



Library FAQ

How do I get a library account?

Visit the Library's front desk to create an account. You will need your Club membership card.

How many items can I borrow?

Members can borrow up to 10 books, three magazines and three DVDs per day.

Rules may differ depending on membership type.

What are the borrowing periods?

- Books: 14 days
- Back-issue magazines: 14 days
- Regular DVDs: 7 days
- New DVDs: 3 days

Can I renew items?

Most items can be renewed up to three times. New DVDs cannot be renewed. Renewals are not allowed on items with holds. *Users who have used all possible renewals on new items cannot borrow the same item again until 48 hours have passed.*

How do I view and renew borrowed items?

You can view and renew items online through the library catalog or the Tokyo American Club Library app. Items can also be renewed in person, by email or by phone during library hours.

How do I reserve an item?

Log into your account on the library catalog or Tokyo American Club Library app, search for the item and click "Place Hold." Holds can also be placed in person, by email or by phone.

How will I know when my hold is ready?

You will be notified by email when the item is available.

What are the overdue fines?

Items returned after 9am **the day after the due date** are considered overdue. Fines are:

- Children's Library books: ¥30 per day
- General collection books: ¥50 per day
- DVDs: ¥100 per day

See the House Rules for more information.

What is the policy for lost or damaged items?

- **Lost items:** You have until overdue fees reach ¥3,300 to find the item. If the item is not returned within 14 days of the Final Overdue Notice, it will be declared lost. You will be charged the replacement cost plus a ¥3,300 handling fee for lost books and DVDs. The handling fee for magazines is ¥1,100.
Overdue fees are not charged after replacement and handling fees are paid.
- **Damaged items:** You will be charged the replacement cost plus a ¥3,300 handling fee for damaged books and DVDs. The handling fee for magazines is ¥1,100.

See the House Rules for more information.

Where do I return items?

Borrowed items can be returned to the Library's front desk during operating hours. There are also book and DVD drop boxes at the Club B1F entrance and outside the Library on the second floor.



How do I search for items?

Items can be searched for on the Library's browsing computer or within the Tokyo American Club Library app. You can also browse the shelves or ask a librarian for assistance.

Can I request an item?

Yes, please email the Library or come to the front desk. Check with the librarians to make sure the Library doesn't already have the item.

How do I access digital resources?

Use the Libby app. Instructions are available in the library catalog or from a librarian.

How do I donate books?

Contact the librarians at library@tac-club.org.

What is the desk policy?

Desks are available on a first-come, first-served basis. Unattended items will be removed by staff after 15 minutes.

Can I eat or drink in the Library?

Food is not allowed. Drinks with lids or caps are allowed.

What is the Library's dress code?

Casual wear is allowed. Workout attire or sweaty exercise wear is not allowed.
See the House Rules for more information.

Where can I find information about upcoming events?

Check the library catalog's event page.

TAC Library app:



Libby app:



Library Catalog: <https://tac.club/brbklf>