

Library Services during the Second Semester (10/1/2020-3/31/2021)

- Tokyo Metropolitan University library will provide the following services during the second semester (10/1/2020-3/31/2021)
- Outline of services → [Library Services during the Second Semester \(10/1/2020-3/31/2021\)](#)
- Services until 9/30 (Wed) → [Reopening TMU Library](#)
- Following services may be changed as needed.

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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, professors emeritus, research fellows, postdoctoral researcher, Ph.D. candidate researchers, staffs (excluding temporary workers) etc.

*Staffs are ineligible for remote services.

- **For other users** (alumni, former teachers, Open University lecturers and members, Tokyo residents, etc.), **we continuously stop to provide all services including entering library.** 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.

Opening Hours

Please check the calendars of the library you are visiting.

- Central Library (under construction)
- Systems Design Library (Hino) (under construction)
- Health Sciences Library (Arakawa) (under construction)

Notice

- 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 library.
- Please refrain from staying long.
- Entry may be limited to avoid crowding.

Facilities

- PCs for searching the book collection (OPAC), PCs for databases, PCs for students
- Self-service multi-function machines (copy and print), self-service copy machines, printers for students, self-checkout machines
- Seats (Central: around 100, Hino/Arakawa: around 50)
*Number of PCs are limited.
*Active areas are unavailable.

Services at counter

- Borrowing and returning materials.
 - Loan period
 - ✓ Teachers, undergraduates, trainees, research students: **4 weeks**
 - ✓ Graduates, graduate program students, Premium College students, credited auditors, staffs (excluding temporary workers): **2 weeks**
 - ✓ We do set a due date, but overdue penalty will be excused. Please do not return materials forcibly. Please check "[Returning materials](#)" of remote service.
- Registration and renewing library card (only for teachers, credited auditors, trainees, and research students)
- Receiving ILL photocopies/materials

Notice

- You cannot borrow laptop.
- We do not provide face-to-face reference service. Please use “**online reference service**”.
- We will suspend study consultation service (Study Assistant) for the time being.

Library Remote Services

***Staffs are ineligible for these services.**

Borrow materials by mail

How to apply

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 every materials you could reserve. When we hold same material at several library, 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.
- Choose “**Central Library**” at “**Select Request Conditions**”.
- Enter **your address** at “**Notes**”.

Notice

- University will cover the shipping fee.
- There is no limit for the number of material you can borrow.
- You can reserve borrowed materials too.
- Materials displayed as “Contact for use” and “In Library use only” and bound journals are ineligible.
- Loan period
 - Teachers, undergraduates, trainees, research students: **6 weeks** from the processing date
 - Graduates, graduate program students, Premium College students, credited auditors: **4 weeks** from the processing date
- We cannot use express delivery.
- We will send all materials from Central Library including materials held by Hino and Arakawa. Please notice Hino and Arakawa’s materials will take more time than Central’s.
- When you apply during library opening hour (10am – 4pm) and users in library wish to borrow the material you applied, we will give priority to users in library.
- When we don’t have any question about your application, we will not reply to you.
- **You can borrow materials at library counter too.**
- If you want to receive at library, please choose the library you want to visit and enter “Receive at library.” at “Notes”.

- If you want to receive at library, we will keep it on hold for 10 days. Loan period will be same as “Services at counter”.

Returning materials

- We do set a due date, but overdue penalty will be excused. Please do not return materials forcibly.
- Please return materials at library counter (only during opening hours) or book drop (at any time). We will accept returns by mail, but please notice below.
 - Shipping fee should be paid at user’s expense
 - To prevent damage, please pack it securely with a plastic bag, cushioning material etc. and write "Return Book" on the surface.
- You can renew at “[My Library](#)”.
 - You could only renew one time. When there are reservations, you cannot renew it.
 - Extended loan period for graduates, trainees, research students, and teachers will be 4 weeks from the day you renew it, and for students excluding above will be 2 weeks. However, due date will not be extended beyond the expiration date of the user ID.
 - You can check the expiration date of the user ID at "[My Library](#)". After logging in, click on your name at the upper right corner and check "User Information". (If the expiration date has passed, you cannot log in.)
- When there are borrowing requests for the materials overdue, we will contact you to return it. We will tell the details when we contact, so we kindly ask for your cooperation.

Photocopy service by mail

- University will cover the photocopy fee and shipping fee.
- Materials to be photocopied are bound journals and “In Library use only” materials which displayed “Central Library”, “Systems Design Library”, or “Health Sciences Library” in “Library” on [Tokyo Metropolitan University Library OPAC](#).
 - Non-paper materials (microfilm, CD-ROM, DVD, audio-visual material, E-journal, database, etc.) are ineligible.
 - We will only provide a copies under copyright law.
 - Please use borrowing service when the materials are eligible for borrowing.
- Fill in the required information at [online form](#) and send it to us.
 - You can request 3 copies (1 article will be 1 copy) per 1 application.
 - We cannot use express delivery.
 - We will send all copies from Central Library including materials held by Hino and Arakawa. Please notice Hino and Arakawa’s materials will take more time than Central’s.
 - Please apply after you specify pages you need. If you cannot specify, please contact us by

[online reference form.](#)

- When we don't have any question about your application, we will not reply to you. If you don't receive photocopies and you didn't get any contact from library for more than 2 weeks, please let us know from [here](#).

Apply library card service by mail (issuance and registration)

- This service is for students and teachers of Tokyo Metropolitan University who does not have ID card.
 - It is applicable to research students, part-time teachers, etc. Temporary student cards and cards with “Syutodaigaku Tokyo (university's previous Japanese name)” is still valid, so students and teachers who hold these cards are not applicable for this service.
- Please fill the required information in “[Library card application form](#)” and send it to Central Library (please check sending address [here](#)) by mail (shipping fee should paid at user's expense) or email PDF or photocopy of form with the enrollment certificate of Tokyo Metropolitan University (The one with the enrollment period. Copy is acceptable.).
 - If you are making library card, we will send your library card by registered mail (university will cover the shipping fee). Please write your address when applying.
 - If you are renewing your library card, we will contact you when we finished. Please write your email address when applying.
- When we don't have any question about your application, we will not reply to you. If you don't receive library card and you didn't get any contact from library for more than 2 weeks, please let us know from [here](#).

Receive Interlibrary loan photocopies by mail

- Please apply from “[My Library](#)” as usual.
- If you are paying at your own expense, we will tell the price by email when we are ready to send photocopies. Please send money by registered mail (shipping fee should paid at user's expense). We will send photocopies after we received the money (university will cover the shipping fee). Please write your address when sending registered mail.
- If you are paying at public expense, we will send you an email to check your address when we are ready to send photocopies. After we received your reply, we will send photocopies (university will cover the shipping fee).
- **You could pay and receive the copies at counter as usual too.**

About Interlibrary loan materials

- This service is based on mutual cooperation between university libraries. University is

responsible for taking care of materials we borrowed, so when materials are damaged or lost, there is the possibility that university cannot receive this service anymore. Sending the materials that university borrowed to each users will increase the probability of accident, so **there is no remote service for Interlibrary loan materials.**

- **You could pay and receive the materials at counter as usual.** Please apply from "[My Library](#)".

Letters of introduction and new purchase request

- Please apply from [online form](#) to issue letters of introduction. Whether you could visit other university's library will depends on the situation of the library you want to visit. Check if they are accepting visitor or not before applying.
- Please apply from "[My Library](#)" for new purchase request.

Contact Information / Address

Address: 1-1 Minamiosawa, Hachioji-city, Tokyo 192-0397

Tokyo Metropolitan University Central Library

Email: lib★tmu.ac.jp *change "★" to "@"