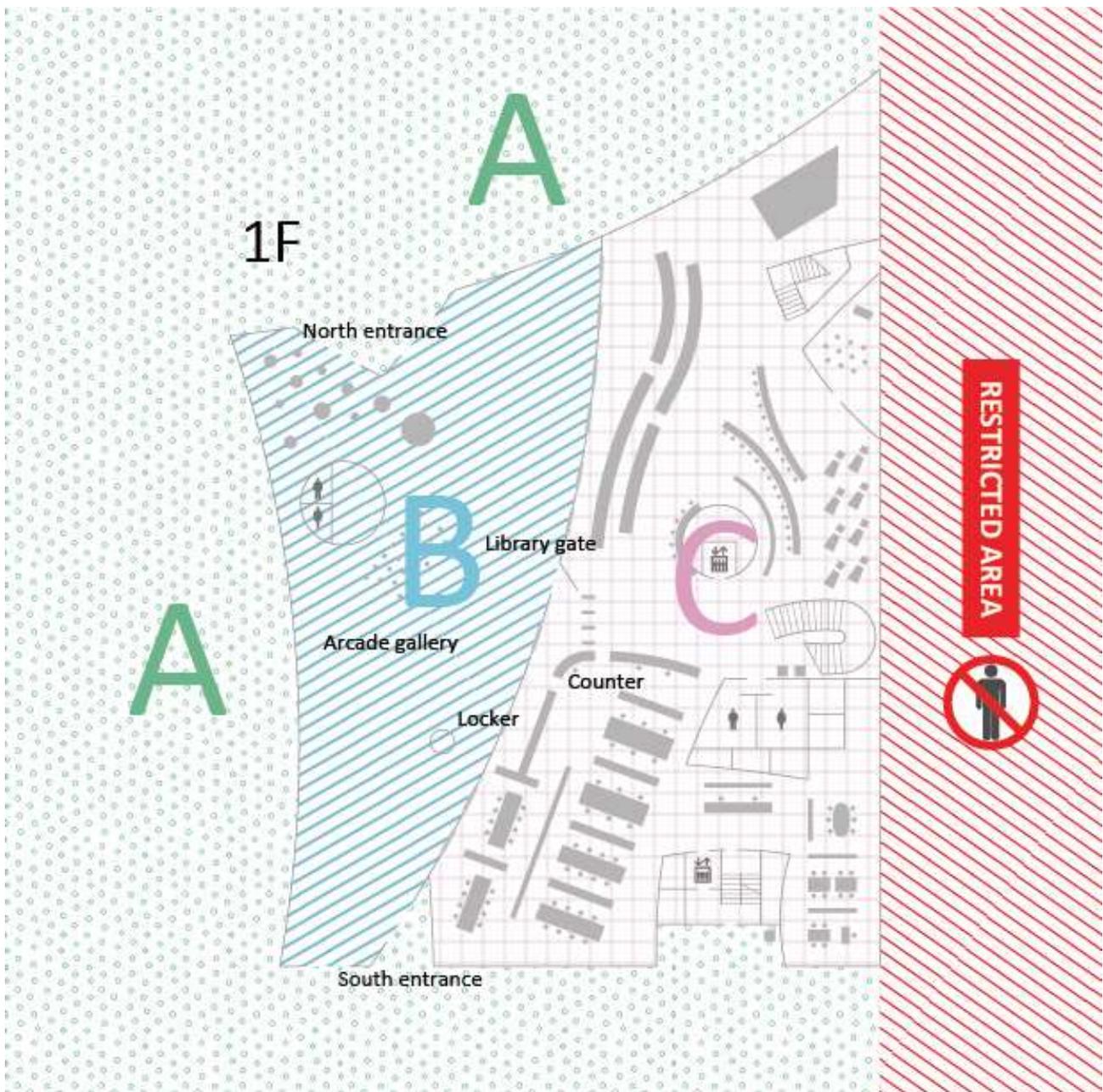


Application for Library Visit

Thank you very much for your interest in Hachioji Library of Tama Art University, beautifully designed by Japanese architect Mr. Toyo Ito, who serves as a Visiting Professor at TAU's department of Environmental Design. In addition to the library's main service for our students, we welcome external visitors on special conditions described on this page. If you wish to pay a visit to the library, we kindly ask you to read the following instruction carefully and apply for a visit by email well in advance.

1. Floor map of the library

The library is a two-story building divided into three different areas (A, B, and C). Entrance of visitors inside the study area (C) is limited to only Saturdays.



2. Open dates/hours

Area	Taking pictures/carriage of cameras	Open time and days	Closed days	Reservation by email
Campus/outlook (A)	OK!	9:00-16:00 on weekdays	Sundays, national holidays, school holidays + the entire month of February	Not necessary for 3 people or fewer: (*ID card/document needed)
Arcade gallery (B)	NOT ALLOWED			
Study 1F and 2F (C)	NOT ALLOWED	9:00-16:00 on Saturdays	Weekdays, Sundays, national holidays, school holidays + the entire months of January, February, and April	RESERVATION REQUIRED for 4 people or more (up to 20 people): (*ID card/document needed)

NOTE:

*All of January (final exam period), February (entrance examinations), and April (orientations for freshmen) we do not accept any visit requests.

*Please also refer to the library calendar at the bottom of this page to check if it is open to visitors on your preferred visiting date.

*You can find Japanese national holidays listed here: <https://www.timeanddate.com/holidays/japan/>

*There will be additional days off on school holidays or for other reasons, such as in the occurrence of natural disasters.

3. Application (reservation)

If your group consists of 4 people or more, you need to make a reservation for your visit. Please provide us with the following information along with the corresponding item numbers by email (tosho-h@tamabi.ac.jp) 14 days (2 weeks) prior to your visit at latest.

(Subject of the email) “Application for library visit”

- (1) Names of the visitors (*please state who is the representative person)
- (2) Number of visitors (*we do not accept visits from groups of more than 20 people)
- (3) Preferred date and time of your visit
- (4) Your affiliation (*name of the university, architectural firm, or other company you are affiliated with)
- (5) Purpose of your visit
- (6) [a] Telephone number,
[b] Email address, and
[c] Visiting/postal address which can be reached during your stay in Japan
- (7) [a] Telephone number,
[b] Email address, and
[c] Visiting/postal address in your home country
- (8) How did you hear about the Hachioji Library?
- (9) (*Please copy and paste the following statement in your email) “I have read carefully and understood everything in the instruction given on the library website. I agree to follow guideline the librarians and other officials will notify us of on the day of my visit. I also promise not to violate TAU students’ rights to study and other regulations assigned by the university, especially the prohibition of taking pictures inside the library building.”
- (10) Other comments/questions/requests (*if any)

NOTE:

*We may ask you to reschedule the visiting time/day when there are many applicants on the same day.

*If you come in a big group as part of a school trip etc., please include at least 1 teacher in a group of 10, or 2 teachers in 11-20, in order to supervise the students.

*A group of more than 20 people cannot be accepted.

*If you are a media official or journalist and wish to take pictures inside the library building, please send an email both to TAU’s Policy Planning and Public Relations Department (kikaku@tamabi.ac.jp) and Hachioji Library Office (toshoh@tamabi.ac.jp) to ask us for special permission.

4. Necessary items for the visit

Please bring with you following items on the visiting day.

- (1) An ID card/document (e.g. passport)
- (2) A photocopy of the email sent from a library staff in response to your visiting application

5. Prohibited activities

- (1) Taking pictures inside the library building (area B and C) (*It is permitted to take pictures only from outside the building (area A), but even in that case please do not shoot the faces of students or other university officials.)
- (2) Use of mobile phones

- (3) Loud conversations
- (4) Entrance to Study Area (C) when accompanied by infants or small children
- (5) Talking to the students
- (6) Measurement of the building and interiors
- (7) Consumption of food and drink
- (8) Use of library PCs and other equipment
- (9) Carriage of items which make the library dirty (such as wet umbrellas)
- (10) Stay in the library for a long time (more than 1 hour)
- (11) Any other activities that may interfere with regular service of the library and/or trouble its users and staff.

NOTE:

*Those who violate the regulations may be asked to leave the library/campus.

6. How to access

Please check the university's official website to learn how to access the Hachioji campus.

<http://www.tamabi.ac.jp/english/access/>

NOTE:

*TAU has two libraries in two different campuses at Hachioji and Kaminoge respectively. If you are visiting the library designed by Mr. Toyo Ito, please remember to come to the right place, Hachioji campus.

*We have no parking lot for visitors on Hachioji campus. Please come to the library by bus or on foot from Hashimoto station. Buses also run from Hachioji station.

7. Visiting day

When you arrive at the Hachioji campus, please talk to a guard at the university main gate and tell him/her that you have an appointment at the library. The library is located on the left from the main gate, seen from the guard station.

When you get to the library, please first go to the counter and show your ID card/document and photocopy of an email as noted in number (3) above.

You can stay in the library for 1 hour at maximum.

8. Contact

Hachioji Library Office, Tama Art University

Email: toshoh@tamabi.ac.jp

Address: 2-1723 Yarimizu, Hachioji, Tokyo 192-0394 JAPAN