

## Library Services during FY2021 (4/1/2021-3/31/2022)

- Tokyo Metropolitan University library will provide the following services during FY2021 (4/1/2021-3/31/2022)
- Outline of services → [Library Services during FY2021 \(4/1/2021-3/31/2022\)](#)
- [Services until end of March.](#)

- **For visitors** (alumni, former teachers, Open University lecturers and members, Tokyo residents, etc.), **entry and all other services will remain suspended.** This is necessary for the university to implement thorough measures to prevent the spread of infections as well as to secure as much time as possible for our students to study, learn and conduct research. We apologize for the inconvenience and ask for your continued understanding and cooperation. Thank you very much.
- We might accept the browsing of the materials that only TMU holds (ex. precious collections) if you have letters of introduction from head of other university library, government office or other groups. [Please contact us.](#)

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\*Please notice that following services may be changed as needed.

### Users

#### Students, teachers and staffs of TMU

Students	graduates, graduate program students, undergraduates, Premium College students, credited auditors, trainees, research students
Faculty and staff	full-time teachers, part-time teachers (part-time lecturers, specially-appointed teachers, research assistants), guest lecturers, guest researchers, research fellows, postdoctoral researcher, Ph.D. candidate researchers, professors emeritus, research fellows and postdoctoral fellows of JSPS, staffs (excluding temporary workers) etc.

### Cautions when Entering Library

- When you have any bad symptoms, please refrain from visiting.
- Please wear mask and wash or sanitize your hands often.

- Please keep social distance inside the library.
- Please refrain from staying long.
- Entry may be restricted to avoid crowding.

### Cautions at Library Counter

- We do not provide in-person references (information service, instruction in library use, etc.). Please use "[Online Reference](#)".
- To shorten your stay, please reserve the materials before visiting when you have already decided which material to use.
  - Search material on [TMU OPAC](#), and click "Reserve" button appears right. Please be aware of notices below and follow the instruction on OPAC.
    - ◆ "Reserve" button will appear at the materials you could reserve. Materials displayed as "Contact for use" and "In Library use only" and bound journals (except for a part of Japanese journals) are ineligible.
    - ◆ When we hold same material at several libraries, we will send the one which we could obtain first. (You cannot assign library.)
    - ◆ If there are several volumes, please click "Reserve" button on every volumes you need.
  - We will keep it on hold for 10 days. Please check reservation status of material at "[My Library](#)". When we are ready to loan, we will send you an e-mail until next opening date.
  - Please notice when you reserve the material online and other user in library needs to use the same material at the same time, user in library takes precedence.
- We will put our rules for borrowing materials back by the end of April.
  - ◆ Teachers, graduates, trainees, research students: 4 weeks / maximum 15 materials
  - ◆ Undergraduates, graduate program students, Premium College students, credited auditors, staffs: 2 weeks / maximum 10 materials
  - You cannot borrow new materials when you have materials which passed the due date.
  - **Overdue penalty will be excused for the time being.** But please return overdue materials as soon as possible.
    - ◆ We will accept returns by mail, but shipping fee should paid at user's expense. (We cannot accept cash-on-delivery.)
    - ◆ When you returns by mail, to prevent damage, please pack it securely with a plastic bag, cushioning material, etc. and write "Return Book" on the surface.

### Services of Each Library

Central Library (Minami-osawa)

- [Opening schedule](#)
- Use of seats and areas
  - Around 160 seats are available. (Seats and carrels at first to third floor, Carrel A/B at second

floor, Media Space and Presentation room\*)

➤ [Details for the use of presentation room.](#)

- We will suspend study consultation service (Study Assistant) for the time being.
- You cannot borrow laptop.

#### Systems Design Library (Hino)

- [Opening schedule](#)
- Use of seats and areas
  - Around 50 seats are available.
  - [Details for the use of Communication Space 1/2.](#)

#### Health Sciences Library (Arakawa)

- [Opening schedule](#)
- Use of seats and areas
  - Around 60 seats are available
- You cannot borrow laptop.

### Library Remote Services

- We will provide remote services (lending, copying, etc.) for the users who have difficulties to visit university. Please write your circumstances and service you need and e-mail us.
  - Examples of the difficulties to visit university
    - ◆ Have underlying disease
    - ◆ Elderly
    - ◆ Living with person who has high risk of infection or becoming severe.
- Please send email to Central Library (lib●tmu.ac.jp) even other library hold the material you need. \*change “●” to” @”
- Please notice that we may decline the remote use of materials at department libraries (Humanities and Social Sciences Library, Law and Politics Library, Economics and Business Administration Library, Mathematics Library, Geography Library).