

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 – 18:50

Term Time (no classes)

Monday to Saturday, 9:00 – 16:50

Summer Holiday

Irregular, 10:00 – 15:50

■ Closed

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

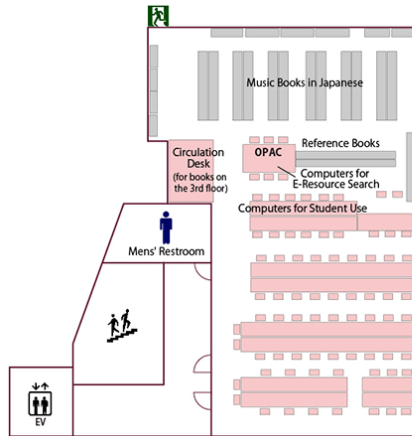
For more information, please refer to the Library Calendar.

TOKYO COLLEGE OF MUSIC LIBRARY
3-4-5, Minami-Ikebukuro, Toshima, Tokyo
171-8540 Japan
TEL 03-3982-2120 FAX 03-3982-2870

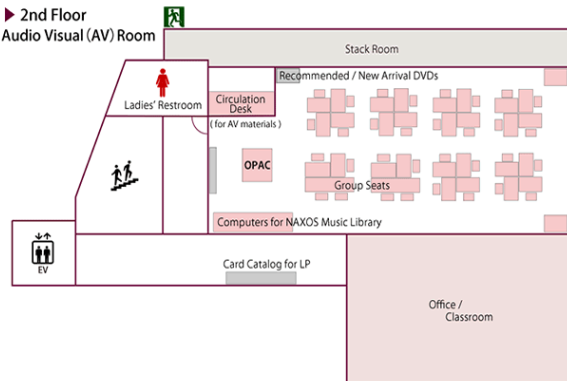
Website <http://www.tokyo-ondai-lib.jp/en>
OPAC <https://opac.tokyo-ondai-lib.jp/top/index.do?method=change&langMode=ENG>

Floor guide

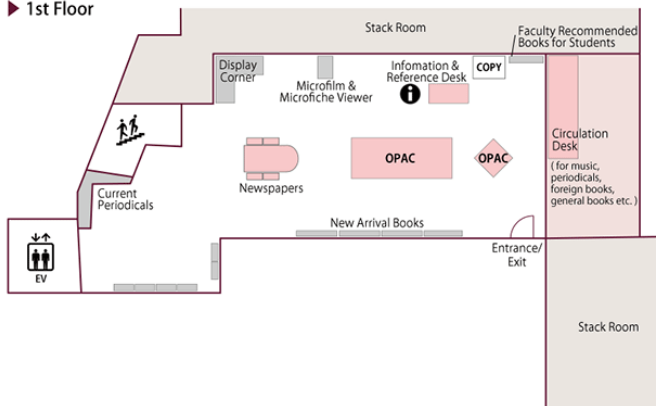
▶ 3rd Floor Reading Room



▶ 2nd Floor Audio Visual (AV) Room



▶ 1st Floor



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

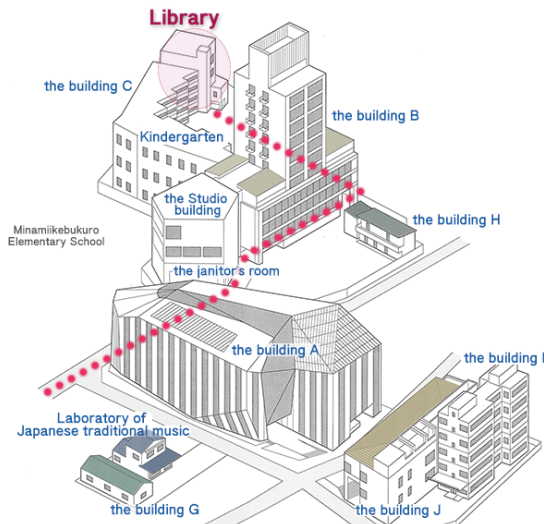
- ▶ Treat the items carefully, and make sure they are returned by the due date.
- ▶ Report any loss of or damage to items immediately, you may be asked to replace the lost / damaged items, or be charged for its replacement.
- ▶ Do not lend items you have borrowed to the others.
- ▶ Return the items through 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 in the lobby on the 1st floor, or the reading room on the 3rd floor. They are not allowed to be used in the AV room on the 2nd 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.

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.



How to use TCM Library

Your student ID card or your library card is needed to the various services from us.

Most of the items are in the closed stack. You should use the OPAC (Online Public Access Catalog) system to search for an item, fill out the call number request form 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.

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

Use the audio-visual items in the library. Current TCM members can check out CDs.

« Maximum number of items and loan period »

	Undergraduate students (1st-3rd year), High school	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 / 1 weeks	3 / 1 weeks
Recorded items (except CD)	2 / 1 weeks	2 / 1 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 pieces	5 pieces

	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	10 / 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 pieces	10 pieces

Returning

Please adhere to deadlines for returning items.

There are overdue item penalties.

Borrowing is not permitted while items are overdue.

If the due date is exceeded, borrowing is not permitted for a period equal to the number of days the overdue item was returned. All other services will be unavailable during the penalty period also.

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.

Renewing

Library items may be renewed online. Please log in to "My Library". You can renew items only once on My Library. Further renewals must be done via the circulation desk.

Items requested by another user cannot be renewed. Please return these items by the due date.

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, please press "Reservation" and log in to "My Library" with your user ID and password.

To confirm or cancel a reservation, please go to "My Library" on TCM OPAC as well.

As for reservation limits, please refer to "Maximum number of items and loan period".

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

About "My Library"

"My Library" 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 My Library

- ▶ View your records : Confirmation of status of books you are currently borrowing and placing on hold, as well as renewal periods, can all be done online.
- ▶ View announcements from TCM library
- ▶ Requests for Inter-Library Loan (ILL)
- ▶ 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.

- ¥20/sheet for students and the members of the faculty

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

- ¥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: 9:00 – 17:00 from Monday to Friday

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.

Usage of academic database

You can access to our contracted database and online journals through the Internet computers on the 3rd floor. Prints are available with a fee.

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.



Website



OPAC