

# 北米日本研究資料調整協議会

North American Coordinating Council  
on Japanese Library Resources

## NCC Handbook

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Fourth Edition Published, July 30, 2019

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## **The Purpose of this Handbook**

The NCC Handbook is intended as a resource on the structure and governance of the North American Coordinating Council on Japanese Library Resources (NCC) for Council Members and NCC staff. The NCC Website contains additional materials about NCC history, activities, committees, working groups, and projects. 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 constituents, including faculty members, those who may come from the library field but are 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, working groups, and task force activities.

# Section One: NCC Mission and Background

## ***NCC 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 both of 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
- Cooperatively develops Japanese collections
- Offers training and resources for librarians and educates users of Japanese resources
- 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

## ***Legal Status***

Founded in 1991, the NCC (<http://www.nccjapan.org>) is an independent 501-C-3 tax-exempt organization, a public charity in the state of New Jersey, and an international nonprofit organization fostering collaborations across a wide range of institutions. 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. Supplemental program and in-kind support are also received from the Toshiba International Foundation (TIFO), 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 1<sup>st</sup> to June 30<sup>th</sup>.

## ***The NCC's Role in Relation to the Funders***

The NCC works closely with the Japan-United States Friendship Commission (JUSFC) (<http://www.jusfc.gov>) an independent federal agency of the US government founded in 1975. Representatives of the JUSFC are regularly invited to attend NCC working and Open Meetings and to provide reports or updates. JUSFC staff attend working meetings as observers (not as voting members of the NCC) and may be called upon to offer opinions on NCC initiatives.

The NCC assists funding agencies, when called upon. Often assistance is offered on a referral basis when a question is raised or inquiry made to an agency 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. The NCC also may assist with gathering data, such as for the periodic Japan Foundation survey of Japanese Studies in the United States, for which NCC helped gathering information on library holdings and staff.

The JUSFC is also the US Secretariat for CULCON, the US-Japan Conference on Cultural and Educational Interchange. For example, NCC has worked with CULCON on efforts to expand access to NHK programming for educational users abroad and to open access to NDL's digital resources for users abroad. The NCC may be invited to send (at its own expense) an observer to attend CULCON meetings or to report on projects.

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

### ***The Founding of the NCC***

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 G.I.s 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." In the 25 years between 1970 and 1995 the number of academic institutions with a Japanese studies program tripled. As this enormous growth was taking place, a funding shortfall was emerging in efforts to support the library and information needs of the broadening and deepening field of Japanese studies. 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.

In 1991, the "National Coordinating Committee on Japanese Library Resources" (since known as NCC) was formally founded. It was agreed that the body had to be both independent and jointly funded by the Japan Foundation and the Japan-US Friendship Commission. 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 it was hosted by the Hoover Institution in Palo Alto, CA. The Hoover Meeting was focused on the needs of academic libraries and brought together 27 librarians

from 23 US libraries, along with 3 representatives from Japan and 3 faculty members. The Hoover Meeting 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 formal announcement of the NCC’s formation and Amy Heinrich’s appointment as Chair was made on December 6, 1991, by Eiichi Hamanishi, Director of the Japan Foundation’s New York Office. The NCC’s first meeting took place in February 1992.<sup>1</sup>

For a more in-depth treatment of NCC’s History, see Victoria Lyon Bestor’s “Brief History of the NCC” on NCC’s [About](#) page.

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<sup>1</sup> Ibid, pg. 2.



Section Two: NCC Council  
Members and Executive Committee  
Officers

### ***General Responsibilities of NCC Council Members***

NCC By-laws 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 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 current Council Members is available on the NCC website.

Non-voting representatives from the funding agencies are also encouraged to attend Council meetings.

General Responsibilities of NCC Council Members include, to:

- *Attend the NCC's once-yearly working meeting;*
- *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*

### ***Council Members Representing the Field of Japanese Studies***

Six Council positions are currently reserved for elected members 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.

### ***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.

#### ***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 Japan 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 the discussions and decision-making, which take 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.

#### ***Library of Congress Representative***

The Library of Congress (LC) 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 the 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.

#### ***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 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.

### ***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.

### ***Special Procedures for Council Members***

#### ***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.

#### ***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.

#### ***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.

## **Roles and Responsibilities of Executive Committee:**

### ***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 once 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.

### ***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;*
- *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.*

### ***Executive Committee Special 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 Liaisons, 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 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.

### ***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.

### ***Responsibilities of the NCC 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*

### ***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.

### ***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.*

## ***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 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 Executive Director's performance is regularly reviewed and evaluated by the Chair in conjunction with the Executive Committee.

## ***Responsibilities of the Executive Director***

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

### **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.

### ***NCC Support Staff Positions***

The NCC has a number of part-time contractors who support the Executive Director with operational and administrative functions. NCC staff members must be citizens of the US or Canada. They can also be permanent residents holding a Green Card. Currently, three positions are staffed. They include: a bilingual staff associate, a web designer/master, and a bookkeeper.

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.

### ***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, and 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.

### ***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 or interns on an hourly and per-project basis as needed.

### ***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 Three: NCC Committees, Working Groups, and Task Forces

## **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. There is also a trend toward increasing budget cuts for collection development and rising processing costs for area studies materials.

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.

### ***NCC Committees, Working Groups, and Task Forces***

In addition to the Executive Committee, the NCC has established standing and ad-hoc committees, working groups, and task forces to carry out the work of the organization. Committees 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 establishing task forces, as needed, and discharging committees or task forces when their work is complete.

Members may be added to committees and task forces when specific expertise is required. Most committees operate on a three-year term with rotating membership, whereas task forces exist for the duration of the task to which they have been assigned. Working groups are semi-autonomous and do not have term limits. 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 varies, and NCC staff members provide committee support or serve ex-officio as needed.

### ***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 meeting
- Maintain networks and affiliations so as to monitor the current needs within the field

#### ***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.

#### ***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 process of nomination and selection includes the following steps:

- Calls for 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 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 1<sup>st</sup> or July 1<sup>st</sup> 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.

## ***NCC Task Forces, Committees, Working Groups, and Projects***

### ***Comprehensive Digitization and Discoverability Grants Program (Task Force)***

Since 1992, the North American Coordinating Council on Japanese Library Resources (NCC) helped to build a national collection of Japanese research materials in the United States through its Multi-Volume Sets Project (MVS) with funding provided by the Japan-United States Friendship Commission (JUSFC) and supplemental support from Japan Publications Trading Company, Ltd. (JPT). MVS provided grants for the purchase of expensive multi-volume sets of Japanese language materials, primarily in print, with consideration to each applicant institution's 1) areas of specialization, 2) research and teaching needs, and readiness to freely share the funded sets locally and nationally.

Funding for MVS was suspended in 2018 so that NCC could update and align its mission to fit the evolving technologies and 21<sup>st</sup> century needs of the field. NCC has formed a task force to help transition toward a **Comprehensive Digitization and Discoverability Grants Program** to replace the **MVS**.

#### **Goals:**

- Bring to light hidden, academically useful Japan-related materials through digitization
- Enable more robust use of these items
- Promote collaboration nationally and internationally
- Foster training in developing digitization projects
- Help to build an international infrastructure for digitized Japan-related materials

For more information, see <https://guides.nccjapan.org/mvs/newproject>

### ***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

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.

For more information, see <https://guides.nccjapan.org/jpn-db-directory>

### ***Interlibrary Loan/ Document Delivery (ILL/DD) Committee***

Academic libraries cooperate with one another to provide research materials for their patrons, which is called Interlibrary Loan (ILL) and/or Document Delivery (DD) service.

The ILL/DD Committee helps with ILL/DD for Japanese-language materials from libraries in Japan. The Committee helps ILL specialists to locate/borrow Japanese materials from Japan. Helpline for ILL specialists: [ill@nccjapan.net](mailto:ill@nccjapan.net)

For more information, see <https://guides.nccjapan.org/ildd>

### ***Cooperative Collections Working Group***

The mission of the Cooperative Collections Working Group is to strengthen local and regional cooperative collection development, to help maintain comprehensive North American holdings, and to better enable institutions to refine their local collections.

The purpose of this list is to develop a comprehensive list of notable Japanese Studies collections held in North American libraries, including print materials, collections that are accessible electronically, and unprocessed or partially processed collections. The completed list will provide librarians and researchers with information about the rich Japanese Studies resources available to them both in print and digitally in North American libraries.

For more information, see <https://guides.nccjapan.org/collectiondevelopment>

### ***Image Use Protocol Working Group***

The NCC's Image Use Protocol (IUP) Working Group (formerly Task Force) was commissioned at the January 2007 NCC advisory board meeting in response to discussion among scholars and librarians about the growing importance of images from manga frames to photographs of ancient sculpture in the Japan studies research and the complicated process of obtaining the necessary permission to reproduce these important images in academic publications and presentations. While Japanese publishers or editors often do the work of obtaining contracts for image use in their authors' works, most North American scholars are responsible for negotiating the rights to the images they need without the assistance of other experts. The website provides Japan studies specialists working outside Japan with information resources that support them as they work through the process of acquiring and using images within the boundaries of copyright regulations.

As of 2019, the Image Use Protocol Working Group will expand its purview to include the moving image, as video and film become increasingly available for use in scholarly research. For further information please visit the IUP webpage at <https://guides.nccjapan.org/imageuse>.

### ***Librarian Professional Development Working Group (LPDWG)***

The Librarian Professional Development Working Group (LPDWG) was created in January 2006. It 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. It also 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 LPDWG 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 LPDWG 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 LPDWG to:

- Serve as a point of communication on professional development needs for the NCC and pass on recommendations to the NCC for its consideration
- 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;

- At the NCC's direction, undertake surveys to determine professional development needs.

For more information, see <https://guides.nccjapan.org/lpdwg>

### ***Outreach Working Group***

The mission of NCC's Outreach Working Group, which began in 2019, is to support faculty researchers and independent scholars of Japan, particularly those who are affiliated with small institutions or are otherwise without access to comprehensive Japanese library resources. We work to facilitate connections between these researchers and needed resources with partners in North America and Japan.

- 1) With these constituencies in mind, we design, build, and manage the LibGuide -- part of NCC portal -- as a communication and dissemination tool for the Working Group.
- 2) We form a group that represents faculty members, independent scholars, and librarians in North America and Japan.
- 3) We invite faculty researchers and independent scholars to work with us in the following ways:
  - contact us directly through this website with queries or comments
  - take part in our survey to help us understand your needs
  - stop by to meet us at the annual AAS conference
  - network with our representatives at regional AAS conferences
  - answer our call for volunteers to join our advisory group (we are particularly interested in representation from younger scholars at small institutions)

For more information, see <https://guides.nccjapan.org/outreach>

### ***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 housed at the National Art Center, Tokyo that opened in Roppongi, Minato-ku in early 2007. NACT has a broad educational mission with its Art Library serving as a cornerstone in those endeavors. Its URL is: <http://www.nact.jp/art-library/index.html>.

### ***Multimedia History Project***

Since its founding in 1991, NCC has been involved in facilitating the growth of the Japan studies field in North America, and now many of the librarians and scholars who helped to train and mentor the current generation are retiring or have already retired. There was talk of an oral history project at NCC since 2002, but this was not feasible for reasons that included funding for travel and compensation for time. Also, this kind of project is very time-consuming for a volunteer committee, and it is difficult to find technology that everyone can access or afford.

In view of these difficulties, in 2019, we began a new kind of project for NCC—a Participatory Engagement Project—which would involve the whole community in building a “multimedia” history of all the key people involved in building NCC and the Japan studies field over the past 25 years.

For more information, see <https://guides.nccjapan.org/multimediahistory>

## Section Four: Policies and Procedures

## ***NCC Council Meeting***

The NCC holds one Council Meeting per year. The meeting is organized by the Executive Director and NCC Chair and may be hosted by any member of the NCC Council at their home institutions.

### ***Checklist for Serving as a Meeting Host***

#### *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 determined
- 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
- 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

***Process for Affiliating with the NCC***

**Step 1:** If an organization wishes to establish an affiliation with the NCC, they must submit a 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.

**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.

***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 30<sup>th</sup> 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, 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.

### ***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.

### ***NCC Mileage, Parking and Tolls Reimbursement Policy***

NCC will provide reimbursement to Council Members who drive their own car on NCC related business. Please use your home institution's mileage allowance to calculate your expenses when driving to a meeting.

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. 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.

### ***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.

*Request Form for Reimbursement for NCC Activities*

Name of person incurring expenses:

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

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Social Security Number:

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Address to which reimbursement is to be sent:

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

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*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.*

(Please scan and email this form and all attached documents to [tmcgowan@nccjapan.org](mailto:tmcgowan@nccjapan.org) or send to NCC Japan, 34-F Chicopee Dr. Princeton, NJ 08540).