

北米日本研究資料調整協議会

NORTH AMERICAN COORDINATING COUNCIL ON JAPANESE LIBRARY RESOURCES

NCC Council Handbook

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Section 1:

NCC
Mission and Background

Section 1: Mission and Background

I. The Purpose of this Handbook

The NCC Council Handbook is intended as a resource on the history, structure, and governance of the North American Coordinating Council on Japanese Library Resources (NCC) for Council Members and NCC staff. A separate NCC Staff Manual provides more detailed job descriptions and staff procedures. The NCC Website contains additional materials about NCC activities, committees, projects, and reports of past meetings. Council Members are encouraged to consult the Website at <http://www.nccjapan.org/> for further information.

The handbook was designed to help a diverse group of Council Members and faculty members: especially those who are not Japanese studies librarians, those who may come from the library field but be less familiar with the field of Japanese studies, and those who may be less familiar with the functioning and governance of small non-profit organizations like the NCC. This handbook also contains details on the general roles and responsibilities of the Council positions, details on current committee and task force activities and members, summaries of past NCC activities and initiatives, and lists of past Council Members and library-related terms and acronyms. A site map of the NCC Website is included as Appendix A.

II. About the NCC

1. *Mission Statement*

The North American Coordinating Council on Japanese Library Resources (NCC) works to expand and improve access to library resources and other forms of information about Japan within the existing framework of North American library collections, through grant programs, and by working with collaborating organizations in North America, Japan and elsewhere.

The overarching goal of the NCC is to mobilize the resources of information providers, information users, and funding organizations in order to collaboratively develop comprehensive access to Japanese information in as wide a range of fields as possible in the humanities, social sciences, and throughout the professional fields for all current and potential users.

The NCC works to define and articulate the common concerns and needs of both libraries and users of Japanese resources. It autonomously develops programs and materials to address those needs, and articulates those needs to funding organizations in both the US and Japan. The NCC serves as a strong representative voice for institutions and individuals (including those with limited or no direct library access to Japanese materials) and its activities are carried out by the pro bono efforts of representatives of a range of libraries and institutions in the field of Japanese studies. The NCC works to provide two-way coordination between North American libraries and funding agencies; and to develop closer collaborations between North American and Japanese libraries, their staffs, and their users.

Specifically, the NCC:

- Coordinates and develops projects that improve access to materials in all formats [<http://www.fas.harvard.edu/~ncc/access.html>], cooperatively develop Japanese collections [<http://www.fas.harvard.edu/~ncc/grants.html>], and educate librarians [<http://www.fas.harvard.edu/~ncc/librarian.html>] and users of Japanese resources [<http://www.fas.harvard.edu/~ncc/eresources/index.html>];

- Solicits recommendations from and articulates the collective needs of librarians, scholars and others in relation to information resources;
- Expands the work of advising and collaborating with funding agencies in developing relevant and valuable programs;
- Gathers and disseminates information with regard to these efforts and to educate users about new resources [<http://www.fas.harvard.edu/~ncc/archive.html>]

The NCC [<http://www.fas.harvard.edu/~ncc/index.html>], founded in 1991, is an independent 501-C-3 tax-exempt organization, a public charity in the Commonwealth of Massachusetts, and an international nonprofit organization fostering collaborations across a wide range of institutions.

Approved by the NCC: September 23, 2006

2. *Legal Status*

The NCC is an independent non-profit 501-C-3 tax-exempt organization and a “public charity” as defined by the Commonwealth of Massachusetts, where it is headquartered. The NCC receives funding support from US and Japanese sources. Primary operating funding comes from the Japan-US Friendship Commission (JUSFC), an agency of the US Government, and the Japan Foundation, an independent administrative institution (**独立行政法人**) affiliated with the Japanese Ministry of Foreign Affairs. Supplemental program and in-kind support is also received from the Reischauer Institute of Japanese Studies at Harvard University, from the Japan Publications Trading Company, Ltd. (JPT) in Japan, and from the many institutions that collaborate in or co-sponsor NCC activities. The NCC’s fiscal year is July 1st to June 30th.

3. *The NCC’s Role in Relation to the Funders*

Since its founding in 1991, the NCC has worked very closely with two principal funders, the Japan-United States Friendship Commission (JUSFC) [<http://www.jusfc.gov/>], an independent federal agency of the US government founded in 1975; and the Japan Foundation, an independent administrative institution (**独立行政法人**) affiliated with the Japanese Ministry of Foreign Affairs founded in 1972. Within the Japan Foundation the NCC works especially closely with the staff of the Japan Foundation’s New York Office (JFNY) [<http://www.jfny.org/>]. Both the JUSFC and Japan Foundation played important roles in the founding of the NCC.

Representatives of the JUSFC and JFNY are regularly invited to attend NCC working and Open Meetings and to provide reports or updates. Representatives of those agencies attend working meetings as observers (not voting members of the NCC) they make reports, and may be called upon to offer opinions on NCC initiatives.

The NCC provides assistance to these funding agencies when called upon, as appropriate. Often that assistance is offered on a referral basis when a question is raised or inquiry made to one of the agencies regarding library and information resources. The NCC may also provide other support to the funding agencies on a regular basis by staffing standing committees or by constituting ad-hoc committees to serve a limited function, or by assisting with the gathering of data.

The JUSFC is also the US Secretariat for CULCON, the US-Japan Conference on Cultural and Educational Interchange. In the past, the NCC has assisted CULCON with working groups,

especially the CULCON Information Access Working Group which has completed its work. The NCC's Global ILL Framework is an important bi-national collaborative project that grew directly from work through CULCON. The NCC may be invited to send (at its own expense) an observer to attend CULCON meetings or to report on projects.

The Center for Global Partnership, a subsidiary of the Japan Foundation, no longer supports library and information resources but did in the past and provided support to the NCC at that time.

The Reischauer Institute of Japanese Studies at Harvard University also provides limited program funding and provides the NCC with server space for its website as a service to the field of Japanese studies.

Ongoing reporting to and stewardship of the Japan-US Friendship Commission, the Japan Foundation and other funding agencies is part of the Executive Director's responsibility and a key part of that officer's job.

4. *The Founding of the NCC*

This brief history of NCC's founding and early years was compiled by Victoria Lyon Bestor from archival records, published sources, and interviews with key players.

The field of Japanese studies in the United States is largely a postwar phenomenon fueled by an increased interest in Japan following the second world war and by the G.I. Bill, which funded college degrees for many returning from the Pacific, some of whom turned their military Japanese language training into a lifelong specialty. The field was further supported by the boom in area studies that followed the beginning of the Cold War and the major infusion of government funding to support the study of foreign languages in our "national defense." By 1950, independent Japanese studies programs had been set up at six United States universities, Yale, University of Washington, Michigan, Harvard, Columbia and University of California, Berkeley, (listed in order of establishment) and the field continued to grow modestly throughout the 1960s.

During the 1970s and 1980s, Japan's remarkable economic comeback from the near total destruction of the war spurred further growth in Japanese studies as Japan's export-led "Economic Miracle" became the subject of study in academia and conflict among major sectors of the United States manufacturing industries, most notably the auto industry.

By the early 1970s, Japanese corporate philanthropy began to move abroad and became a major donor and a much sought after prospect for US colleges large and small and Canadian academic institutions. ¹Debates over the motivations behind Japanese corporate funding continued until the Japanese economic bubble burst in the early 1990s, by which time programs in Japanese studies had sprung up at colleges and universities in all regions of the country. Increasingly, the need for Japanese language library and information resources was expressed to long time funders in the field, especially the Japan-US Friendship Commission (JUSFC), the Japan Foundation, and the Japan Foundation Center for Global Partnership, founded in 1991.

As the Japan Foundation's survey of Japanese studies in the United States in the 1990s notes, in the 25 years between 1970 and 1995 the number of academic institutions with some Japanese studies had tripled. More striking was the fact that "Indeed, the number of institutions with a

¹ See London, Nancy R., 1991, *Japanese Corporate Philanthropy*, London, Oxford University Press; and Bestor, Victoria Lyon, 2002. "Toward a Cultural Biography of Civil Society in Japan," in *Family and Social Policy in Japan: Anthropological Approaches*, ed. Roger Goodman, Cambridge, Cambridge University Press, and pp. 29-53.

Japan specialist in 1995 [was] larger than the total number of Japan specialists in 1970!”² During those same years the density and depth of Japanese studies programs in American institutions had also increased steadily. For example, in 1970 the number of institutions with 12 or more Japan specialists was six; by 1995 there were 28 institutions with 12 or more Japan specialists, and corresponding increases were seen at all other levels of staffing.³ As this enormous growth was taking place, a major crisis was emerging in efforts to support the library and information needs of the broadening and deepening field of Japanese studies.

During the late 1980s, to assess the best ways of meeting the changing resource needs of the field; the Japan Foundation and the JUSFC together and separately undertook a number of studies and held conferences.⁴ Already it was apparent to funders and users alike that an intermediary organization was needed to: 1) work with faculty and librarians in the field; 2) work directly with funders; 3) help coordinate ongoing efforts at improving access to Japanese materials for faculty and students in Japanese studies throughout the country; 4) develop strategies for resource sharing; 5) and establish means for cooperative collection development on a national level.

The creation of such a body was discussed at the October 1990 meeting of the Japan Foundation American Advisory Committee (JF-AAC). At the 20th Meeting of the JF-AAC on March 2, 1991 the idea was further championed by then-AAC Chair Marius Jansen and then-Institutional Support Subcommittee Chair Carol Gluck. That meeting called for the convening of an ad-hoc group to recommend strategies to Tokyo [the Japan Foundation], to AAC, and to the JUSFC about the formation of a “standing national committee [that would be] a joint library committee, serving the Japan Foundation, the Global Partnership Fund, and the JUSFC, at least in oversight if not in the technical grant distribution. This would result in a change in our present library support program in the direction of enhancement, interaction and cooperation among libraries, grantors and donators, and cooperating organizations in Japan.”⁵

To that end, a conference was held in June 1991 in Washington D.C. at which further recommendations were developed regarding the creation of a national standing committee which, when it was formally founded later that year, was officially named the “National Coordinating Committee on Japanese Library Resources” (since known as NCC).⁶ The report of the June 1991 conference described the nature of the future committee as follows: “It [the NCC] would have to relate to CEAL but do more than CEAL; it must work exclusively on Japanese materials. It must be multi-sponsored and have funding to be organized permanently in order to have clout. It must include librarians from all tiers, as well as LOC (Library of Congress)” and “end users must be on it.”⁷ The question of committee membership was also discussed and it was agreed that there would be a conflict of interest if the funding agencies and the foundations served as secretariat and that the body had to be both independent and jointly funded by the Japan Foundation and the Commission. In conclusion, the report of the June 1991 conference recommended that a proposal

² *Japanese Studies in the United States: The 1990s* (Japanese studies Series XXVI), the Japan Foundation, 1996, pg. 49, emphasis in the original.

³ *Ibid*, pg. 50

⁴ Among these were the “Japan-U.S. Conference on Library and Information Science in Higher Education” held in October 1988 in Racine, Wisconsin co-funded by the JUSFC and the Johnson’s Wax Foundation, “The state of Japanese Collections in United States Research Libraries, 1990” by Diane E. Perushek, prepared for the JUSFC, and various presentations made at meetings such as the Subcommittee on Japanese Materials of the Committee on East Asian Libraries including that made in April 1991 with presentations by Isao Tsujimoto on behalf of the Japan Foundation and Eric Gangloff for the JUSFC.

⁵ Summary Report of the 20th Meeting of the American Advisory Council of the Japan Foundation, March 2, 1991, p. 10.

⁶ The list of attendees at the conference was later published in the June 1991 *CEAL Bulletin* No. 93 (later called *the Journal of East Asian Libraries, JEAL*), pp. 33-36, (recheck page numbers for citation). Led by Marius Jansen, AAC Chair; Maureen Donovan, CEAL President; and Yukio Fujino of the National University of Information Science in Japan check this affiliation; attendees were (in alphabetical order), Suzanne Gay, Carol Gluck, Dorothy Gregor, Hideo Kaneko, Mihoko Miki, Diane Perushek, Kenneth Pyle, Tamiyo Togasaki, Warren Tsuneishi, Duane Webster, and Andrew Wang. Observers included John Mallot, Phyllis Spies, Michael Paschal, Isao Tsujimoto, Haruo Washi, Eric Gangloff, Robert Marra, Takashi Ishida, and Jun Wada. The stated goals of the meeting were 1) To produce a steady long-term flow of Japanese materials, 2) To develop a national plan to fairly share materials, and 3) To facilitate means for sharing through a combination of all technical means.

⁷ Summary Report of the 20th Meeting of the American Advisory Committee of the Japan Foundation, March 2, 1991, p. 10.

for the creation of a national standing committee be prepared for submission to both the Commission and the Japan Foundation. The submission date for that proposal was August 1, 1991.

In November 1991 the Japan Foundation and the JUSFC together convened the Conference on National Planning for Japanese Libraries, since known as the Hoover Meeting because the Hoover Institution in Palo Alto, California hosted the meeting. At the Hoover meeting, it was announced that the Japan Foundation and the JUSFC had jointly funded the “National Coordinating Committee on Japanese Library Resources, (the NCC)” and that Dr. Amy Vladeck Heinrich of Columbia University was appointed as Chair.⁸

The Hoover Meeting was focused on the needs of academic libraries and brought together 27 librarians from 23 U.S. libraries along with 3 representatives from Japan and 3 faculty members. At that meeting Dr. Ramon Myers of the Hoover Institution also presented a document titled *A Tentative Plan for a National Organization of Japanese Libraries in the United States*, which would consist of six members representing three regions each with a representative from a large and a small library.⁹ That proposal was adopted and resulted in the creation of a six-person “National Planning Team for Academic Japanese Libraries (NPT)” to steer and oversee the initiatives that were agreed upon at the Hoover meeting. In addition, nine NPT task forces were created to make recommendations in the three areas identified by the June 1991 meeting in Washington DC: collection development, access, and librarian training.

The minutes of the Hoover Meeting made a point of clarifying that the National Planning Team and the task forces under it were different from the new NCC. “A word of explanation to prevent confusion: The conference at the Hoover Institution was concerned almost entirely with university libraries.” The minutes further noted that the standing committee (the future NCC) “has a much broader charge; it will be concerned with all kinds of libraries, not only academic libraries, but public libraries, small libraries of books on Japan largely in Western languages, and a range of other library matters.”¹⁰

In response to discussion of Dr. Myers’ proposal further clarification was made on the differences between the NPT and NCC. JUSFC Executive Director Eric Gangloff explained that the NCC “will be concerned about the needs of all libraries, not only academic libraries with their collections of materials in Japanese, but also smaller libraries, public libraries, libraries beginning to collect materials on Japan in English, information retrieval services, and other organizations. It is to be expected that the committee will include among its members not only Japanese librarians but scholars and other specialists on Japan, administrators, specialists in library services and others. The Committee [NCC] will serve as a coordinating committee for the needs of all libraries, and provide advice to the Commission and the Japan Foundation on how to respond to those needs. In contrast, the group at the present meeting [the National Planning Team] is concerned with the problems of academic collections of materials on Japan, primarily in Japanese. The mission of this group, made up largely of Japan librarians, is to identify comprehensively the needs of Japanese academic collections, and then to prioritize the technical parameters for proposals it puts forward as advice to the Japan-US Friendship Commission. If its proposals and advice are accepted by the National Standing Committee (the NCC) it [the National Planning Team] might conceivably function as a sub-committee of the National Committee [the NCC]. If this group was to continue to function by forming a committee, as proposed in Dr.

⁸ Minutes of the Conference on National Planning for Japanese Libraries, Hoover Institution, Stanford University, November 7-9, 1991, minutes compiled by Donald H. Shively, UC Berkeley, January 31, 1992, page 3.

⁹ Ibid, pg 39

¹⁰ Ibid, pg. 2.

Myer's document, it is necessary to give this group a name. The name agreed upon was a 'National Planning Team for Academic Japanese Libraries.' ”¹¹

Most of the Hoover Meeting was devoted to discussions of the major issues faced by academic libraries. In the final session the membership of the National Planning Team was proposed. Hideo Kaneko (Yale University) was chosen as Chair of the team and the members by region and size of collection were: for the West Coast, Yuki Ishimatsu (UC Berkeley), and Sharon Domier (Oregon); Midwest, Yasuko Matsudo (Michigan) and Sachiko Morrell (Washington University, St. Louis); East Coast, Hideo Kaneko (Yale) and Kristina Troost (Duke). It was agreed that the length of time the National Planning Team would exist was yet to be determined in part because it was in effect a subcommittee on academic libraries of the yet-to-be appointed National Standing Committee (the NCC). It was further speculated that, since “the National Standing Committee will probably be a review and advisory committee for the Japan Foundation and the Commission, it will probably need to form subcommittees or designate individuals to provide expertise and carry out projects for it. The activities of academic libraries are only one of several areas in which it will be concerned. It might, therefore, pick some of the initiatives that we have started [at Hoover].”¹²

At the conclusion of the Hoover meeting Michael Pascal of the Japan Foundation was asked about the anticipated composition of the NCC. As had previously been noted, Amy Heinrich of Columbia had been chosen as the NCC's first Chair. That selection had been made based on recommendations received from the field in response to a letter sent by the Japan Foundation earlier in the year. In addition Mr. Pascal said, “The present plan is for a committee of 12 to 15 members, including users, scholars, Japan librarians, liaison librarians from Japan, and technical people.”¹³ Dr. Gangloff further pointed out “that the National Standing Committee will be concerned with other library matters in addition to the academic libraries. For example, the Japan Foundation might want the Committee to advise it on the library programs it funds, on the needs for public (non-academic) libraries, liaison with the community of librarians in Japan, etc.”¹⁴

The formal announcement of the NCC's formation and Amy Heinrich's appointment as Chair was sent to the field on December 6, 1991 by Eiichi Hamanishi, Director of the Japan Foundation's New York Office. That memo announced that the NCC's first meeting would take place in February 1992, and asked everyone to understand “that this committee will be autonomous and independent, and shall not be influenced or controlled in its activities by any funding agency.”¹⁵ And “we hope the committee will both enhance coordination and cooperation among Japanese collections on a national basis, and suggest the improvements for library support programs of the funding agencies.”¹⁶

The final report of the NCC's first fiscal year (1991-92) noted “the membership agreed to take on various projects to fulfill the mission of the organization. Several of these suggested by the Task Forces of the National Planning Team (NPT); some were initiatives by funding organizations; and one was a librarian's independent response to a perceived need.”¹⁷ Major projects undertaken in the first year were the Multi-Volume Sets Project, the Retrospective Conversion Project and the Foreign Periodical Program. The Japan Foundation Library Program Subcommittee and the

¹¹ Ibid, pg. 40.

¹² Ibid, pg. 48.

¹³ Ibid, pg. 49.

¹⁴ Ibid, pg. 49.

¹⁵ Letter dated December 6, 1991 To: Curators and Librarians of Japanese Language Collections, From Eiichi Hamanishi, Director of the Japan Foundation New York Office, pg. 1.

¹⁶ Ibid, pg. 2.

¹⁷ In addition to NCC Chair Amy Heinrich the other original members were Stephen J. Anderson (Wisconsin, Madison, social science faculty), Jack Cain, (UTLAS International), Maureen Donovan (CEAL), Hideo Kaneko (Yale), Sharon Minichiello (NEAC), J. Thomas Rimer (JF-AAC), Tamiyo Togasaki (Japan Liaison), Warren Tsuneishi (LC), Duane Webster (ARL), Samuel H. Yamashita, (Pomona, humanities faculty), and Eiji Yutani (UCSD)

Database Task Force were established during this time. In addition, NCC provided assistance with the *Japan Foundation Directory Update Surveys*, *A Guide to Library of Congress Subject Headings in Japanese Studies* Revision Project, and two committees on East Asian Libraries (CEAL) task forces: one on interlibrary loan and the other on the recruitment and training of librarians.

(This initial section outlines the early history of the NCC. Given that the NCC was created by a group of funders working with faculty and librarians, maintaining the NCC's close relationship with funders is a critical part of its role and was detailed in the previous entry. Subsequent chapters of the NCC's history will be published in due course. Other historical data can be found in the NCC digital archives at <http://www.fas.harvard.edu/~ncc/archive.html>).

Section 2:

**Roles and
Responsibilities
of NCC Council
Members and Officers**

Section 2: Meeting Procedure Roles and Responsibilities of Members and Officers

1. General Responsibilities of Council Members

NCC By-laws (Appendix B) state that the Council must have at least 12 members (including the Chair) and no more than 19 serving at any given time. The Council currently consists of eleven members, a Chair and an Executive Director. The Executive Director serves as an ex-officio member. The Council includes librarians from different regions of the country and from institutions of varying collection sizes; faculty members from the key disciplines within the field; and representatives from cooperating organizations.

The cooperating organizations currently represented on the Council include: the American Advisory Committee of the Japan Foundation (JF-AAC), the Library of Congress (LC), the Council on East Asian Libraries (CEAL), and the Northeast Asia Council (NEAC) of the Association for Asian Studies (AAS). Contact information for all of the Council Members can be found in Appendix H. Appendix C lists current and former NCC members by position.

In addition, non-voting representatives from the funding agencies are encouraged to attend Council meetings.

General Responsibilities of NCC Council Members include, to:

- *Attend the NCC's twice-yearly working meetings;*
- *Serve on NCC committees and task forces when appointed;*
- *Provide advice and assistance to the Chair and Executive Director when asked;*
- *Help to broaden awareness of the NCC and its activities among colleagues and students in the field;*
- *Vote on specific decisions, when necessary*

2. Council Members Representing the Field of Japanese Studies

Six Council positions are currently reserved for elected members of the Council representing the field of Japanese studies. Four Council positions are held by librarians from the field of Japanese studies. The NCC Bylaws mandate that those members must represent different regions of North America as well as size of libraries, strength of the Japanese studies collection, and level of the institution's commitment to the field. The remaining two elected positions are reserved for faculty, one each representing the humanities and the social sciences.

Terms of membership for these six positions are three years. Terms are not renewable. The terms of the elected positions are staggered to provide continuity on the Council. Terms begin in either January or July and conclude three years hence.

3. Council Members with Other Special Roles

Five Council Members represent specific constituencies or organizations. All are required to attend Council meetings; serve on NCC committees and task forces, serve as liaisons between their organizations and NCC; provide written updates on relevant projects, programs, and issues for distribution prior to Council meetings; disseminate information about NCC's initiatives and activities within their organizations; and facilitate appropriate collaboration between the NCC and their constituency.

i. Japan Liaison

The Japan Liaison is the official liaison between the NCC and the library and information community in Japan and reports on developments in Japan of concern to the NCC, shares North American concerns within the Japanese library community, and suggests possible joint efforts between the NCC and organizations in Japan. When needed, the Japanese Liaison may be asked to attend meetings in Japan as a representative of the NCC.

The Japan Liaison is elected by the Council to serve a three-year term. There are no specific professional background or credential requirements for the position; essential qualifications are a broad and extensive familiarity with the library and information field in Japan (and increasingly internationally) and fluency in English to enable the Japan Liaison to fully contribute to discussions and decision-making which takes place at NCC working meetings and to comprehensively report on those actions to colleagues in Japan. Procedures for election of the Japan Liaison are outlined in the nominating section.

ii. Library of Congress Representative

The Library of Congress representative is appointed by the Library of Congress and is generally the Chief of the Asian Division or a designated representative thereof. The LC representative is responsible for attending NCC working meetings, serving as the liaison between the NCC and LC, and helping to facilitate appropriate collaborations between LC and the NCC. The LC representative is charged with updating the Council on the latest relevant Library of Congress projects, programs, issues and changes. LC participation in the NCC is ongoing.

iii. AAS: Council on East Asian Libraries Representative

The Council on East Asian Libraries (CEAL) representative is selected by the CEAL Executive Board as the representative of the East Asian library field in North America. The CEAL representative is a full voting member of the NCC, attends all working meetings, and the NCC annual Open Meetings, and works to ensure close coordination of the agenda and scheduling of the Committee on Japanese Materials (CJM) meeting and the NCC Open Meeting. The CEAL representative is responsible for representing NCC at CEAL meetings and activities or when NCC's opinions are sought by CEAL. The term coincides with the CEAL appointment. Generally speaking the CEAL representative is the CJM Chair because there are many overlapping and collaborative efforts between the NCC and CJM.

iv. *AAS: Northeast Asia Council Representative*

As an elected representative of Japanese studies faculty in the United States, the Northeast Asia Council (NEAC) representative serves a multiple-year term that coincides with the individual's membership on NEAC. Their NCC term ends after the AAS Annual Meeting in the year in which the individual's NEAC term ends.

The NEAC representative contributes a faculty perspective on the need for information about Japan among faculty and students in the United States and Canada and plays an especially important role by reporting on new and emerging areas of scholarship. The NEAC representative reports on NCC activities to NEAC and on NEAC activities to NCC. The NEAC representative may be asked to solicit NEAC's opinion about specific issues discussed at NCC meetings to get a broader representation of faculty views on the topic under consideration.

An implicit value comes from the mutual education that occurs as the NEAC representative increases understanding of issues relating to libraries and NCC increases understanding of how faculty use information resources, the needs for and types of library resources used, and how access to information varies among universities or faculty areas of research.

v. *Japan Foundation American Advisory Committee Representative (JF-AAC)*

The Japan Foundation's American Advisory Committee representative is selected from the Institutional Support Subcommittee of the AAC and generally serves a multi-year term. The JF-AAC representative reports to the NCC on the meeting of the AAC. The JF-AAC representative provides information on NCC activities at the AAC and may work closely with Japan Foundation staff in providing Japan Foundation's report to the Council.

vi. *Library Association Representative (historical)*

Until 2006 a library association representative served on the NCC to bring a broad, upper-level perspective of the library and information field to inform discussions of new trends in the field and issues of national and international importance. A representative of the Association of Research Libraries (ARL) held that position from 1992 to 2006. The library association's representative advised the NCC about changes and issues of importance to the research library community and helped represent NCC interests among university librarians and other top administrators within the library and academic community.

4. *Special Procedures for Council Members*

i. *Requesting an Absence from the Council's Working Meetings*

From time to time Council Members may need to request a leave of absence from the Council during a sabbatical year or for personal reasons. To request such a leave, the Council Member should contact the Chair and Executive Director as far in advance of the anticipated absence as possible so that a suitable replacement can be found for the duration of the leave. In general, a replacement will represent a similar constituency to the leave-taking member. Likely candidates may be colleagues from the same institution or region, or former members who have previously served in the same position. The member going on leave may be asked for suggestions of candidates. However, the final decision regarding the replacement rests with the Executive Committee. For the duration of the leave, the replacement will have the full voting right of a member.

ii. *Designation of a Substitute Member*

When a Council Member is unable to attend a meeting, the member may suggest another individual to represent them at the Council Meeting. The Council Member should contact the Chair and Executive Director with the name of the suggested substitute. The NCC Executive Committee will approve the substitute and notify the Council Member and the substitute. The Executive Director will send meeting materials to both the Council Member and to the substitute unless otherwise specified.

iii. *Procedures for Removal from Office*

A Council Member may be removed from office when he or she does not fulfill the duties of the office, by a two-thirds vote of the Council Membership. Voting to remove a Council Member may occur when the Council Member has had two or more unexcused absences from working meetings; failed to follow through on commitments made to the NCC or its committees; has engaged in lobbying or political activities prohibited by the NCC Bylaws; has misrepresented the NCC and their role on it, or has participated in fraudulent or other activities that reflect badly on the Council or the field of Japanese studies.

III. OFFICERS OF THE NCC

1. *The NCC Executive Committee*

The Executive Committee was established in 2005 to assist the Chair and Executive Director especially during the intervals between Council meetings. As the number of NCC initiatives increased, the amount of Council oversight and decision-making also increased. As a result, the need for a small group of Council Members who could consult more frequently than twice a year became essential. The Executive Committee is comprised of the Chair, the Chair-Elect (if it is a year in which a Chair-Elect is in office), and two other Council Members, one of whom must be an elected faculty member. The Executive Director serves in an ex-officio capacity. The Chair and Chair-Elect serve on the Executive Committee while they are incumbent in those positions. The two at-large members serve two-year terms, which are staggered to provide continuity. The Executive Committee consults as needed on an ad-hoc basis. Executive Committee meetings may be conducted in person, via conference calls, or via email.

i. *Executive Committee Responsibilities*

The Executive Committee may exercise all powers of the Council between Meetings. The Executive Committee serves as the nominating committee consulting the field to seek nominations of appropriate candidates for regular Council slots and officer positions and presents a slate of vetted candidates to the Council for its vote. Additional responsibilities are, to:

- *Draft proposals to amend or emend the Bylaws, for approval by the Council;*
- *Draft an annual budget which will be approved by the Council;*
- *Review NCC's finances on a quarterly basis;*
- *Approve unbudgeted expenditures (as outlined in the staff manual);*
- *Assist the Chair and Executive Director in preparing new initiatives;*
- *Assist the Chair and Executive Director in identifying key sources of funding and establishing strategies to approach such sources;*
- *Monitor planning and implementation of NCC activities and projects, in conjunction with specific committees or task forces as appropriate;*
- *Approve proposals for establishing new committees;*
- *Evaluate key initiatives to ensure that they continue to fit into the NCC's priorities;*
- *Draft short-term goals and long-term strategic priorities, for approval by the Council;*
- *Assist the Chair in reviewing the Executive Director;*
- *Provide advice and support to the Chair and Executive Director, and when called upon, represent the NCC in their stead.*

ii. *Executive Committee Special Roles and Procedures for Nominations and Appointments*

One of the major roles of the Executive Committee is to serve as the nominating committee for the NCC and to vet committee and task force appointments made by the Chair. The nominating functions of the Executive Committee also include the two important tasks of proposing slates of candidates for election to three-year terms on the Council, including the Japan Liaison, and NCC Chair-elect. The procedures for those elections differ slightly.

In the case of candidates for election to the Council, the Executive Committee alone serves as the nominating committee reviewing lists of names previously discussed as candidates, posting requests for nominations on major electronic lists (Eastlib, H-Japan, etc.) to generate nominations from throughout the field, consulting past members as needed, and subsequently reviewing candidates and presenting a slate to the Council for election.

The election of the Japan Liaison begins by consulting former Japan Liaisons for their suggestions of likely candidates, generally undertaken by email or letter from the NCC Chair. A short list of potential candidates is compiled based on consultations with past Liaison, on the list of past candidates proposed for the position, and consultation between the current Japan Liaison and members of the NCC Executive Committee. If the NCC Chair or another member of the Executive Committee is visiting Japan at the appropriate time they may meet informally with potential candidates and report upon that/those meetings at the NCC Working Meeting where the election of the Japan Liaison takes place. If such direct meetings are not possible, the current Japan Liaison may be delegated by the Executive Committee to consult with candidates about their willingness to stand for election and to report on those consultations to the Council prior to elections.

When seeking candidates for the position of Chair-Elect other members, either those currently on the Council or those on the outside, (particularly past NCC Chairs) may be asked to serve on the special chair-elect nominating committee. At that time the members of the Executive Committee must agree upon the appointments of all other members being asked to join the committee. Duly appointed members of the nominating committee serve in full capacity until the completion of the task for which the committee was created.

When committee or task force members are appointed during the intervals between working meetings the Chair seeks the advice and endorsement of Executive Committee members with regard to the appointments. Whenever possible, candidates for committees and task forces are solicited from the Council Members and from throughout the field. When possible, appointments of committee and task force members are also discussed at working meetings and the Council is asked to endorse those selections.

2. *The NCC Chair*

Council Members elect the Chair for a three-year term, preceded by a one-year term as Chair-Elect. Elections are held at the September working meeting prior to the year in which the Chair-Elect's term begins. The Chair-Elect need not be a current member of the Council.

The Chair should be a Japanese or East Asian Studies librarian with considerable experience in the field, extensive responsibility for Japanese language collection development, prior service either with NCC or CEAL committees or task forces, and significant contributions to conferences, workshops, training seminars, or publications.

At the September 2005 working meeting, the Council agreed that given the need for the Chair to be completely current on the US Japanese studies scene and to relate with US-based funders, the NCC Chair should be from an institution in the US. The Council also agreed to approve institutional overlap with other current Council Members for nomination of the Chair, considering the limited pool of candidates for Chair-Elect.

i. Responsibilities of the Chair

The Chair is responsible for the following duties and tasks, to:

Chair all meetings of the Council and Executive Committee, and chair the NCC's Open Meetings;
Work with the Executive Committee to appoint NCC committee and task force members and to otherwise assign responsibility for the implementation of recommendations, projects, and activities of the Council and its constituency;
Represent NCC within the Japanese studies and East Asian fields;
Represent NCC at meetings, seminars, and conferences in North America and Japan;
Assist in networking with funding organizations and review of grant applications;
Provide leadership in strategic planning and short and long-term goal setting;
Assist the Executive Director in planning and hosting meetings, seminars, and training sessions;
Work closely with the NCC Executive Director to manage NCC operations; and
Regularly evaluate the Executive Director, in consultation with the Executive Committee

3. The NCC Chair-Elect

The Chair-Elect serves a one-year elected term prior to assuming the role of NCC Chair. The position was created because of the expanded range of NCC programs, the growing number of demands placed on the NCC Chair and the need for that individual to have a detailed knowledge of NCC activities prior to becoming NCC Chair.

i. Responsibilities of the Chair-Elect

The Chair-Elect is responsible for the following duties and tasks, to:

Work closely with the current Chair and Executive Director to learn all aspects of NCC activities including, meeting planning, grant writing, project implementation and relationship building;
Serve on the NCC Executive Committee;
Serve as Chair in the absence of the Chair;
Assist in evaluating current needs, setting short and long-term goals, evaluating current projects and programs and overall NCC performance;
Attend all NCC working meetings, and participate in the NCC's annual Open Meeting;
Serve on NCC project committees as needed.

4. *The NCC Executive Director*

The NCC Executive Director is a paid half-time professional employee, who reports to the NCC Chair. The position of Executive Director was established for two purposes; the first of which is to provide management and operational expertise so as to increase the number of programs and projects that the NCC could offer and manage, and the second is to help the NCC to fund its ongoing initiatives and achieve financial stability. The Executive Director also serves as treasurer of the organization and is an ex-officio member of the Council and the Executive Committee. The Chair in conjunction with the Executive Committee is responsible for conducting an evaluation and review of the Executive Director's performance regularly. (See staff manual for details)

i. *Responsibilities of the Executive Director*

The following provides a summary of the Executive Director's duties, to:

Project Management

- Conceptualize specific projects in conjunction with the NCC Chair and committee chairs;
- Gather information and develop plans for implementation;
- Draft funding applications;
- Oversee project committees, their activities, and evaluate project success;
- Serve as the primary point of communication among Council Members, committees, and employees;

Office Management

- Oversee clerical activities;
- Oversee the hiring, termination and management of support staff and contractors to NCC;
- Maintain the NCC's archive, and provide Council Members with information from the archive, when requested;
- Ensure documents are current and updated;

Fund-Raising

- Identify sources of financial support among foundations, federal agencies, individuals and elsewhere;
- Draft proposals and negotiate with potential supporters;

Organizational Management and Donor Stewardship

- Coordinate the activities of the NCC with the work of related organizations and institutions in the academic community;
- Conduct day to day management of the NCC, financial oversight of accounts and grants;
- Provide regular financial and narrative reporting to the NCC Chair and to funders;
- Draft reports and communications to provide status to funding organizations and/or the Executive Committee and Chair;
- Coordinate NCC meetings, and NCC-sponsored trainings and workshops;

Public Relations

- Prepare and disseminate information to a broad constituency through the preparation of newsletters, bulletins, brochures and public information;
- Work closely with the webmaster and bilingual staff associate on content and updates to the Website;

- Serve as the clearinghouse for information on NCC activities and on the library and information needs of the field of Japanese studies.

5. *NCC Support Staff Positions (please see the NCC Staff Manual for full details)*

The NCC has a number of part-time contractors who support the Executive Director with operational and administrative functions. NCC staff members must be US citizens or permanent residents holding a Green Card. As of mid-2007, five positions are staffed. They include: a bilingual staff associate, a web designer/master, a bookkeeper, a Japan Art Catalog Project coordinator and an administrative and project coordinator. Contact information for all NCC staff is available in Appendix H.

As independent contractors, these individuals are responsible for paying taxes on NCC earnings annually by completing the 1099 tax schedule, and for making contributions to their social security. Part-time hourly employees are paid no benefits.

i. *Support Staff Employment Policies*

All support staff members are contractors at will who report directly to the Executive Director, unless otherwise designated. The Executive Director is responsible for providing contractors with feedback.

If a contractor is not performing at an acceptable level, the Executive Director will provide a verbal and written warning, detail any shortcomings, specify a period in which improvement must occur and the desirable outcome. If improvement is not achieved within the specified time period, the Executive Director may terminate the contractor. Contractors who are terminated are not eligible for severance pay and cannot apply for unemployment insurance.

ii. *Other Independent Contractors*

NCC occasionally employs a computer consultant and has a CPA firm that handles tax and public charities filings. In addition, NCC may employ part-time assistants on an hourly and per-project basis as needed.

iii. *Payment for Services Rendered*

NCC staff members and other independent contractors employed by NCC are expected to submit monthly invoices to the Executive Director detailing the number of hours worked and the projects for which work was done. Payment is made by check within four weeks of receipt of the staff member's invoice.

Section 3:

**NCC Committees
and Task Forces**

Section 3 NCC Committees and Task Forces

I. Overview of Current NCC Programs

The NCC serves the library and information needs of users and is a clearinghouse for the exchange of ideas, contacts, and resources representing the collective interests of users of Japanese language research materials in all forms and formats.

In the last decade, the field of Japanese studies has changed significantly, and the NCC's mission has evolved to address new challenges. The study of Japan has become an essential component in the undergraduate curriculum of many North American institutions. Larger numbers of scholars now teach in smaller institutions, often with no Japanese language collection at all, without the assistance of trained Japanese studies librarians, without access to expensive Japanese databases, and relatively isolated from major Japanese studies libraries. Japanese library collections have had to broaden their outreach to serve this specialist population as well as broader public demand.

There is also an increasing need for a broader range of materials on current social, political, and popular culture trends in Japan. Even institutions with large Japanese collections have difficulty meeting the demand for expensive and up-to-date data, often available only in new and expensive electronic formats, while also striving to maintain collections in traditional humanistic disciplines.

NCC manages programs, projects and initiatives that promote access to information for users everywhere; offers training to users in the navigation and use of electronic resources; provides professional development programs for librarians; supports cooperative collection development; and provides public information on Japanese resources to users worldwide.

Since it was founded in 1991 the Japan-US Friendship Commission (JUSFC) and the Japan Foundation have jointly funded the NCC. Project grants have been received from those funders and others including the Japan Foundation Center for Global Partnership, the Northeast Asia Council (NEAC) of the Association for Asian Studies, the Reischauer Institute of Japanese Studies at Harvard University, and Japan Publications Trading Company, Ltd (JPT). Many other institutions have provided matching and in-kind support for NCC programs.

II. NCC Committees and Task Forces

In addition to the Executive Committee, the NCC has established standing and ad-hoc committees and task forces to carry out the work of the organization. Committees and task forces are established by the Executive Committee and members are appointed by the Chair with the Executive Committee's approval. The Executive Committee is also responsible for discharging committees or task forces when their work is complete.

Members may be added to committees and task forces when specific expertise is needed. Most committees operate on a three-year term with rotating membership. Task forces exist for the duration of the task to which they have been assigned. The curators of the JAC projects continue in that role as long as the collection remains at their institution and changes if reassigned or if the curator moves to another institution. The size of committees and task forces vary, NCC staff members provide committee support or serve ex-officio as needed.

III. Responsibilities of an NCC Committee Chair

Committee Chairs are appointed by the NCC Chair in consultation with the Executive Committee. Committee Chairs report to the Chair and Executive Director who should be copied on all committee correspondence. Committee Chair responsibilities include the following:

- Work with the Executive Committee to set goals, establish long and short term plans and ensure that the committee's goals and objectives support the mission of the NCC
- Oversee all of the projects and programs associated with the committee
- Provide support in the planning and scheduling of the design and implementation of all programs and projects
- Ensure that all committee members follow through with their commitments and responsibilities
- Communicate committee activities to the NCC Chair and Executive Director
- Assist the NCC in seeking appropriate funding and support for the committee
- Identify and make recommendations to the Executive Committee of people with diverse and appropriate backgrounds to serve on the committee
- Work with the Chair and Executive Director to establish a budget and manage the budget in a fiscally responsible manner
- Provide frequent status reports to the Chair and Executive Director
- Provide a committee report for presentation at each NCC Council meetings
- Maintain networks and affiliations so as to monitor the current needs within the field

IV. Limitations of an NCC Committee Chair

- Committee Chairs cannot commit to new programs or projects without the approval of the NCC Executive Committee and/or the NCC Council
- Committee Chairs cannot discontinue a project or program without the approval of the Council
- Committee Chairs cannot attempt to seek funding independently. All funding must be sought via the standard NCC funding process in accordance with nonprofit tax laws
- Committee Chairs cannot change the roster of committee members without the approval of the Executive Committee
- Committee Chairs cannot make expenditures without the approval of the Executive Director or the Executive Committee for larger expenditures. All expenditures must have prior approval

V. Nomination and Selection of Committee Members

NCC seeks committee and task force members who broadly represent the field of Japanese and East Asian studies and the range of institutions within. The nomination and selection process includes the following steps:

- Nominations are posted on the major electronic lists (eastlib, H-Japan, etc)
- Current committee members are encouraged to suggest candidates
- Candidates once proposed are contacted to determine their interest in being considered and if they agree are asked to send a short CV and statement of interest
- The NCC Chair and Executive Director review candidates and discuss qualified candidates with the NCC Executive Committee
- Final selection of members is made by the Chair in consultation with the Executive Committee
- Committee terms generally begin on either January 1st or July 1st and run for three years
- When a committee member resigns the slot may be filled on a different schedule and be of a different duration

Note: Task Force Chairs or Coordinators serve a similar role for the duration of the appointment or until the task at hand is completed.

A list of current committees and their membership is found in Appendix D.

VI. User Access and Training Initiatives

Digital Resources Committee

The Digital Resources Committee was established in 2002 as a standing committee succeeding the Consortial Licensing Task Force, created following the Year 2000 Conference. The Digital Resources Committee seeks to improve access to digital resources produced in Japan. The committee educates Japanese studies librarians about contracting/licensing issues, works with librarians and library organizations in Japan to affect change, and educates vendors about licensing terms acceptable to North American institutions. Its webpage is found at:

<http://www.fas.harvard.edu/~ncc/drc.html>

The DRC's priorities focus principally on the following areas, to:

- Help North American Japanese studies librarians better understand the range of digital resources and their optimal use to take full advantage of them as reference tools;
- Help arrange and organize acquisitions and consortial licensing agreements for Japanese electronic resources especially needed by smaller institutions;
- Develop means for exchanging information on the wealth of digital projects at institutions in North America, Japan and potentially elsewhere, to maximize access to such resources via the Internet;

- Maintain the DRC webpage containing guidelines for vendors of digital resources, reports on past DRC meetings and sessions at the NCC Open Meeting, and licensing issues and solutions that have been successfully employed by libraries in North America;
- Serve as an advocacy group on behalf of users of Japanese digital resources working directly with vendors to educate them about foreign user-needs.

Image Use Protocol Task Force (IUP)

The Image Use Protocol Task Force (IUP) was developed in early 2007 to develop guidelines for the use of visual images in teaching, research, and publications. The mission of the task force is to study the issues involved and to create a basic set of guidelines for the appropriate use of Japanese materials (images) in writing, teaching and digital formats, especially to aid faculty and graduate students in the US and elsewhere outside Japan. Also to be created are a set of bilingual letter templates that users may use for requesting permission from right-owners. Once created those materials will be freely available on the NCC's website. Members of the task force come from both the US and Japan and include faculty, librarians, museum specialists, image producers, and representatives from the publishing industry.

The initial planning meeting of the NCC's Image Use Protocol Task Force took place at Harvard University in August 2007 and subsequently a survey of user-needs has been posted on electronic lists throughout the field. The task force is currently planning to hold a conference in Tokyo in June 2008 to review its findings and to seek the recommendations and support of Japanese publishers and rights holders about establishing the most appropriate guidelines for aiding users in asking permission for the use of images. For further information please visit the IUP webpage at <http://www.fas.harvard.edu/~ncc/imageuse.html>.

Interlibrary Loan/ Document Delivery (ILL/DD) Committee

The principal role of the Interlibrary Loan/Document Delivery Committee is to manage the North American side of the Global ILL Framework (GIF). The GIF Project is a reciprocal agreement between North American and Japanese academic libraries and research institutes to provide North American researchers with access to materials not available through normal ILL channels such as OCLC and RLG Shares and Japanese researchers to materials not held in Japan. The GIF Project uses the ISO ILL protocol to transfer requests between OCLC and NACSIS-ILL, so that library staff can send and receive requests using their normal ILL software. All participants must have an OCLC symbol to participate. Libraries are expected to confirm holdings information (NACSIS Webcat/Webcat Plus for Japanese holdings) and OCLC Worldcat or individual library catalogs for North American holdings. Payments are made using the OCLC ILL Fee Management (IFM) system. Requests are sent using English or Romanized Japanese. Libraries may choose to participate in document delivery only or both document delivery and book loans. The GIF homepage and project registration site are found at <http://www.fas.harvard.edu/~ncc/illdd/gifproject.html>.

The ILL/DD Committee is comprised of both Japanese studies librarians and interlibrary loan librarians from across the country and representing academic libraries small and large. The ILL/DD Committee has found that working in teams of area specialist librarians and ILL specialists from the same institution best facilitate access to international ILL for users.

An interactive tutorial to the use of the GIF project has been developed as part of the NCC's Information Literacy Portal and can be found at <http://www.fas.harvard.edu/~ncc/eresources/interactivetutorials.html>.

Recent ILL/DD Committee initiatives include:

- Creating user guides to explain the use of major sources such as Zasshi kiji sakuin, CiNii, WebcatPlus, and the Waseda and Keio University OPAC's both of which maintain independent ILL/DD projects;
- Holding workshops and poster sessions at regional meetings of Asian Studies and ILL groups;
- Holding a networking and poster session at the American Association of Libraries (ALA) meetings;
- Annually offering a poster session at the AAS Annual Meeting.

Additional historical information regarding the development of this project and other Japan-related ILL projects can be found in the NCC's Digital Archives at: <http://www.fas.harvard.edu/~ncc/archive/.html>

Information Literacy Resources Portal Task Force (formerly the E-Resources Website Development Task Force)

The NCC Information Literacy Resources Portal Task Force is responsible for designing and developing expansions to the portal site and other materials of use to librarians, faculty, and users anywhere. The task force members are also responsible for developing basic tutorials for specific electronic resources and other appropriate materials made available on the site, which is found at <http://www.fas.harvard.edu/~ncc/eresources/index.htm>. Major charges to the task force include, to:

- Maintain and further develop the NCC Information Literacy Resources Portal, working closely with the NCC's webmaster, and the NCC's staff bilingual associate, who are responsible for designing and mounting the contents;
- Work with coordinators of NCC-co-sponsored workshops on e-resources training and their collaborators to gather workshop information and instructional materials for inclusion in the Information Literacy Resources Portal;
- Explore and develop basic prototypes for online tutorials;
- Work with the NCC's Digital Resources Committee and any other groups to ensure that materials on their sites and the Information Literacy Resources Portal are compatible.

The NCC's E-Resources project and the IL Portal are major projects funded principally by the Japan Foundation.

Regional Training Network Committee (ad hoc advisory)

The Regional Training Network Committee was formed in 2004 to assist the NCC with the planning and implementation of e-resource training workshops for end users. The primary responsibility of the Regional Training Network is to assist in locating appropriate venues for holding training workshops, and in identifying appropriate institutions and individuals to serve as coordinators and co-sponsors for the workshops. The co-chairs of this committee joined members of the T-3 Committee in advising the NCC on the need for and development of programs to offer such training.

The charges to the committee include, to:

- Advise the NCC on individuals, institutions, and organizations that may assist the NCC in organizing and co-sponsoring future user training workshops in various regions of the country;
- Pass along requests to the NCC from regional groups wishing to offer workshops;
 - When needed, assist the NCC in selecting among sites that wish to offer training workshops and seminars.

VII. Collection Development Initiatives

NCC Multi-Volume Sets (MVS) Project Committee

The MVS Project was created in 1992 by an annual grant from the Japan-US Friendship Commission to cooperatively develop a national collection of unique Japanese language materials for research and teaching in Japanese studies. The MVS Committee is a standing committee with rotating membership. The NCC's humanities faculty representative serves as MVS co-chair with a librarian co-chair.

The MVS Committee works closely with the Executive Director and NCC staff to manage the screening and application process for MVS grants, notifies successful applicants, and disseminates the result to the field. The committee also works closely with the NCC's Webmaster to maintain and update the searchable MVS database, which is located on the NCC Website at <http://www.nccjapan.org/mvs.asp>.

Specific duties of the MVS Committee are outlined in the MVS Handbook, which briefly, include, to:

- Assist the Executive Director and staff in updating MVS Guidelines each summer in advance of the AAS Newsletter's September 1st publication deadline so that the notice of MVS grants can be published in the fall issue and posted on the NCC Website;
- Assist the librarian co-chair with the prescreening process in November, and with postings on Eastlib to determine duplications;
- The faculty co-chair receives the MVS packet of applications and all supporting materials and circulates them to committee members in January;
- The librarian co-chair creates and circulates an Excel ranking sheet for reviewing applications;
- The MVS Committee as a whole meets in February to select that year's MVS Grant recipients, to review the MVS Guidelines and to make recommendations to the Council about any needed revisions. The MVS home page is <http://www.fas.harvard.edu/~ncc/mvs.html>.

Japan Art Catalog (JAC) Project

The JAC project has two US-based collections and one collection in Japan:

- The collection of Asian art exhibitions catalogs is housed at the Freer Gallery of Art/Arthur M. Sackler Gallery Library, Smithsonian Institution. The Freer Gallery JAC Collection contains over 4,000 volumes of Japanese and Asian art exhibitions from Japan, all of which have been received since 1996. Many of the catalogs in these collections are rare, published privately or in very limited printings, and not held by other libraries in North America. Materials are available on site or through inter-library loan (ILL) at <http://www.sackler-freer-library.si.edu/>.
- The smaller collection of Japanese language catalogs of Western art exhibitions is housed at the Avery Architectural and Art Library at Columbia University and can be accessed at <http://www.columbia.edu/cu/lweb/indiv/avery/>. The Western Art Catalog Collection is now being cataloged and will be fully available when cataloging is completed.
- The third collection is an exchange collection of catalogs of Japanese art exhibitions from the United States called the JAC II Collection. It is now housed at the National Art Center, Tokyo that opened in Roppongi, Minato-ku in early 2007. A center in planning since the mid-1970s NACT is Japan's largest exhibition space. NACT has a broad educational mission with its Art Library serving as a cornerstone in those endeavors. Its URL (available only in Japanese) is: <http://www.nact.jp/art-library/index.html>.

VIII. Librarian Training Initiatives

Librarian Professional Development Committee (LPDC)

The Librarian Professional Development Committee (LPDC), created in January 2006, is a standing committee of the NCC which serves the dual roles of acting as an umbrella for continuing education and professional development among Japanese and East Asian studies librarians who serve faculty and students in the Japan field; and provides mentoring and introductions to junior librarians to help them develop the networks that will make them better able to advise faculty and students who will undertake study and research in Japan. Membership on the LPDC includes both senior and junior librarians as well as librarians who have multiple subject responsibilities that include Japan, but may not themselves be Japan specialists.

The LPDC supports the efforts of special committees the NCC creates to plan and implement specific initiatives and also serves as a liaison between the NCC and other groups which offer professional development beyond that generally offered by the NCC.

The following outlines the charges to the LPDC, to:

- Serve as a point of communication on professional development needs for the NCC and pass on recommendations to the NCC for its consideration. The LPDC will support the efforts of special committees the NCC may create to plan and implement specific training initiatives and will also serve as a liaison between the NCC and other groups which provide professional development beyond that generally offered by the NCC;
- Provide mentoring and general support to junior librarians who serve Japanese studies faculty and students complementary to efforts by other organizations such as CEAL.

These efforts may include providing letters of introduction for junior members of the field, especially introductions to institutions and individuals in Japan;

- Serve as the NCC's screening committee for US applications to major international training programs such as the Japanese Studies Information Specialists Training Program (JSIST) or The Tenri Antiquarian Materials Workshops, forwarding their recommendation to the NCC Chair and/or Executive Director, who, as in the past, will write to the Japan Foundation to convey the NCC's recommendations;
- At the NCC's direction, undertake surveys to determine professional development needs.

***Junior Japanese Studies Librarians Training Advisory Committee
(subsumed by the LPDC)***

The responsibilities of the JLTS Advisory Committee were included under the umbrella of the Librarian Professional Development Committee in January 2006 when the JLTS Advisory Committee was disbanded. The original JLTS was established in 2001 to develop a comprehensive program of training for junior Japanese studies librarians with limited experience in the field. In August 2002, a JLTS Seminar was held at Harvard University over an intense 6-day period training 19 junior librarians from the US, Canada and Germany. The nineteen senior instructors from the US and Japan taught the 23 sessions of the seminar and together developed a 420-page workbook for trainees. That workbook has since been revised and published electronically on the NCC's Website at <http://www.fas.harvard.edu/~ncc/workbook.html>.

T-3 (Training the Trainers) Committee

The T-3 Committee grew from the NCC's User Training Task Force (UTTF) and was established in 2003 to help plan the Training the Trainers (T-3) Workshops that trained librarian-instructors in the best practices for offering hands-on training in electronic resources to faculty and student users. The committee first assisted with writing the T-3 project grant and in planning the workshops and their curriculum through a conference held at Harvard University in May 2004. The committee also screened applications and admitted the 33 trainees who took part in the T-3 Workshops. The committee was responsible for the review and evaluation of the T-3 Workshops and has also taken on the larger role of assisting with further aspects of the E-Resources Initiative funded by the Japan Foundation from 2004-2007.

The following outlines the charges to the T-3 Committee, to:

- Promote greater information literacy among faculty and students in electronic resources in Japanese studies, plan and organize training sessions librarian-instructors on the best practices for offering instruction to faculty and student users of electronic materials for teaching and research in Japanese studies;
- Prepare curriculum and training materials for the above described training-the-trainers sessions;
- Evaluate individual training-the-trainers sessions as well as the T-3 program, and provide the NCC with recommendations for future plans for informational literacy instruction;
- Serve as advisors to the NCC on the content and format for ongoing workshops and

seminars on electronic resources.

Future activities of the T-3 Committee will be coordinated in consultation with the LPDC.

Former NCC Project (completed or disbanded)

AskEASL Advisory Committee (completed March 2007)

The AskEASL project grew from recommendations made at the NCC's Year 2000 Conference and became an all-volunteer international reference service freely open to users worldwide. Expert librarians registered their areas of specialization and answered reference questions that were referred to them by the AskEASL coordinators. With the advent of several major virtual reference services such as those at Library of Congress, the AskEASL project was determined to have completed its mission and suspended operation. To access historical information regarding AskEASL, please visit the NCC Archives on the NCC Website at <http://www.fas.harvard.edu/~ncc/archive/.html>.

Japan Project Advisory Committee (JPAC) (completed January 2006)

JPAC was created to oversee the transition of the GIF project from management at the Association of Research Libraries to the NCC's ILL/DD Committee. Once the transition was completed and the GIF project was made a fully independent collaboration of the NCC's ILL/DD Committee and the Committee on International Scholarly Communications of the Japan Association of National University Libraries (JANUL). To access historical information regarding the Japan Project Advisory Committee (JPAC), please visit the NCC Archives on the NCC Website at <http://www.fas.harvard.edu/~ncc/archive/.html>.

Japan Foundation Library Support (JFLS) Program Advisory Committee (disbanded with the elimination of the Japan Foundation special funding for libraries)

Between 1992 and 2007 the Japan Foundation Library Support Program Advisory Committee reviewed and ranked library support applications, as a service to the Institutional Support Subcommittee of the Japan Foundation's American Advisory Committee, which made recommendations on library grants to the Foundation in Tokyo. With the Japan Foundation's termination of Library Support Grants in mid-2007 the committee was disbanded.

Section 4:

Policies and Procedures

Section 4: Policies and Procedures

I. Serving as a Meeting Hosting

Please refer to appendix F for an outline of the responsibilities of a meeting host and a check-list of logistical steps in planning and hosting an NCC meeting or conference.

II. Process for Affiliating with the NCC

Step 1: If an organization wishes to establish an affiliation with the NCC, they must submit a written Request for Affiliation letter to the Council. The letter must explain the following:

Who they are and what they do

Why they would like to establish an affiliation with the NCC

How the NCC would benefit from this affiliation

How they would benefit from an affiliation with the NCC

Step 2: The letter will then be presented at the next NCC Council meeting. After discussion the Council will vote on whether the organization should be invited formally to present an affiliation request at the next NCC Council meeting.

If the Council votes to invite the organization to affiliate, then an invitation will be extended.

If the Council feels that the NCC should not establish an affiliation, a letter will be sent thanking the organization for their interest but declining their request to establish the affiliation.

Step 3: If the organization accepts the invitation to establish an affiliation with the Council, then a Council member would be designated by the chair or Executive Committee to present their request at the next Council meeting serving as that organization's advocate for affiliation.

Step 4: Following the presentation, the Council will vote on whether to establish the affiliation. Affiliation with the NCC provides no financial benefits to an organization nor does it entail any liability or obligation to the NCC. Affiliations are for mutual benefit of the NCC and organizations that wish to affiliate. Once affiliated a Council Member will be designated as that organizations liaison to serve a designated term and to report at NCC Meetings on the affiliated group.

III. Payment and Reimbursement Policies

The NCC will provide reimbursements for the economy transportation and lodging expenses of members who travel to Council meetings and other authorized events. Generally reimbursements are paid after the meetings however occasionally payments for airfare or other major expenses may be made in advance, by prior arrangement. NCC operates on a fiscal year ending June 30th and in all circumstances reimbursements for a given fiscal year must be made before that date.

Prior approval from the Executive Director must be sought before a Council or staff member makes a purchase for which they wish to seek reimbursement. Once approval has been given for the purchase, the Council or staff member, must complete the NCC Reimbursement Form (Appendix G), and attach the original receipts for all expenses to the form and submit it to the Executive Director. Reimbursement of expenses will be sent to the address on the reimbursement form within four weeks of receipt of the completed form.

IV. Payment for Expenses in Japan

The NCC does not have the budget to support travel to Japan. In some circumstances, Council or Committee members in Japan on other business may be called upon to conduct NCC-related business or to make visits. On those occasions, the local transportation and other expenses for the day(s) of the business may be covered in part or in their entirety. Such support must be prearranged and approved in advance to receive reimbursement. The Council or Committee member is expected to submit a written report of the activities undertaken on behalf of NCC. A completed NCC Reimbursement Form, with original receipts for all expenses, must be sent to the Executive Director for reimbursement. Reimbursement of expenses will be sent to the address on the reimbursement form within four weeks of receipt of the completed reimbursement form.

V. NCC Mileage, Parking and Tolls Reimbursement Policy

NCC will provide reimbursement to Council Members who drive their own car on NCC related business. Council Members will be reimbursed at a rate of \$.485 for every mile driven, or the current IRS recommended rate at the time of the request. The mileage reimbursement is paid to Council Members to reimburse them for the wear and tear on their car as well as the cost of the gas.

If a Council Member chooses to drive their own car instead of flying to a meeting or other NCC related business, they will be reimbursed at the above rate, up to the lowest available coach class airfare for the same trip. Reimbursements will also be made for mileage between a Council Member's home or office and their local airport or train station when they are traveling to NCC Meetings.

Council Members wishing to receive reimbursement for mileage and/or tolls must submit an expense report that lists the actual mileage traveled and which itemizes tolls. Receipts for tolls should be attached to the expense report when submitted.

The NCC will also reimburse Council Members for economy parking either at an airport or at the destination of a meeting or other NCC related business. Council Members wishing to receive reimbursement for parking must submit a receipt which clearly states the date and cost of the parking.

VI. Reimbursement of Expenses without Receipts

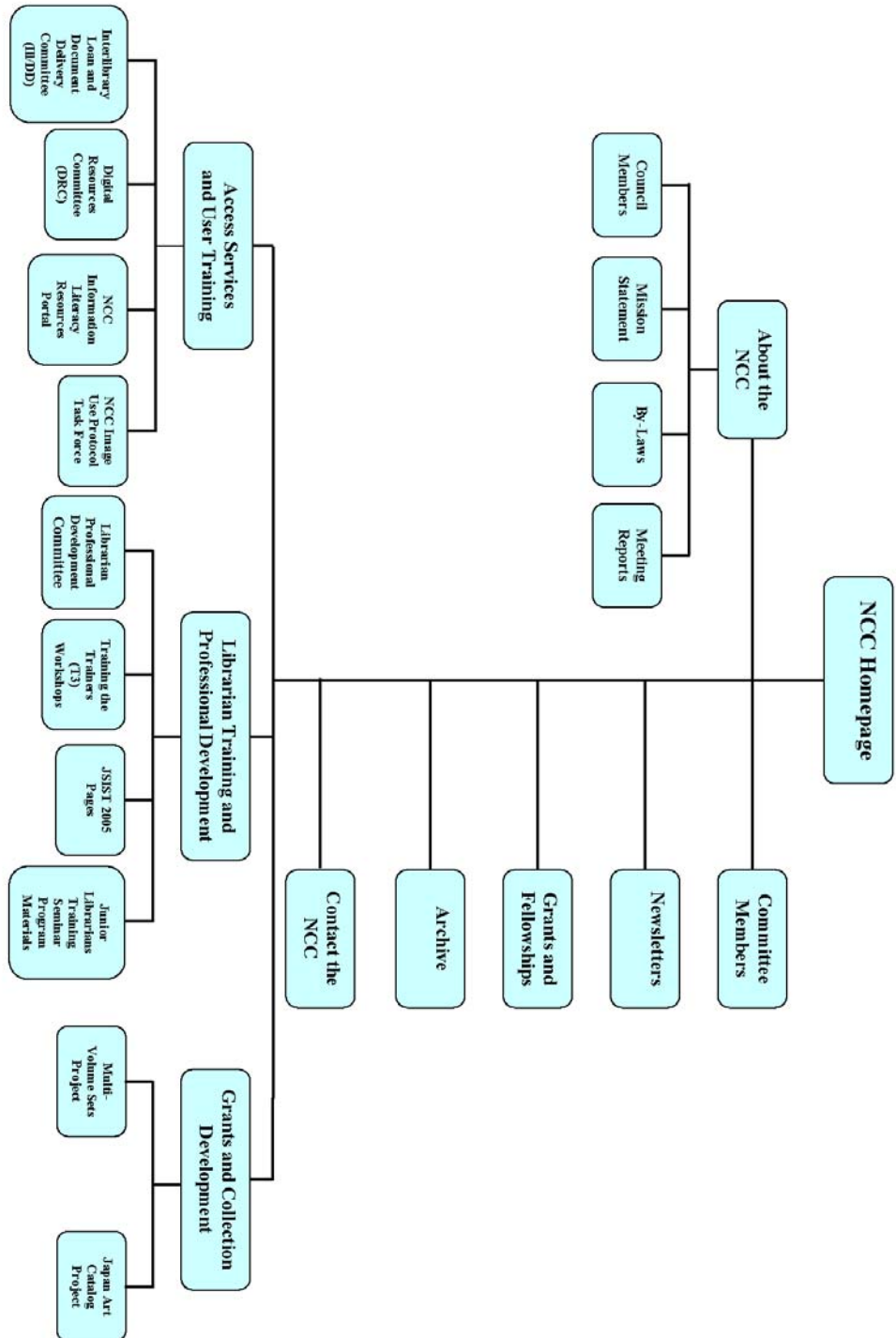
For auditing purposes NCC is required to keep all reimbursement requests with original back-up. However occasionally it is not possible to get a receipt or the original copy is lost. If a member wishes to request a reimbursement for an expense without a valid original receipt they must send a signed statement to the NCC Executive Director requesting the specific reimbursement and detailing the reasons for the absence of the receipt.

Section 5:

Appendices

Section 5: Appendix

Appendix A: NCC Website Map



Appendix B: Bylaws of the North American Coordinating Council on Japanese Library Resources

I. Name:

The name of the body is the North American Coordinating Council on Japanese Library Resources, hereafter referred to as the NCC or the Council.

II. Purpose:

The purposes of the NCC are:

A. To coordinate, develop, and locate funding for projects in cooperative Japanese collection development, improved access, education in Japanese librarianship, and other related activities;

B. To gather and disseminate information toward the goal of soliciting the recommendations and articulating the collective needs of librarians, scholars, and others in relation to information resources; and,

C. To expand the work of advising and collaborating with funding agencies in developing relevant and valuable programs.

III. Membership:

A. Composition: The membership shall represent insofar as possible library and user interests, including representatives from currently functioning organizations concerned with library and scholarly issues in Japanese studies, and librarians and scholars from major, as well as from second and/or third tier, academic institutions.

Membership in the Council shall consist of at least twelve but not more than nineteen members, including at least four from major national associations with an interest in Japanese information, identified by the Council as a whole, and originally including the American Advisory Committee (AAC) to the Japan Foundation, the Association of Research Libraries (ARL), the Council on East Asian Libraries (CEAL), the Northeast Asia Council (NEAC) of the Association for Asian Studies, and the Library of Congress, but not limited to those organizations. The current list will be found in the NCC Council Handbook.

A special and essential member of the Council is the representative from Japan. This member will be the official liaison between the NCC and the library community in Japan. The Japanese liaison will be a full-fledged member of the NCC with all the rights and privileges associated with being a full member. This member will: attend the fall and winter NCC meetings and report there on events in Japan of concern to the NCC; speak to NCC concerns back in the Japanese community; suggest possible joint efforts between NCC and organizations in Japan; advise on possible sources in Japan for funding support of NCC projects; and speak for the NCC in Japan when requested to do so by the NCC Chair or the Council as a whole.

B. Selection: The Executive Committee will solicit names from the NCC and from the larger Japanese studies community. At-large appointments shall provide a balance and diversity of scholars and librarians. The Executive Committee will propose names to the NCC, and election

of new members shall be made by a two-thirds majority vote by incumbent members of the NCC.

C. Terms: Members shall serve three-year terms. Exceptions are (i) institutional representatives, who serve at the will of the organization they represent and (ii) election or appointment to the Council in a different capacity.

D. Vacancies: In the event a member is unable to serve a full term, the Executive Committee will recommend a replacement, according to procedures in III.B. The replacement will complete the term of the person being replaced. The Council may then appoint the replacement to serve a new full term, according to procedures in III.B.

E. Removal from Office: A member may be removed, when he or she does not fulfill the duties of the office, by a two-thirds vote of the Council Membership.

F. Prohibition of Political Activities: Neither the Council nor any member thereof shall in their official capacity participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office, including support of or opposition to a political candidate through the publication or distribution of documents.

IV. Voting Rights:

All members, including the Chair, shall have equal votes. A vote is valid on all issues if a quorum of one-half plus one of the NCC membership is in attendance. Except as detailed elsewhere, motions shall be carried by majority vote.

V. Officers:

A. Chair: A new Chair shall be elected by the current NCC membership every three years. The Executive Committee shall be in charge of recruiting and nominating candidates for the new NCC Chair, in consultation with the past NCC Chairs, NCC members, and the community at large. A Chair cannot succeed him/herself. The new Chair need not be a current member of the NCC, but shall be elected a full year before the expiration of the then current Chair's term, to provide for institutional continuity by regular consultations with the outgoing Chair.

The duties of the Chair include calling and presiding at all meetings of the Council; serving as chair of the NCC's Executive Committee, distributing Council responsibilities in relation to the implementation of the recommendations, projects, and activities of the Council and its constituency.

B. Executive Director: The dual goals of the NCC Executive Director, in the establishment of a permanent executive directorate for long-term administration and fundraising, shall be to increase the scope of NCC projects and to become economically self-supporting. The Executive Director also serves as a member of the NCC's Executive Committee. Administrative duties of the Executive Director include, but are not limited to:

1. Project Management: Conceptualizing specific projects in conjunction with the NCC Chair and committee chairs; gathering information and developing plans for implementation; drafting funding applications.

2. Office Management and Development: Managing the financial operations of the NCC; and coordinating clerical activities; maintaining NCC records and its archive; keeping the NCC Handbook current; identifying sources of financial support among foundations, federal agencies, individuals, and elsewhere; and negotiating with potential supporters.

3. Organization Management: Coordinating the activities of the NCC with the work of related organizations and institutions in the academic community, and expanding its relations with organizations and institutions in government, business, and law.

4. Public Relations: Preparing and disseminating information to a broad constituency through the preparation of newsletters, bulletins, and public liaison activities, all of which must be carried out in compliance with the stipulations of the Internal Revenue Service of the Federal government, which states that no substantial part of the activities of the organization (NCC) shall consist of carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by IRC 501 (H)).

The Executive Director will report to the NCC Chair, and the Executive Director's work will be reviewed annually by the NCC Chair with the assistance of the Executive Committee.

C. The Executive Committee: The NCC Executive Committee assists the Chair and Executive Director in general NCC program and administrative oversight. The Executive Committee is comprised of the NCC Chair, the Chair-Elect (if it is a year in which a Chair-Elect is in office), the Executive Director and two other Council Members appointed by the Chair in consultation with the Executive Director and Council, one of whom must be an elected faculty member. Executive Committee members will serve two-year terms, which, whenever possible, will be staggered to provide continuity.

D. Removal from office: An officer can be removed when he or she does not fulfill the duties of the office by a two-thirds vote of the Council Membership.

VI. Meetings:

A. Timing: The Council shall meet at least twice a year, with written notification beforehand.

B. Attendance: The members of the Council, barring exceptional circumstances, are required to attend the working meetings in order to participate in establishing a consensus in the deliberation and formulation of future policy; to contribute to the implementation of the recommendations of the constituency; to engage in the creation of funding and policy guidelines as recommendations to present and potential funding agencies, as stated in Section II of these Bylaws. In exceptional circumstances, a member may delegate a representative to attend in his or her place, who will have the member's full voting rights.

C. Travel Expenses: The Council shall be responsible for the travel expenses of each member of the NCC to the working meetings, except in cases when the expenses of a Council Member are unreasonably high or not directly and explicitly necessitated by attendance at the meetings. In such a case, the Council Member is personally responsible for expenses.

D. Open Meeting: The Council shall additionally hold one open meeting a year in conjunction with the annual meeting of the Association for Asian Studies (AAS). Travel expenses for Council Members for this open meeting are the responsibility of each member, unless

otherwise approved by a majority vote of the Council Membership.

VII. Committees and Task Forces:

A. Committees: The Chair, in consultation with the Executive Committee, shall appoint necessary committees for continuing duties to serve terms of specific length, normally two or three years. Members of committees need not be Council Members, but committees shall be chaired or co-chaired by an NCC member, except when the specific duties of the committee will be more efficiently served without a presiding Council Member. A committee can be terminated by a majority vote of the Council. Committees will be detailed in the NCC Handbook.

B. Task Forces: The Chair, in consultation with the Executive Committee, shall appoint task forces to accomplish projects of limited duration. Task force members need not be Council Members, but task forces shall be chaired or co-chaired by an NCC member, except when the specific duties of the task force will be more efficiently served without a presiding Council Member. Task forces will be detailed in the NCC Handbook.

VIII. Administration and Finance:

A. Fiscal Year: The fiscal year of the NCC begins on July 1 and ends on June 30 of the following year.

B. Management and Disbursement of Funds: Projects and activities of the NCC shall be funded by monies raised by the Council. The Executive Director and the Executive Committee are responsible for fiscal management and decisions dealing with monies allocated to, or raised by, the Council. These officers will consult on a regular basis concerning dispersal of NCC funds.

No part of the net earnings of the organization shall be distributed to the benefit of any member or officer of the organization nor any private individual (except that of reasonable compensation which may be paid for services rendered to or for the organization).

C. Dissolution: No member or officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets upon dissolution of the organization.

In the event of dissolution, all remaining assets and property of the organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501 © (3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent Federal tax laws, to the Federal or Commonwealth or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the Commonwealth of Massachusetts.

D. Functioning: In any taxable year in which the organization is a private foundation as described in IRC 509 (a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not engage in any act of self-dealing as defined in IRC 4941 (d); retain any excess business holdings as defined in IRC 4943 (d); make any investments in such a manner as to subject the organization to tax under IRC 4944; or make any taxable expenditure as defined under IRC 4945 (d) or corresponding provisions of any subsequent Federal tax laws.

IX. NCC Handbook:

The NCC Handbook serves as a supplement to the NCC Bylaws providing greater detail on Council Membership, job and committee descriptions, general operating procedures, background on projects, task forces and related organizations, and on NCC history. The NCC Handbook also contains reimbursement and other forms useful to NCC Council Members.

X. Amendments:

A. Amendments to the Bylaws can be made by a two-thirds majority vote of the membership at its biannual meetings.

B. Amendments to the Bylaws can also be made in writing when signed by all members.

Last revised January 14, 2006.

Appendix C: Current and Former NCC Members by Position
(italics indicate current members as update with members elected 9/06)

Chairs:

Amy Heinrich, Columbia University (1992-1994)
Karl Kahler, University of Pennsylvania (1995-1997)
Kristina K. Troost, Duke University (1998-2000)
Sachie Noguchi, University of Pittsburgh (2001-2003)
Toshie Marra, University of California, Los Angeles (2004-2006)
Tokiko Bazzell, University of Hawaii, Manoa (2007-2009)

Directors:

Dorothy D. Gregor (1993-98)
Mary Jackson (7/98-6/99)
Karl Kahler (7/99-10/99)
Victoria Lyon Bestor (10/99 to present)

Librarian Members:

Maureen Donovan, Ohio State University (until 6/30/10)
Robert Britt, University of Washington
Jack Cain, UTLAS International (Canada)
Sharon Domier, University of Massachusetts, Amherst
Tsuneharu Gonnami, University of British Columbia
Tomoko Goto, University of British Columbia
Eddy Harrison, University of Washington
Hitoshi Kamada, University of Arizona (until 6/30/10)
Hideo Kaneko, Yale University
Naomi Kotake, Hoover/Stanford University
Lynne Kutsukake, University of Toronto
Yasuko Makino, Princeton University
Yasuko Matsudo, University of Michigan
Mihoko Miki, Columbia University
Hideyuki Morimoto, University of California, Berkeley, NYU
Kenji Niki, University of Michigan
Eiko Sakaguchi, University of Maryland
Chiaki Sakai, University of Iowa (until 12/31/09)
Hisami Konishi Springer, University of Hawaii, Manoa
Tomoko Steen, Library of Congress (until 6/30/08)
Kristina Kade Troost, Duke University
Eiji Yutani, University of California, San Diego

Faculty, social sciences:

Stephen J. Anderson, University of Wisconsin-Madison
John Campbell, University of Michigan, Political Science
Haruhiko Fukui, UC Santa Barbara, Political Science
Ellis Krauss, Political Science, UC San Diego
Robin Le Blanc, Washington and Lee University (until 12/31/09)
Michael Smitka, Economics, Washington and Lee University
Patricia G. Steinhoff, Sociology, University of Hawaii

Faculty, humanities:

Sally Hastings, History, Purdue University
Susan Matisoff, Literature, University of California Berkeley (until 6/30/08)

Stephen D. Miller, Literature, University of Colorado
Stephen Snyder, Literature, University of Colorado (one year sub for S. Miller)
Mariko Tamanoi, Anthropology, UCLA
Samuel H. Yamashita, Historian, Pomona College

Library of Congress:

Michael Albin, Japan Documentation Center
Hwa-Wei Lee, Chief, Asian Division
Karl Lo, Acting Chief, Asian Division
Ichiko T. Morita, Head, Japan Documentation Center
Helen Poe, Chief, Asian Division
Warren Tsuneishi, Chief, Asian Division

NEAC: (institution at the time of service)

Anne Allison, Duke University
Karen Brazell, Cornell University
Martin Collcutt, Princeton University
Laurel Cornell, Indiana University
Haruhiro Fukui, UC Santa Barbara
Victor Koschmann, Cornell University
Ellis S. Krauss, University of Pittsburgh
David McCann, Harvard University,
Sharon Minichiello University of Hawaii
Samuel Yamashita, Pomona College

CEAL:

Maureen Donovan, Ohio State University
Sachie Noguchi, University of Pittsburgh
Eizaburo Okuizumi, University of Chicago
Kuniko Yamada McVey, Harvard University
Hideyuki Morimoto, UC Berkeley, NYU
Keiko Yokota-Carter, University of Washington

Japan Foundation AAC Representative:

Amy Vladeck Heinrich, JF, Columbia University
Laura Hein, Northwestern University
James Huffman, Wittenberg University
Eleanor Westney, Japan Foundation, MIT
J. Thomas Rimer, University of Pittsburgh
Yoshiko Samuel, Wesleyan University

Japan Liaison:

Tamiko Matsumura, Seijo Gakuin University
Takayasu Miyakawa, Fellow, Mitsubishi Research Institute, Inc.
Akira Miyazawa, National Institute for Informatics
Tamiyo S. Togasaki, International House Library
Syun Tutiya, Chiba University
Akio Yasue, National Diet Library [retired] (Until 6/30/10)

Library Associations, no longer filled

Mary E. Jackson, ARL Representative
Jutta Reed-Scott, ARL Representative
Duane Webster, ARL Representative

Appendix D: Current NCC Committee and Task Force Members

Librarian Training and Professional Development

Librarian Professional Development Committee (Term: January 2006 to December 2007 when a decision on rotations will be made)

Cathy Chiu, East Asian Studies Librarian, University of California, Santa Barbara

Maureen Donovan, Japanese Studies Librarian, Ohio State University (co-chair)

Keiko Suzuki, Japanese Cataloger, Yale University (7/07-6/10)

Yasuko Makino, Princeton University (advisor)

Sachie Noguchi, Japanese Studies Librarian, Columbia University (co-chair)

Sumie Ota, Asian Studies Librarian, New York Public Library

Eiko Sakaguchi, Curator of the East Asian and Gordon W. Prange Collections, University of Maryland (advisor)

Ayako Shiba, Japanese Studies Librarian, Washington University in St. Louis

Mari Suzuki, Japanese Cataloger, University of Michigan

Information Literacy Resources Portal Task Force (Term: April 2006-September 2007)

Sanae Iozumi, Japanese Studies Librarian, University of California, San Diego

Dawn Lawson, East Asian Studies Librarian, NYU (portal coordinator)

Fabiano Roche, Japanese Studies Librarian, University of Toronto

Chiaki Sakai, Japanese Studies Librarian, University of Iowa

Xiuying Zou, Public Services Librarian, University of Pittsburgh

Yoko Okunishi, NCC Bilingual Staff Associate

Victoria Lyon Bestor, NCC Executive Director and Grant Project Director

Brigid Laffey, NCC Staff Web Designer and Implementation Coordinator

Kim Nauen, NCC Administrative Staff Associate, Permissions Coordinator and Editor

User Access and Training Initiatives

AskEASL Advisory Committee (disbanded in March 2007)

Digital Resources Committee (standing committee with rotating slots)

Robert Britt, Japanese Law Librarian, University of Washington (advisor)

Yuki Ishimatsu, Head, Japanese Collections, University of California, Berkeley

Beth Katzoff, Head of Public Services, Kroch Asian Library, Cornell University

Haruko Nakamura, Japanese Studies Librarian, Yale University

Eiko Sakaguchi, Curator East Asian and Gordon W. Prange Collections, University of Maryland

Tomoko Steen, Division of Science and Technology, Library of Congress (co-chair)

Syun Tutiya, Professor of Cognitive Studies, Chiba University (Advisor)

Keiko Yokota-Carter, Japanese Studies Librarian, University of Washington (co-chair-elect)

Yoko Okunishi, NCC Staff Liaison

ILL/DD Committee (to support the Global ILL Framework Initiative, standing committee with rotating slots)

Su Chen, East Asian Studies Librarian, University of Minnesota
Patricia Duff, Head of the Interlibrary Loan Department and Storage Facility, University of Pittsburgh
Margaret Ellingson, Interlibrary Loan Coordinator, Emory University
Michelle Foss, Assistant University Librarian, Head, Interlibrary Loan, University of Florida
Osamu Inoue, Director of Information Services, Tokyo Institute of Technology
Hitoshi Kamada, East Asian Studies Librarian, University of Arizona
Hiroyuki Nagahashi Good, Japanese Bibliographer, East Asian Library, University of Pittsburgh
Amy R. Paulus, Interlibrary Loan Librarian, University of Iowa Libraries (co-chair)
Chiaki Sakai, Japanese Studies Librarian, University of Iowa (co-chair)
(Ms.) Cherie Weston, Head, Interlibrary Loan, University of Minnesota
Yoko Okunishi, NCC Bilingual Staff Associate, GIF Registrar

NCC Image Use Protocol Task Force (IUPTF)

Michael Adolphson, Associate Professor, Historian, Harvard University
Tokiko Bazzell, Japanese Specialist Librarian, University of Hawaii, Manoa, Chair, NCC (member ex-officio)
Victoria Lyon Bestor, NCC Executive Director, Associate, Reischauer Institute, Harvard University (member ex-officio)
Theodore Bestor, Professor of Anthropology, Harvard University
Ian Condry, Professor of Cultural Studies, MIT
Pat Crosby, Executive Director, University of Hawaii Press, University of Hawaii
Izumi, Koide, Director, Resource Center for the History of Entrepreneurship, Shibusawa Ei'ichi Memorial Foundation
Robin LeBlanc, Professor of Political Science, Washington and Lee University (co-chair)
Haruko Nakamura, Librarian of the Japanese Collection, Yale University
Eiko Sakaguchi, Curator of the Gordon W. Prange and East Asian Collections, University of Maryland
Toshiko Takenaka, Professor of Law, University of Washington Law School
Gennifer Weisenfeld, Professor of Art History, Duke University
Bruce Willoughby, Executive Editor Publications Program, Center for Japanese Studies, University of Michigan
Akio Yasue, Deputy Director (retired), Senior Advisor (current), National Diet Library
Reiko Yoshimura, Director of the Library, Freer and Sackler Galleries, The Smithsonian Institution (co-chair)
Sharon Yamamoto, NCC JAC II Project Coordinator

Collection Development Initiatives

NCC Multi-Volume Set Project Committee (standing committee with rotating slots)

Philip Brown, Professor of History, Ohio State University (July 2005-June 2008) (on leave 2007-08)
Sanae Iozumi, Japanese Studies Librarian, UC San Diego (July 2007-June 2010)
Eiichi Ito, Japanese Reference Librarian, Library of Congress (July 2005-June 2008)
Susan Matisoff, Professor of Literature, UC Berkeley (July 2004-June 2008) (co-chair)
Jordan Sand, Professor of History, Georgetown University (substitute for 2007-08)
Kuniko Yamada McVey, Librarian of the Japanese Collection, Harvard-Yenching Library (July 2006-July-June 2009)

Victoria Lyon Bestor, NCC Executive Director, (ex-officio)
Brigid Laffey, NCC Webmaster and Coordinator of MVS Database
Yoko Okunishi, NCC Bilingual Staff Associate, Archival Manager

Japan Art Catalog Project Curators

Paula Gabbard, Art Librarian, Avery Architectural and Art Library, Columbia University, JAC
Western

Art Catalog Curator

Reiko Yoshimura, Director, Library of the Freer and Sackler Galleries of Art, JAC Asian
Collection Curator

Mariko Shiratori, JAC Collection Coordinator, National Art Center, Tokyo

Sharon Yamamoto, NCC JAC II Project Coordinator

Appendix E: Guide to Terminology and Frequently Used Acronyms

AAS Association for Asian Studies, the principal professional organization in the Asian studies field. <http://www.aasianst.org/>

AAU/ARL/NCC Japan Project (formerly called the Japan Journal Access Project) A completed project that was part of the ARL Global Resources Network (formerly Global Resources Program), that included the Union List of Japanese Serials and Newspapers (ULJSN), and three interlibrary loan and document delivery projects (ILL/DD), those with Waseda (now independent of the Japan Project), the concluded JANUL (Japan Association of National University Libraries) Pilot, and the Global ILL Framework (GIF) which grew from the JANUL project. As of January 2003 the NCC assumed management of this project and a Japan Project Advisory Committee (JPAC) was formed to provide advice about future initiatives. At the January 2006 NCC Meeting the Japan Project was declared completed when its last project (GIF) became independent.

ACRL Association of College and Research Libraries, a division of the ALA. Information literacy is one of ACRL's important areas of focus and ACRL's Information Literacy Standards for Higher Education provide the framework for the NCC's Information Literacy Resources Portal. <http://www.ala.org/ACRLTemplate.cfm>

ALA American Library Association, the principal professional association in the library and information field at all levels. <http://www.ala.org>

ARL Association of Research Libraries, a membership organization made up of 120-some major research libraries principally in North America. Until 2006, ARL was represented on NCC. <http://www.arl.org>.

ASPAC Asian Studies on the Pacific Coast, a regional AAS Conference. <http://mcel.pacificu.edu/aspac/home/aspac.html>

CEAL The Council on East Asian Libraries, an affiliate of the Association for Asian Studies (AAS). CEAL holds a series of meetings and workshops prior to the AAS Annual Meeting, maintains a web site, publishes the *Journal of East Asian Libraries (JEAL)* and runs the Eastlib electronic mailing list. CEAL is one of the collaborating organizations, represented on the Council usually by the chair of the Committee on Japanese Materials (CJM). <http://wason.library.cornell.edu/CEAL/>

CGP Japan Foundation Center for Global Partnership. A major fund established in 1991 to promote collaboration between Japan and the US with the goal of fulfilling shared global responsibilities and contributing to improvements in the world's welfare and to enhance dialogue and interchange between Japanese and US citizens on a wide range of issues, thereby improving bilateral relations. <http://www.cgp.org/>

Chikyuken An abbreviation for the Research Institute for Humanity and Nature or 総合地球環境学研究所. <http://www.chikyu.ac.jp/>

CLTF The NCC's Consortial Licensing Task Force which evolved into the Digital Resources Committee (DRC)

CRL Center for Research Libraries, in Chicago, a major membership depository of materials. In January 2006 CRL assumed management of the Global Resources Network from ARL. See GRN programs, below. <http://www.crl.uchicago.edu/>

CULCON The United States-Japan Conference on Cultural and Educational Exchange a bi-national organizations with two panels of 12 members each representing various areas of industry, government, and cultural organizations that meets at intervals of approximately 18 months to two years, alternating between locations in the US and Japan. The Japan US-Friendship Commission serves as US Secretariat for CULCON and JUSFC Commissioners constitute the US Panel. The NCC assisted with CULCON's Information Access Working Group that provided the impetus for GIF.
http://www.jusfc.gov/usculcon%5Cus_culcon_main_menu.html

DD Document Delivery, often used in combination with ILL (interlibrary loan) as in ILL/DD, generally refers to the sending of copies of short documents, chapters, tables of contents from one library to another, by mail, fax, or electronically.

DRC The Digital Resources Committee of the NCC,
<http://www.fas.harvard.edu/~ncc/drc.html>

Dublin Core A metadata element set intended to facilitate discovery of electronic resource. Named after Dublin, Ohio, home of OCLC.

EASL Guides The series of quick reference guides created for the AskEASL web site. Currently being revised and updated for relocation onto the NCC's Information Literacy Resources Portal.

EasyHelp The original name given to the AskEASL Project.

GIF Global ILL Framework, a collaborative project of the NCC's ILL/DD Committee and JANUL's GIF Project Working Group. Launched in April 2002 an ILL/DD project with NII in Japan and JANUL, open to any library in the US or Japan wishing to join. Originally maintained through ARL now managed on the US side by the NCC. As of June 2006 there over 197 libraries involved from Japan, the US and Canada. <http://www.fas.harvard.edu/~ncc/gif.html>

GRN Global Resources Network is an initiative managed by the Center for Research Libraries that seeks to expand access to international resources not currently available to North American students and scholars through discrete projects that expand the range of international information resources available to faculty and students and to make research library collections more interdependent and complementary. Projects focus on Germany, France, Latin America, Africa, South Asia, and Southeast Asia. <http://www.crl.edu/content.asp>

Hojinka The process of becoming an independent administrative institution (独立行政法人) that was undertaken by the Japanese government as part of its series of structural reforms during which former government agencies and institutions became more autonomy with regard to planning, budgeting, program execution. An important emphasis of Hojinka is program evaluation; “Under the Law on the General Rules of Incorporated Administrative Agencies, the performance of incorporated administrative agencies are evaluated in terms of achievement towards the goals set by the competent minister indicating improvement in efficiency, improvement of services in quality to be provided to the public, and improving in financial situation.” <http://www.soumu.go.jp/english/kansatu/index.html>.

ICOLC The International Coalition of Library Consortia
<http://www.library.yale.edu/consortia/>

IFLA The International Foreign Libraries Associations and Institutions <http://www.ifla.org>

I-House (IHJ) International House of Japan opened in 1955 and largely created with Rockefeller family support, I-House has been a major cross-roads for scholarly communications between Japan and other countries. I-House library has also been a major collaborator in the Japan Foundation-National Diet Library Training Program and with other NCC-related activities. Its former librarian Tamiyo Togasaki was the NCC’s first Japan Liaison.
http://www.i-house.or.jp/ihj_e/

ILL Interlibrary Loan, often used in combination with DD (Document Deliver) as in ILL/DD. ILL generally refers to the requesting and supply of books, microfilm, and other materials the owning library wishes to have returned.

IL Portal The NCC’s information literacy resources instruction portal available on the NCC Website at <http://www.fas.harvard.edu/~ncc/eresources/>

Information Access Working Group (IAWG) A committee of CULCON that explored ways to used the Internet to expand communication, collaboration, and resource sharing among institutions and scholars in the US and Japan. The Global ILL Framework is a project that group from the IAWG’s efforts.

Inter-University Research Institute Corporation National Institutes for the Humanities
大学共同利用機関法人 人間文化研究機構 Consists of the National Museum of Japanese History (Rekihaku), National Institute of Japanese Literature (Kokubunken), the International Research Center for Japanese Studies (Nichibunken), the Research Institute for Humanity and Nature (Chikyuken), the National Museum of Ethnology (Minpaku). <http://www.nihu.jp/>

Inter-University Research Institute Corporation Research Organization of Information and Systems **大学共同利用機関法人 情報・システム研究機構** Consists of the National Institute of Informatics (NII), the Institute of Statistical Mathematics or 統計数理研究所, the National Institute of Genetics or 国立遺伝学研究所, and the National Institute of Polar Research 国立極地研究所. <http://www.rois.ac.jp/>

ISO ILL Protocol International Organization for Standardization Interlibrary Loan Protocol. A technical standard that permits two computer systems to exchange messages related to an ILL/DD transaction.

IUP Task Force- NCC's Image Use Protocol Task Force

JAC Japan Art Catalog Project, a collaboration initially between ACE Japan (the Association of Cultural Exchange in Japan) and NCC that created two depositories for art catalogs published in Japanese, one a collection of Japanese and Asian art exhibitions and collections held at the Freer Gallery in Washington DC and the second a depository of Western Art catalogs published in Japanese at the Avery Architectural and Art Library, Columbia University. A third component an exchange of catalogs of Japanese art from exhibitions held in the US, JAC II, is part of the new National Art Center Tokyo.

JANUL Japan Association of National University Libraries, or 国立大学図書館協会, the federation of former national university libraries with which the NCC collaborates on the Global ILL Framework. <http://wwwsoc.nii.ac.jp/janul/index-e.html>

JF Japan Foundation, one of the NCC's major funders and was involved in the NCC's founding in 1991. The Japan Foundation was established in 1972 as a Japanese government foundation under the Ministry of Foreign Affairs. In August 2003 as part of the Japanese governments series of administrative reports the Japan Foundation became a 独立行政法人 (dokuritsu gyosei hojin) with added independence in administration, budgeting and program planning with greater need for project evaluation and promotion. <http://www.us-jf.org>.

JF-NDL Program The original name of the three-week intensive training program in Japan for librarians from libraries across the world that ran from 1997-2001, predecessor to the JSIST Program. (2002-2007)

JPT Japan Publications Trading Co., Ltd. A major supplier of Japanese library resources to foreign customers and the current manager handling the MVS project in Japan. <http://www.jptco.co.jp>

JSIST Japan Studies Information Specialists Training Program, the successor to the JF-NDL Program (2002-2007)

JUSFC The Japan-US Friendship Commission, the NCC's major funder and one of its founding organizations. The JUSFC was established as an independent federal agency by Congress in 1975 and it administers a US government trust fund that originated in the return to the Government of Japan of certain US facilities in Okinawa and with postwar American assistance to Japan. The JUSFC serves as the US Secretariat for CULCON and all Commissioners are also members of the US CULCON Panel. See their Website at <http://www.jusfc.gov> and the entry on CULCON above.

Kokubunken An abbreviation for the National Institute of Japanese Literature (NIJL) or 国文学研究資料館. <http://www.nijl.ac.jp/>

LC The Library of Congress is the nation's oldest federal cultural institution and serves as the research arm of Congress. It is also the largest library in the world, with more than 130 million items on approximately 530 miles of bookshelves. The collections include more than 29 million books and other printed materials, 2.7 million recordings, 12 million photographs, 4.8 million maps, and 58 million manuscripts. LC is one of the institutions that has a permanent representative on the NCC, generally the Chief of the Asian Division. <http://www.loc.gov>

MARC Machine Readable Cataloging

MINPAKU An abbreviation for the Japanese Museum of Ethnology, or 国立民族学博物館, located in Senri Park, Osaka, site of the Olympics, <http://www.minpaku.ac.jp/>

MVS The Multi-Volume Sets Project is the NCC's oldest major project begun in 1992. Each year MVS supports the collaborative purchase of rare and expensive Japanese materials for US libraries by funding 50% or 75% their purchase price. All materials in the MVS Collection must be available free of charge locally and circulate freely throughout the US. Japan Publications Trading Co., Ltd (JPT) is the manager for the MVS project on the Japan side.
<http://www.fas.harvard.edu/~ncc/mvs.html>

NACSIS The original name of NII and still the name attached to a number of NII's major databases

NDL National Diet Library, Japan's major government library, the equivalent of Library of Congress in the US. NDL has a very extensive and user-friendly web portal that is a great resource to everyone. <http://www.ndl.go.jp>

Nichibunken An abbreviation for International Research Center for Japanese Studies or 国際日本文化研究センター. A Japanese government research center in Kyoto devoted to the study of Japanese culture. <http://www.nichibun.ac.jp/welcome.htm>

Nichigai Nichigai Associates is a vendor of Japanese language databases.

NII An abbreviation for the National Institute of Informatics, or 国立情報学研究所 (情報研), a Japanese government agency and Japan's chief bibliographic utility. NII serves the library and information field by developing new technology and promoting greater collaboration among Japanese research libraries. <http://www.nii.ac.jp>

OCLC Founded in 1967, and headquartered in Dublin, Ohio, OCLC (Online Computer Library Center) is a nonprofit organization that provides computer-based cataloging, reference, resource sharing, eContent and preservation serviced to 54,000 libraries in 109 countries. OCLC and its member libraries worldwide have created and maintain WorldCat. OCLC is a major developer of new systems and technology for management of bibliographic records and is a collaborator in the GIF project. <http://www.oclc.org/>. As of July 1, 2006 OCLC and RLG (see below) merged becoming a new division of OCLC Programs and Research.

OPAC Online public access catalog

Recon Retrospective conversion of card and printed catalog records to digital and searchable format.

Regional Training Network The NCC Committee that assists with finding locations and sponsors for electronic resources workshops in various parts of the country.

Rekihaku An abbreviation for the Museum of Japanese History or 国立歴史民俗博物館
<http://www.rekihaku.ac.jp/>

RLG The Research Libraries Group merged with OCLC July 1, 2006 when it will become a division of OCLC. Founded in 1974, RLG was made up of 150 research libraries, archives,

museums and other cultural memory institutions developing information recovery services,, collaborative programs, and developing new standards and practices. <http://www.rlg.org>

RLIN RLG's online union catalog with entries in almost 400 languages. With the merger with OCLC RLIN is being merged into OCLC's WorldCat.

T-3 Project (T-3 Workshops) NCC project funded by the Japan Foundation for training librarian-instructors in the best practices for offering training on digital resources. The project led to the development of the regional training network, the ILR portal, and the NCC's ongoing series of electronic resources workshops and seminars.

ULJSN The Union List of Japanese Serials and Newspapers, managed out of Ohio State University and formerly a part of the AAU/ARL/NCC Japan Journal Access Project which was declared completed in January 2006. The ULJSN is available at: <http://www.pears.lib.ohio-state.edu>

UTTF The User Training Task Force, established in January 2002 by the NCC to explore the best ways to offer training and the best settings in which such training should take place. Chaired by Kris Troost, past NCC Chair. The UTTF assisted in identifying needs for user training and in developing the T-3 and E-Resources Project.

Year 2000 Conference A large international conference of the NCC's which took place in April 2000 prior to the AAS Meeting in San Diego. The conference, funded by the JUSFC, brought together 102 leading scholars, librarians, university librarians, and colleagues and vendors from Japan to review how the field of Japanese resources had changed in the previous decade and to make recommendations to the NCC on important areas of need in the coming decade, through approximately 2010.

Zassaku *Zasshi Kiji Sakuin* known as Zassaku is an index of periodical articles in the holdings of the National Diet Library from 1975-present. (From 1948 - 1974, the index is limited to the humanities and social science fields) It is updated twice monthly. It covers over 15,000 journal titles, most of which are academic periodicals. It has both Japanese and English user interfaces. For a selected list of journal titles see: http://www.ndl.go.jp/jp/data/sakuin/sakuin_index.html. Because of its huge volume, the database is divided into time periods, with the default search starting with items from 2001. Search using Kanji (Chinese characters) is recommended because KANA/Romanized reading and keywords are assigned automatically.

Appendix F: Meeting Checklist for Local Hosts

Determining the meeting date:

- the dates for future meetings are proposed at the end of regular Council working meetings, sometimes proposing dates for the next meeting only, sometimes selecting dates for the coming year
- as much as possible the Council attempts to avoid conflicts with other major professional meetings especially the ALA and the JUSFC which meet in close proximity to the NCC's regular January and September meetings, and also major disciplinary meetings. However it is often not possible to avoid all conflicts.
- whenever possible meetings are hosted by members of the Council who serve as local coordinators for the meeting and who assist the executive director with arranging accommodations, meeting space, and cost sharing from their institution
- before the meeting can be finalized the meeting date and location is proposed to absent members of the Council and possible local conflicts at the proposed site need to be determine
- the institutional calendar of the hosting institution must be checked for major sporting events, double check access on vacations, holidays and during intercession
- consider unexpected reasons for conflicts (e.g. Democratic National Convention in Boston)
- once a date and location are fully determined all Council Members and funding agencies should be notified to save the date

When finalizing site location:

- determine on-site coordinators, their willingness and availability
- determine need for special access, need for keys, extra costs of venue
- confirm amenities availability and hours of access
- find out the costs of Internet access if needed (hotels often charge exorbitant rates)
- seek support from campus groups such as Japanese and East Asian studies institutes or from the larger institution to assist with meeting costs; these may range from grants to cover a portion of meeting expenses especially the working lunch, meeting refreshments, and/or the Friday NCC dinner, to simply the waiving of rental fees for on-campus meeting rooms where the working meeting may take place

Site Logistics:

- determine lodging for participants and finalize contract (asap)
- reconfirm questions of access, need for keys, heat/air conditioning, etc.

Event Planning Logistics:

- finalize agenda and schedule
- order any needed materials (binders, flip-charts, etc)
- select meal and break caterers and review menus
- reconfirm equipment and software needs
- work with the Chair and Executive Director to invite local faculty and library colleagues to attend all or part of the meeting as observers, and inviting a senior library representative to welcome the group.

Meals and Catering Logistics:

- finalize catering budget flexibility
- get list of possible caterers and talk to several
- get written quotes from the most promising
- review several possible menu options from each
- check with participants to determine dietary restrictions/preferences
- discuss logistics with caterers, and learn their familiarity with the site
- pick menu and confirm date, time, delivery time, etc in writing

Speakers and Other Equipment Needs for Event:

- determine speakers computer, technology needs (confirm in written email memo) these include OHP, use of PowerPoint, slides, Internet connection, etc.
- determine hand-outs planned by speakers
- assess microphone needs, acoustics
- research room furnishings, room arrangement, and flexibility

Meeting Materials Planning and Production: (usually coordinated by the NCC Executive Director and Chair for most NCC sponsored meetings)

- agree on agenda, circulate electronically
- determine full range of hand-outs
- plan for folder or binder (size, contents, order, special technical needs)
- determine distribution logistics, timing, method of transmission (email/by post/by hand at event)

Logistical Memos to Lecturers and Participants:

- send *Save the Date* memos as far in advance as possible
- send reminder to participants about booking travel for cheaper fares
- confirm arrival and departure dates of participants
- provide rooming list to hotel
- send arrival details including airport details, methods of transportation from the airport to the hotel (mass transit, shuttles, taxis), when possible include hotel URL and link to map

Pre-Meeting Shopping for Breaks and Supplies:

- make a list of the meeting and refreshment supplies needed
- go to Staples or similar discount store for meeting supplies
- go to Costco or similar discount store for non-perishable refreshment supplies (bottled drinks, napkins, plates, candy for the afternoon)
- determine location for picking up perishable supplies on day of event
- get bottled water for speakers to have at podium

Map Activities, Personnel and Equipment Needs for day of Event:

- review logistics, technical needs
- staffing for registration
- coffee, continental breakfast at registration, if planned
- check stage set up, water, microphones
- assure prompt starting time
- have a time-keeper to assure on-time schedule
- arrange for note-takers and/or taping as needed

Appendix G: NCC Reimbursement Form

Request for Reimbursement for NCC Activities

Name of person incurring expenses:

Name of payee (if different from the name above):

Social Security Number:

Address to which reimbursement is to be sent:

NCC business involved (e.g. travel to Council meeting, MVS copying and postage, etc.)

Please summarize expenses in the space below or on an attached Excel worksheet: (please group expenses by budget categories such as travel, accommodation expenses, copying, supplies, postage, telephone, etc. If reimbursement is for travel please include dates and itinerary).

Total reimbursement requested from the NCC (in US\$): _____

Signature and date: _____

Signature affirms that these expenses have been submitted to the NCC only and not to any other funding source. Please include your phone number and email address in the event of bookkeeping questions.

The total of all expenses should be calculated with the amount of the reimbursement clearly noted on this form. Please attach all original receipts to this document. If there are small expenses such as tolls or parking for which no receipts are available, please add them and provide a brief explanation of why no receipt is provided. For electronic air tickets, your boarding pass and a print out of your electronic itinerary may be submitted in lieu of a receipt. Please use your home institution's mileage allowance to calculate your expenses when driving to a meeting. If receipted expenses are not in US dollars, please provide the date(s) and prevailing exchange rate at the time the expenses were incurred. Please try to submit reimbursement requests promptly. Reimbursements will be processed as quickly as possible in the order they are received. (Please mail this form and all attached documents to the NCC at 149 Upland Road, Cambridge, MA 02140).

Appendix H: NCC Contact Information

NCC COUNCIL MEMBERS

NCC Officers:

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