

*Schedule and Agenda*

**The North American Coordinating Council on  
Japanese Library Resources'**

**Junior Japanese Studies Librarians  
Professional Training Seminar**

**Harvard University  
August 18 to 23, 2002**

**Opening Session: Sunday, August 18, 2002 5:00 - 9:00 pm  
15th Floor William James Hall**

**Welcome and Introductions by Seminar Co-Chairs:**

**Sachie Noguchi, University of Pittsburgh and NCC Chair  
Kuniko Yamada McVey, Harvard-Yenching Library**

*How Can Faculty and Librarian Collaborate to Make Better Use of New Japanese  
Library Resources*

**Keynote Speech by: Professor Helen Hardacre  
Department of East Asian Languages and Cultures, Harvard University**

**Review of Seminar Logistics**

**Victoria Lyon Bestor, NCC Executive Director**

**Buffet Dinner and Information Sharing**

*The North American Coordinating Council on Japanese Library Resources is grateful  
to the Japan Foundation, the Northeast Asia Council of the AAS, and Harvard  
University's Reischauer Institute of Japanese Studies for providing funding to make  
this seminar possible. The Harvard-Yenching Library joins them in co-sponsoring this  
training seminar by providing their facilities and resources and by assisting with on  
campus logistical arrangements.*

**Monday August 19, 2002**

**Brief Welcoming Remarks by James Cheng,  
East Asian Librarian, Harvard-Yenching Library, Harvard University**

**COLLECTION DEVELOPMENT (Yenching Auditorium)**

**Instructors: Sachie Noguchi, University of Pittsburgh  
Kristina Troost, Duke University**

**9:00 to 10:30 Session 1: Principles of Collection Development**

- Strengthening your knowledge of collection development
- How to better evaluate and appraise materials
- Learning about selection tools (print catalogs, databases, etc.)
- Selection of electronic materials (include contract issues)
- Following research trends (how to find out and keep up on faculty research)
- Creating collections and building collections: “vanilla” collections versus niche collections
- Budgets – how to make the most of your funds

**10:45 to 12:15 Session 2: Ordering and Acquisition of materials from Japan**

- How to select vendors – the strengths and weaknesses of vendors
- The benefits and/or disadvantages of approval plans
- Strategies for acquiring special materials:  
Including grey literature, video cassettes & DVDs (both feature films and documentaries), company histories, rare and used books, and museum catalogs
- Maintaining order and acquisition records – keeping track of what you’ve ordered

**1:15 to 3:15 Session 3: Tour of the Harvard-Yenching Library  
(Conducted by Kuniko Yamada McVey, Japanese Studies Librarian,  
Harvard-Yenching Library)**

**3:30 to 5:00 Session 4: Cataloging I: Monographs and Material in Different  
Formats (Yenching Auditorium)**

**Instructor: Hideyuki Morimoto, New York University**

- Cataloging of Japanese language materials
- Hands-on training

**Tuesday August 20, 2002**

**9:00 to 10:30 Session 1: Electronic Resources (I) Key web sites for Japanese Studies**

**(Divinity School, Computer Classroom)**

**Instructor: Keiko Higuchi, International House of Japan**

- What web pages do experienced librarians use for reference?
- What are the most important free sites, including databases, e-text, catalogs, graphic databases, search engines and guides?
- How do they judge the quality/authenticity/reliability of the page?
- What are the most important “must-link” web pages?
- Hands-on training and practice

**10:45 to 12:15 Session 2: Computing and Technology Issues**

**(Divinity School, Computer Classroom)**

**Instructor: Eddy Harrison, University of Washington**

**Kris Troost, Duke University**

- How to create web pages in Japanese
  - Japanese CD-ROMs/DVDs:
    - Technical issues (use on North American machines)
    - Preservation issues (obsolescence)
  - Using HML, Dublin Core
- Discussion on computer basics with Q&A

**1:15 to 2:45 Session 3: Reference I: General Reference (Yenching Auditorium)**

**Instructor: Yasuko Makino, Princeton University**

- Traditional Reference Sources
- Reference Materials in New Formats
- On-line Reference Services

**3:00 to 5:00 Session 4: Cataloging II: Serials and Multi-volume Sets**

**(Yenching Auditorium)**

**Instructor: Eddy Harrison, University of Washington**

- Serials problems
- Handling multi-volume sets
- Analytics
- Serials vs. monographs (e.g. cataloging of nenkan)

**6:30 to 8:00      Session 5: Evening Roundtable on Collection Development  
(15<sup>th</sup> Floor WJH)**

**Discussants: Kris Troost, Duke University**

**Sachie Noguchi, University of Pittsburgh**

**Yasuko Makino, Princeton University (moderator)**

**Kuniko Yamada McVey, Harvard University**

**Victoria Lyon Bestor, NCC**

**With Participation from the Audience**

This session will cover the topics listed below and directly address questions received in advance from participants. This and other roundtables will be an opportunity for dynamic discussion and sharing of practical information.

Topics to be covered include:

- Cooperative collection development
- Collection development trips to Japan
- Collecting electronic materials (CD-ROMs, DVDs, etc.) – Should I buy them? What happens when the hardware or operating software becomes obsolete?
- Grantsmanship: writing good proposals and what grant programs are available for Japanese studies

**Wednesday August 21, 2002**

**9:00 to 10:30 Session 1: Reference II: Literature (Yenching Auditorium)**

**Instructor: Kuniko Yamada McVey, Harvard University**

**10:45 to 12:15 Session 2: Subject Cataloging (Yenching Auditorium)**

**Instructor: Kio Kanda, Library of Congress**

**1:15 to 2:45 Session 3: Electronic Resources (II) Accessing commercial databases  
(Divinity School, Computer Classroom)**

**Instructor: Yoko Hirose, Nichigai Associates**

- Hands-on training in searching Japanese databases
- Licensing and contract issues, costs, and other considerations
- Technical considerations (networking and IP address recognition, etc.)

**3:00 to 5:00 Session 4: Newspaper Information  
(Divinity School, Computer Classroom)  
Instructors: Ayuko Yokota, Nikkei America, New York  
Sharon Domier, University of Massachusetts, Amherst**

- Fee-based newspaper information
- Nikkei Telecom, Asahi DNA, and G-Search
- Free newspaper information (e.g. newspapers offering free searching of articles)
- CD-ROMs for newspaper information
- Print and microform resources for newspaper information

**6:30 to 8:00 Additional Session: Cataloging  
(1st Floor Classroom, William James Hall)  
Instructor: Hideyuki Morimoto, New York University**

- Selected reference sources for use for name authority record establishment
- Use of table P-PZ40 for authors (1 No.) with less prolific pre-1868 and all post-1868 Japanese literary authors
- **Questions and Answers**

**Note:** This additional session is \*NOT\* meant to be more advanced than three formal cataloging sessions offered during the daytime, but is primarily for those needing additional explanation on cataloging basics and/or those who may feel somewhat overwhelmed at the three formal cataloging sessions. Those with solid cataloging experience do not need to attend this optional supplementary session. Those participating in this session are strongly encouraged to bring some concrete cataloging questions, if possible. No matter how elementary such questions might be, answers or pointers to answers will be provided, as long as time permits and as much as the instructor is able to.

**Thursday August 22, 2002**

**9:00 to 11:00 Session 1: Reference III: History and Art (Yenching Auditorium)  
Instructors: Kristina Troost, Duke University  
and Yasuko Makino, Princeton University**

- Historical Reference Resources
- Art Historical Reference Resources

**11:15 to 12:45 Session 2: New services from the National Diet Library  
(Yenching Auditorium)**

**Instructors: Noriko Nakamura and Miho Shinohara, NDL**

- The scope of the NDL collection (Books, archival materials, Laserdiscs, 16/35mm films, microfilms, VHS, DVDs)
- NDL services available for overseas researchers, including NDL's international reference service
- Using NDL's publications
- When overseas researchers visit NDL, how can they maximize their limited time? How can local institutions help prepare researchers before going to NDL?
- Introduction to the Kensei Shiryoshitsu

**1:45 to 2:45 Session 3: Grey Literature IV**

**Kazuko Sakaguchi, Documentation Center on Contemporary Japan,  
Harvard University**

**3:00 to 5:00 Session 4: Tour of Harvard's Law Library (Langdell Hall)**

**Tours of the Rare Books and East Asian Legal Collections  
Nongji Zhang, Bibliographer of East Asian Law**

**6:30 to 8:00 Session 5: Evening Roundtable on Interlibrary Loan:**

**William James Hall, First Floor Classroom**

**Sharon Domier, University of Massachusetts (moderator)**

**Eiichi Kuge, Harvard ILL Librarian, NDL Staff, instructors**

- The ILL process
- Introduction to the GIF Program
- The Waseda Project
- Learn about the specific ILL services of NDL, Waseda, Nichibunken and other important libraries in Japan. What services are offered by which Japanese libraries in such areas as microfilm to microfilm reproduction and ILL for non-traditional formats (video, film, etc.)

**Friday August 23, 2002**

**9:00 to 10:30 Session 1: Reference V: Social Sciences (Yenching Auditorium)**

**Instructors: Ellen Hammond, Yale University**

**10:45 to 12:15 Session 2: Reference VI: Religion (Yenching Auditorium)**

**Instructor: Mihoko Miki, Columbia University**

**1:15 to 2:45 Session 3: Roundtable Discussion on Bibliographic Instruction  
(Yenching Auditorium)**

**Roundtable Leaders: Sachie Noguchi, University of Pittsburgh (moderator)**

**Keiko Higuchi, International House of Japan**

**Yasuko Makino, Princeton University**

**Ellen Hammond, Yale University**

**Sharon Domier, University of Massachusetts, Amherst**

- Discussion of basic materials for undergraduate Japanese studies students (English/Japanese)
- Basic materials/information for Japanese studies graduate students
- Discussion based on sample documents

**3:00 to 5:00 Session 4: Roundtable on the State of Japanese Studies Librarianship  
(15<sup>th</sup> Floor William James Hall)**

**Victoria Lyon Bestor, NCC Director, (moderator), Instructors and Trainees**

- Japanese Studies and Japanese Studies librarianship in North America
- The role and scope of: AAS, CEAL, NCC, JUSFC
- Japanese organization other than NDJ: Nichibunken, NII, Japan Foundation, etc.
- Major Japanese language collections in North America and their uniqueness

**5:00 CLOSING CEREMONY  
(15th Floor, William James Hall)**

**Presentation of Certificates by Seminar Co-Chairs**

**Sachie Noguchi, University of Pittsburgh**

**Kuniko Yamada McVey, Harvard University**

**6:00 Closing Reception and Buffet Dinner**