

## Nakameguro-Daikanyama Campus

A part of the Library collection is located at the "Creative Lab" on the 2nd floor.  
Library staff is stationed at the reception counter. Please feel free to contact us.

Reception opening hours: Monday to Saturday, 9:00-18:00

\*For more information, please refer to the Library Calendar.

### At the "Creative Lab" reception counter

- ▶ Please be sure to check out at the reception when taking materials outside of the "Creative Lab".
- ▶ Materials borrowed from the library in Ikebukuro can be returned here.
- ▶ You can borrow the following items for use in the "Creative Lab" area; Laptop computer, Portable disc player (with headphones).

### Inter-campus delivery: Library materials

You can order materials from other campus library.

To order a material from the item page on OPAC, please press the calendar-like icon and log in to "MyLibrary" with your user ID and password. Be sure to select the campus you want to receive.

Inter-campus delivery	Order	Pick-up available
Library in Ikebukuro ⇒ Creative Lab in Nakameguro	~8:30	12:15~
	~14:00	17:15~
Creative Lab in Nakameguro ⇒ Library in Ikebukuro	~10:00	13:30~
	~15:00	9:00~ on the next opening day



Website



OPAC

## General instructions

### Using TCM library

- ▶ A student ID or a library card is required to use library services. Please do not forget to bring your ID or card with you when using TCM library.
- ▶ Never use the ID or library card of others.

### Borrowing and returning of the items

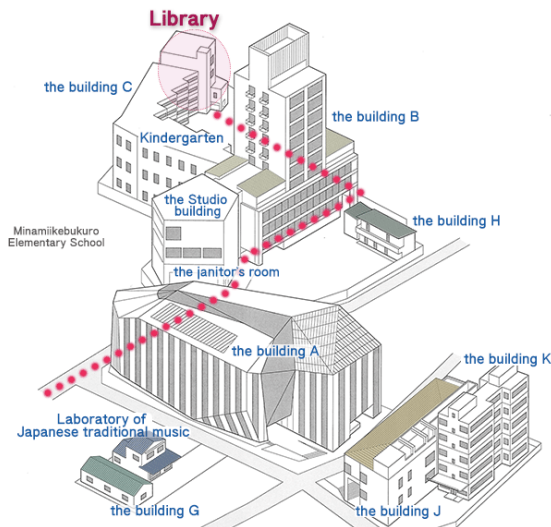
- ▶ Treat the items carefully, and make sure they are returned by the due date.
- ▶ Report any loss of or damage to items immediately, you may be asked to replace the lost / damaged items, or be charged for its replacement.
- ▶ Do not lend items you have borrowed to the others.
- ▶ Return the items through the book-post facility while the library is closed. However, CDs, books (or periodicals) with discs are required to return during opening hours.

### Using facilities and equipment

- ▶ Private computers should only be used the reading room on the 3rd floor.
- ▶ Individually owned AV equipment or items cannot be used in the AV room.
- ▶ Please refrain from talking on, or taking photos on mobile phones in the reading room and the AV room.
- ▶ No items from the library can be photographed. Use the copy service if necessary.
- ▶ Please keep your valuables with you at all times.
- ▶ Smoking, eating and drinking in the library are prohibited. Keep any food or drink in your bag when carrying.
- ▶ Please follow the directions of the library staff to maintain good order.

## Ikebukuro Campus map

Walk through the building B to the opposite exit, and turn left.  
You can see the library on the slope. It is not connected to the building C.



# Tokyo College of Music Library User's guide



The "sōshi-bushi": Japanese sōshi's song [on crepe paper] / words and illustrations by Yonejiro Suzuki, Founder of our college

## Opening hours

### Open

Term Time (classes)

Monday to Saturday, 9:00 – 18:00

Term Time (no classes)

Monday to Saturday, 9:00 – 17:00

### Closed

Sundays, National holidays, Spring holidays, Summer holidays, New Year holidays

For more information, please refer to the Library Calendar.

TOKYO COLLEGE OF MUSIC LIBRARY  
3-4-5, Minami-Ikebukuro, Toshima, Tokyo  
171-8540 Japan  
TEL 03-3982-2120 FAX 03-3982-2870  
Website <http://www.tokyo-ondai-lib.jp/en>  
OPAC <https://opac.tokyo-ondai-lib.jp/top>

## How to use TCM Library

Your student ID card or library card is needed for receiving library services. Most of the library items are in the closed stack. Search the OPAC (Online Public Access Catalog) system for an item, fill out the request paper and hand it in to the circulation desk.

## Borrowing, returning, renewing, and holding

Please be sure to borrow and return items in person.

### Browsing and Borrowing

Music scores, books, and back issues of periodicals can be checked out.

Please browse reference books and the latest issues of periodicals in the library.

Use the visual items only in the library.

### «Maximum number of items and loan period»

	Undergraduate students (1st-3rd year), High school students	Undergraduate students (4th year)
Music scores	3 / 2 weeks	5 / 2 weeks
Research material	3 / Current day	3 / 2 weeks
Japanese books	5 / 2 weeks	5 / 2 weeks
Foreign books	3 / 2 weeks	5 / 2 weeks
Periodicals (except the latest issue)	3 / 2 weeks	5 / 2 weeks
Recorded items (CD)	3 / 2 weeks	3 / 2 weeks
Recorded items (except CD)	3 / 2 weeks	3 / 2 weeks
Visual items	2 / in the AV room	2 / in the AV room
The current day use	3 / Current day	3 / Current day
in-library use	3 / in-library use	3 / in-library use
Reservable limit	5 items	5 items
Reservable limit for Inter-campus delivery	10 items	10 items

	Graduate students (master's)	Graduate students (doctor's)
Music scores	5 / 4 weeks	10 / 4 weeks
Research material	5 / 4 weeks	10 / 4 weeks
Japanese books	5 / 4 weeks	10 / 4 weeks
Foreign books	5 / 4 weeks	10 / 4 weeks
Periodicals (except the latest issue)	5 / 4 weeks	10 / 4 weeks
Recorded items (CD)	5 / 2 weeks	10 / 2 weeks
Recorded items (except CD)	5 / 2 weeks	10 / 2 weeks
Visual items	2 / in the AV room	2 / in the AV room
The current day use	5 / Current day	10 / Current day
in-library use	5 / in-library use	10 / in-library use
Reservable limit	10 items	10 items
Reservable limit for Inter-campus delivery	20 items	20 items

### Returning

Please adhere to deadlines for returning items.

Borrowing is not permitted while items are overdue.

Before returning, please make sure that all items are complete (ex.: score & parts of music).

Return items in the book-post facility during closed hours.\*

\*Books and periodicals with CDs or discs must not be put in the book-post facility, they must be returned during opening hours.

### Extending loan period

You can extend your loan period once online. Log in to "MyLibrary" and renew your loan. If you want to extend the loan further, please bring the items to the circulation desk.

Items reserved by another user cannot extend the loan period.

### Holding

If the item you want to borrow is out on loan, it is possible to make a reservation for that item through the OPAC.

To hold a book from the item page on OPAC, press the calendar-like icon and log in to "MyLibrary" with your user ID and password. To confirm or cancel a reservation, please go to "MyLibrary" on OPAC as well.

You can check whether the items you reserved are returned or not on "MyLibrary".

## About "MyLibrary"

"MyLibrary" is a portal site that the library provides 'for you' to take advantage of online services. A password needs to be set up before use.

### What You Can Do with "MyLibrary"

- ▶ View your records : Confirmation of borrowing and holding, loan history. Extend your loan period.
- ▶ View announcements from TCM library
- ▶ View also the ID and password for NAXOS Music Library
- ▶ Requests for a reservation and Inter-campus delivery
- ▶ Requests for Inter-Library Loan (ILL)
- ▶ Off campus access for e-resources
- ▶ My Bookshelf (Bibliographic information and previous search conditions can be saved to your Bookshelf)

## Inter-library Loan(ILL) : For TCM users only

If the items you want are not available from TCM library, requests for items and copies of journals can be made to other libraries. As for ILL services, or a letter of introduction to other libraries, please ask at the Information & Reference Desk.

## Photocopy

The items in TCM Library can **ONLY** be photocopied according to copyright laws.

You can apply for photocopying service for old or fragile item. The copies will be available in a few days.

● Black-and-white printing ¥20/sheet\*

● Color printing ¥50/sheet\* \*for students and the members of the faculty

Self-service photocopy is available on the 1st floor. Please keep to the following guidelines.

● Black-and-white printing ¥10/sheet

Only library items can be copied. Make sure to borrow the items before copying.

Fill out the copy request form and show it at the circulation desk together with your student ID card or library card and the original item before copying.

### CAUTION!

Music scores cannot be copied in the library.

Journal articles may be photocopied after a certain period of time, generally after the next issue is released, or more than three months have elapsed.

Audio-visual items cannot be duplicated.

## Other services

### Information & Reference Desk (1st floor of the library)

You can inquire how to use our facilities, how to search for an item, requests for Inter-Library Loan (ILL), and consultation about your research at the Information & Reference Desk.

Opening hours: 12:00 – 17:00 from Monday to Friday

### Usage of academic databases

You can access to our contracted databases and online journals.

For more information, see the brochure "How to access e-resources". Prints are available with a fee.

### NAXOS Music Library \* (NML)

Current TCM members can NAXOS Music Library provided by NAXOS JAPAN. With the ID and password you can log onto the NML and enjoy music on your smartphone or computer. You can check your NML ID and password on "MyLibrary" page.

\* NAXOS Music Library is the most comprehensive collection of classical music available online, offering over 1,835,602 tracks of Classical music, Jazz, World music, Folk and so on.

### Browse of the microfilm items

You can browse part of rare items using the microfilm viewer. Prints are available with a charge.

Please request at the circulation desk on the 1st floor when using.

Your request will be accepted until 30 minutes prior to closing.

### Purchase requests of item

Purchase requests for items that are not available in our Library will be accepted. Fill out the request form and hand it in to the Information & Reference Desk.

Request can be accepted from April to December.