

# User Guide

## Tama City Library



Library homepage address <https://www.library.tama.tokyo.jp/> -



← Mobile phone address <https://www.library.tama.tokyo.jp/i/>

### Those who are eligible to borrow Library materials.

- Those who live, or commute to the workplace or school in Tama city.
- Those who live in Hachioji, Fuchu, Chofu, Machida, Hino, or Inagi cities.

(Some restrictions may be applied.)

### When You Borrow,

#### You are required to present a user card.

At the first-time use, please bring your ID document(s) (ID card, driver's license, health insurance card, student ID, etc.) to verify your name, address, and date of birth. If you commute to the workplace or school in Tama city, such a document that can verify your work or study place will be also required.

#### The user card is good in common at all libraries in Tama City.

The user card is valid for 5 years. In order to renew the term, such documents etc. that can verify your name, address, etc. are required. In addition, when you have not used your user card for more than two years, such documents etc. that can verify your name, address, etc. will be required.

**Maximum number of books and materials for lending : Up to 45 books, magazines, and AVs gathered altogether (including such AVs as CDs up to 5) Up to 2 e-books (for those who live, work, or study in Tama city, and are registered as a library user)**

**Lending period : 1 4days**

After the returning deadline elapses, new lending or reservation may not be available until you return the borrowed items.

**Maximum number of books and materials for reservation :**

**Up to 20 books and magazines gathered altogether (including unowned items) In addition to the above, up to 5 AVs such as CDs and 2 e-books**

**Storing period : 7 days after the reserved items have come ready \* 3 days for e-books**

※ The following restrictions shall apply to the citizen of Hino and Inagi cities.  
Lending: up to 10 books, magazines, and AVs gathered altogether (including such AVs as CDs up to 5)

Reservation: up to 5 books and magazines gathered altogether, in addition, AVs up to 5  
**The following restrictions shall apply to the citizen of Hachioji, Fuchu, Chofu, Machida cities.**

Lending: up to 10 books, magazines, and AVs gathered altogether (including such AVs as CDs up to 5)

Reservation: Not available

### When you return the borrowed items,

**Please return at any library counter in Tama city (no user card required).**

In Tama city, you can return the items at other libraries than where you borrowed.

**Please return at a book post, when the libraries are closed.**

However, AVs such as CDs, books with AVs, and the borrowed items (from libraries of other municipalities) cannot be placed in a book post, and must be returned at a library counter during opening hours. The book posts are also available at Tama Center Station Bus Terminal (in front of the Tama Legal Affairs Bureau Certification Service Center) and at Neko Support Stations.

### If you do not finish reading within the return deadline,

**You can extend borrowing period twice, only when the borrowed items are of Tama city library.** However, you cannot renew borrowing, if the borrowed items have become reserved by another user.

### If you have lost, damaged, or stained (including by water) the borrowed items,

You will be responsible for compensating them in the exact or similar kind of the borrowed books, magazines, CDs, etc. which were lost or damaged etc.

### When you make a reservation,

**Please use the library homepage, or a user terminal at each Tama library.**

You can search for all the items in Tama city libraries. You can also make reservations when the items you are looking for are on lending or are at other libraries in Tama city (Prior password registration is required).

- ※ However, residents of Hachioji, Fuchu, Chofu, and Machida cities are not eligible for reservations.

**As for the items not in Tama city libraries • • •**

Please consult with staffs at a library counter. They may be purchased anew, or may be ordered to Tokyo metropolitan library or other municipalities' libraries (However, AVs such as CDs and manga cartoon are excluded).

You can also make reservations of unowned items at the library homepage (you need to register your password and e-mail address in advance).

- ※ You will have to view or use the items borrowed from Japanese National Diet Library in Tama libraries.
- ※ If you do not live, work, or study in Tama City, please consult with your resident city library.

### When you want or need to check up something,

We will help you find the items and information you need. Please feel free to consult with the staff members at a library counter.

### Copy Service

Only materials from Tama city libraries may be copied within the allowable scope of the Copyright law. There are four paper sizes: A3, A4, B4, and B5 (with fee charged).

### Administrative and Reginal Materials

The Administrative materials office has been set up at Tama City Hall No. 2 building, and collects the materials on administration matters with a focus on Tama City. In addition, each Tama city library has a collection corner of administrative and regional materials.

### Lending Service to Groups

We provide a group lending service that lends out materials gathered in a lump to such groups as a school, a kindergarten, a nursery school, a community library, a storytelling circle, a reading circle, and so forth in Tama City. (Prior registration procedure is required).

### What you can do with services via Internet.

#### • Inquiry of borrowing and reservation status

After registration of your password, you can search and reserve books and magazines, and use the Tama City Digital Library from your smartphone, personal computer etc.

- ※ Residents of Hachioji, Fuchu, Chofu, and Machida cities are not eligible for reservations.
- ※ Other people than the ones who live, work, or study in Tama city are not eligible to borrow e-books at the Tama City Digital Library.

#### • Extension of the return deadline

After registration of your password, you can extend the return deadline up to 2 times, only when there is no next reservation by another person.

#### 【On registration of your password】

**There are following two ways to issue a password.**

- ① Please enter your user ID (user card number), telephone number, date of birth, and desired password either on the "Password Issuance, re-issuance" screen via "User Menu" of the library homepage, or on the "Password Issuance" screen of a user terminal at each library.
- ② A temporary password can also be issued at a library counter. Please bring your user card and ID documents (driver's license, health insurance card, etc.) to a library counter and receive a temporary password.

#### • We recommend to register your e-mail address.

We will notify you by e-mail as soon as the reserved materials come ready.

#### • Computers with internet access are provided at each library in Tama city.

In addition to Internet searches, on-line databases are available. For using a computer, please bring your user card to a library counter.

### Services for Children

**We accept consultations about children's books.**

**We organize "storytelling circles" and "baby storytelling circles".**

The organizing day and time differ at each library. Please contact your using library for the details.

**We distribute various lists of the recommended books by the library.**

### Services for Handicapped people

We provide services for those who have difficulty in conventional library use. (The registration is required, that can be completed at any Tama city library.)

**For the visually impaired** • • • Making and lending of recorded books, Braille books, and tape magazines / Face-to-face reading / Use of Braille printers

**For those having difficulty in visiting library** • • • Home delivery service

**For the hearing impaired** • • • Requesting service by facsimile  
Inquiries about services for the handicapped people are accepted at the Central Library.

### 7 cities Cooperation (Hachioji, Fuchu, Chofu, Machida, Hino, and Inagi)

Tama City residents can borrow books at the libraries of above-mentioned cities. Application is required in each city. Please bring documents that can verify your ID (driver's license, health insurance card, student ID, etc.) to the library of each city.

※ **There is no common or shared card with Tama City**

If you borrow items outside of Tama City, please be sure to return them to the library of the city where you borrowed by the return deadline.

\* For the details, please double-check with the library of each city.

① Tama City Central Library

Ochiai 2-35

☎042-373-7955

Keio, Odakyu, Tama Toshi Monorail Lines「Tama Center Station」

Getting off - walk 7 minutes

(In Tama City Central Park)

Opening hours/9:30-20:00

Closed days/1st and 3rd Thursday



Facilities

・Reading seats※

・Silent reading room

・Private lab.※

・Group lab. ※

・Reciting room

・Activity room (Fee charged)

・Learning commons

・Storytelling room

・Free Wi-Fi

※PCs can be brought in

② Higashiterakata Library

Higashiterakata626-7

☎042-371-2242

From Seisekisakuragaoka bus terminal

No. 9 Bus boarding gate

(桟72) bound for 「Tama center station」 via Ichinomiya

(桟73) bound for 「Nambu Tiiki Byoin」

Get off at “Sogo Taiikukan Iriguchi” walk1 minute

From Tama Center bus terminal No. 5


boarding gate

(桟72・73) bound for 「Seisekisakuragaoka station」 via Ichinomiya

Get off at “Higashi Terakata” walk 1 min.

Opening hours/10:00-17:00

Closed days/Every Thursday and National Holidays



Facilities

・Reading seats

③ Toyogaoka Library

Toyogaoka 5-6

☎042-374-6581

From Tama Center bus terminal No. 8

boarding gate

(永65) bound for 「Nagayama station」 via Toyogaoka 4-chome

(桟46) bound for 「Seisekisakuragaoka station」

(多03) bound for 「Toyogaoka 4-chome」

Get off at “Ochiai 4-chome” walk 5 min.

From Nagayama bus terminal No. 1

boarding gate


(永65) bound for 「Tama center station」 via Ohashi

(永66) bound for 「Toyogaoka 4-chome」

Get off at “Toyogaoka 4-chome” walk 5 minutes

Opening hours/10:00-17:00

Closed days/Every Thursday and National Holidays



Facilities

・Reading seats

・Learning room※

※PC can be brought in

④ Sekido Library

Sekido1-1-5, The Square 2fl

☎042-371-1004

Keio Line 「Seisekisakuragaoka station」


Getting off - walk 1 minute

(The Square 2nd floor)

Opening hours/Weekdays 9:30-19:30

Sat, Sun, Holiday 9:30-17:00

Closed days/Every Thursday



Facilities

・Reading seats

・Reading room

・Adult seats

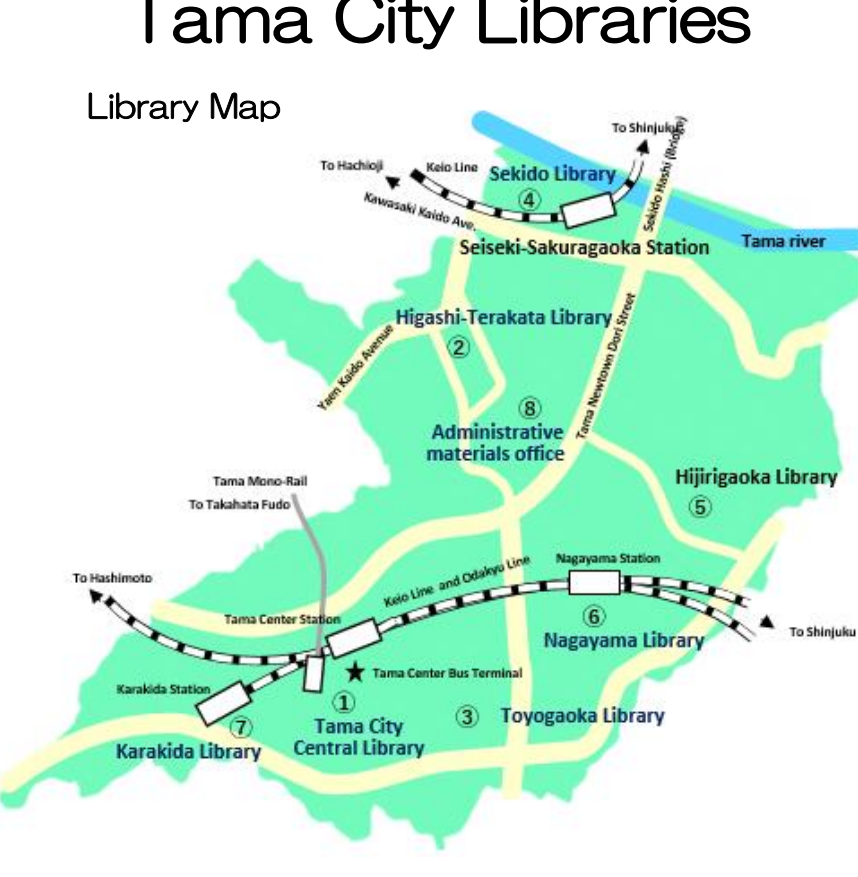
・Activity room ※

(fee charged)

※PC can be brought in

Tama City Libraries

Library Map




<Opening Hours of Book Posts>

① Central Library	1st fl. : 20:30~9:30 next morning 1st and 3rd Thu Around the clock 2nd basement : 1st and 3rd Thu. 9:30~17:00
② Higashiterakata Library	17:00~10:00 next morning Thu. and Holiday Around the clock
③ Toyogaoka Library	17:00~10:00 next morning Thu. and Holiday Around the clock
④ Sekido Library	Weekday 19:30~9:30 next morning Thu. Around the clock Sat., Sun and Holiday 17:00~9:30
⑤ Hijirigaoka Library	17:00~10:00 next morning Thu. and Holiday Around the clock
⑥ Nagayama Library	Every morning 5:00~9:30 Weekday19:30~24:00 Sat., Sun and Holiday 17:00~24:00 Thu 5:00~24:00
⑦ Karakida Library	17:00~10:00 next morning Mon. and Holiday Around the clock
⑧ Administrative Materials Office	17:00~10:00 next morning Sat., Sun and Holiday around the clock

【Tama Center Station Bus Terminal】

(In front of the Tama Legal Affairs Bureau Certification Service Center) Usable around the clock

Collection is done twice a day, i.e., around 10:30 and 16:30.




【Book post guide】

Click here for details

Facilities

・Reading seats

・Story telling room



⑤ Hijirigaoka Library

Hijirigaoka2-21-1Hijirikan1st fl.

☎042-339-7333

From Seisekisakuragaoka bus terminal

No. 12 Bus boarding gate

(桟06)bound for 「Nagayama station」 via Hijirigaoka danti

Get off at 「Hijirigaoka center」 walk 1 minute

From Nagayama bus terminal No. 2

boarding gate

(永34)bound for 「Nagayama station」 (桟06)bound for 「Seisekisakuragaoka station」

Get off at 「Hijirigaoka center」 walk 1 minute

Hijirikan 1st floor

Opening hours/10:00-17:00

Closed days/Every Thursday and National Holidays

Facilities

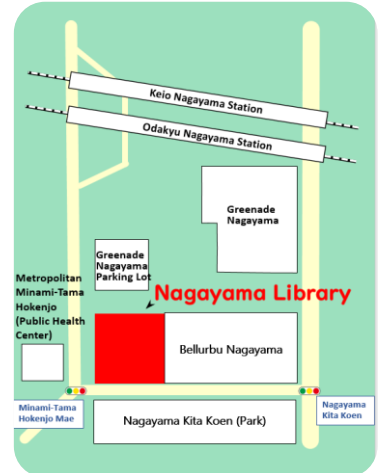
・Reading seats

・Adult seats ※

・Service room for the handicapped

・Facing-type storytelling room

※PC can be brought in



⑥ Nagayama Library

Nagayama 1-5, Berubu Nagayama 3rd floor

☎042-337-6211

Keio and Odakyu Line 「Nagayama station」

Get-off - walk 3 minutes

(Berubu Nagayama 3rd floor)

Opening hours/Weekday 9:30-19:30

Sat., Sun., Holiday 9:30-17:00

Closed days/Every Thursday

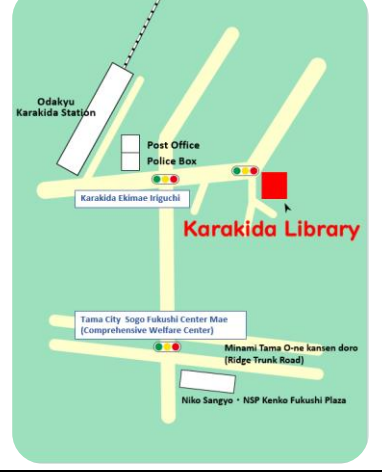
Facilities

・Reading seats

・Seats for PC users※

・Facing-type storytelling room

※PC can be brought in



⑦ Karakida Library

Tsurumaki 6-14 Karakida-syobukan 1st floor

☎042-338-0660

Odakyu Tama Line 「Karakida station」

Get-off and walk 2 minutes

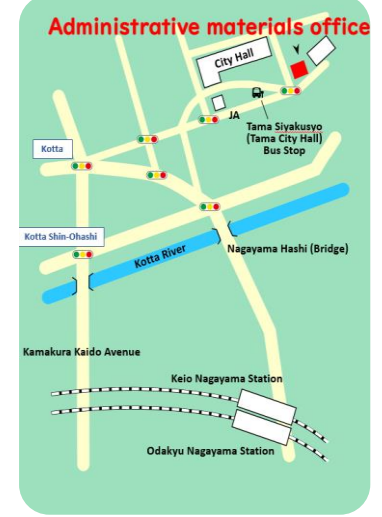
(Karakida-syobukan 1st floor)

Opening hours/10:00-17:00

Closed days/Every Monday and National Holidays

Facilities

・Reading seats



⑧ Administrative materials office

Sekido6-12-1 (City hall 2nd building)

☎042-338-6888

From Seisekisakuragaoka bus terminal

No. 8 Bus boarding gate

(桟62)bound for 「Tama center station」 via Tama city hall

(桟63) 「Tsurumaki danti circulation」

Get off at “Tama Siyakusho” walk 1min.

From Tama Center bus terminal No. 6

boarding gate

(桟62・63) bound for 「Seisekisakuragaoka」 via City hall

Get off at 「Tama Siyakusho」 walk 1 min.

Opening hours/8:30-17:00

Closed days/Sat, Sun, and N. Holiday