

International Library of Children's Literature, National Diet Library

Instructions for On-site Use

Reader services and other on-site services are provided in accordance with the Instructions for the On-site Use of the International Library of Children's Literature of the National Diet Library (NDL(CL)2204272 of 2022) based on the National Diet Library Rules Concerning the Use of Library Materials (National Diet Library Rule No. 1 of 2022).

These instructions are given in order to ensure good library services for all users, to preserve library materials as cultural assets, and to assure the availability of library materials to future generations.

Please abide by the following conditions:

1. Generally prohibited acts

The following acts are prohibited in the Library:

- (1) Speaking unnecessarily in a loud voice or making loud noises including audio from portable devices.
- (2) Violent behavior, harassment or sexual behavior toward other users or the library staff.
- (3) Stalking, threatening, insulting or harassing other users or library employees.
- (4) Carrying inside the Library any item deemed inadvisable from the perspective of ensuring security or preserving library materials, such as umbrellas, animals, plants, or dangerous items including objects with a sharp blade.
- (5) Talking on cell phones, or using any recording device such as an audio recorder, video recorder, camera, or scanner, except in designated areas.
- (6) Using electrical outlets for personal computers or other devices except in designated areas, or for any purpose not necessary for using the Library.
- (7) Drinking or eating except in the Common Room, the Cafeteria and other designated areas.
- (8) Smoking (including smokeless tobacco, electronic cigarettes, or other types).
- (9) Using the library facilities for anything other than their intended purposes, or occupying the facilities for a long time or by a large group.
- (10) Entering or exiting the Library through any entrance or exit other than the user gate without permission of the library staff.
- (11) Any behavior the Library prohibits from the perspective of preserving library materials, maintaining security, maintaining a good reading environment for users, or ensuring library employees can work smoothly.

2. Use of library materials

Users are requested to observe the following:

- (1) Read library materials only in designated areas within the Library. Taking library materials out of the designated areas is strictly prohibited.
- (2) Handle library materials with care. Avoid bending, throwing, or otherwise handling library materials roughly.
- (3) Avoid cutting or tearing library materials. Also, avoid writing in library materials.
- (4) Please remember that you are responsible for any library materials you borrow until they are returned.
- (5) Please do not deface or otherwise damage library materials.

3. Returning materials and leaving the reading rooms

All library materials are to be returned to their designated places in accordance with Library procedure. Users are asked not to leave the rooms until all library materials have been properly returned, except those left at the Copying Center for later date photoduplication. Also, be sure to pick up any printouts you have ordered at the Printout Counter before leaving the room.

4. Facilities and other equipment

Users are requested to observe the following when using Library facilities and equipment:

- (1) Avoid handling computers or other equipment roughly.
- (2) Avoid defacing or damaging library facilities, tables, chairs, and other equipment.
- (3) Taking equipment out of the Library is strictly prohibited.

5. Follow instructions from the library staff

Users are requested to follow all instructions concerning the use of materials and facilities given by library employees.

When using the Researchers' Reading Room, please abide by the following conditions:

1. Prohibited items in the Researchers' Reading Room

Users are not allowed to carry any of the following items inside the Reading Room. Please ask at the counter if you need such items for medical or other reasons.

- (1) Opaque bags or containers 17 x 25 cm or larger, including briefcases, shopping bags, or envelopes.
- (2) Copiers, cameras, video cameras, scanners, etc.
- (3) Food or drink, including beverages in plastic bottles, gum, or candy.
- (4) Any other items deemed inadvisable from the perspective of preserving library materials, ensuring security, or maintaining a good reading environment for users.

2. Deposit of baggage when using the Researchers' Reading Room

Users are requested to deposit baggage in a locker and carry valuables, notebooks, or other necessary items in a transparent bag. The Library cannot be responsible for the loss of personal possessions and therefore keeping your things in a safe place is your own responsibility. The Library reserves the right to inspect the contents of transparent bags when users leave the Reading Room. Lockers are not available for overnight storage. Items left in lockers after the Library closes are treated as lost articles. For security reasons, the Library reserves the right to treat personal possessions as lost articles or to keep them if left unlocked in lockers, or deemed abandoned in the room.

3. Provision of personal information when using the Researchers' Reading Room

Users who do not have a Registration Card are requested to fill in all items on the application form, including your name and other personal information. Also, please fill out call slips correctly with your name, address, and the call number of library materials or other information you are requesting.

4. User cards, etc. for the Researchers' Reading Room

The following rules apply to the use of Registration Cards, One-Day User Cards, and User badges.

- (1) Take care not to lose, bend, deface, or otherwise damage cards.
- (2) Do not share user IDs or passwords with others.
- (3) Do not lend or borrow the cards.
- (4) Wear User badges in a prominent place at all times.
- (5) Do not leave the cards on terminals for a long time.
- (6) Be sure to return One-Day User Cards and User badges to the counter when you leave.

Depending on the situation, the following measures may be taken:

1. Termination of Library privileges

Users who do not observe the above conditions could be refused entry, asked to leave the Library, or have their Library privileges terminated, if they fail to heed warnings about their behavior. Users who commit acts such as violence or harassment, or unpermitted removal or cutting library materials will immediately have their Library privileges terminated and be escorted from the Library.

2. Civil and penal liability

Users who stain, damage, or lose library materials, equipment, or facilities at the International Library of Children's Literature are expected to make compensation in accordance with all applicable laws and regulations. In cases where failure to observe the above conditions is construed to constitute a crime, the International Library of Children's Literature will report such behavior to the police or other relevant authority.

3. Suspension of Library privileges

Users who do not observe the above conditions or follow instructions from Library personnel could be ordered to stop using library materials based on the National Diet Library Rules Concerning the Use of Library Materials and suspended from admission, taking into consideration the situation of the prohibited acts or violation.