sat.)	Last order 15 min. before closing time

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.