

# NCC

National Coordinating Committee on Japanese Library Resources

## *Final Report*

*Fiscal Year 1991-92*

### *Introduction*

The National Coordinating Committee on Japanese Library Resources (NCC) was established in December 1991 in order to coordinate, develop, and locate funding for projects in cooperative Japanese collection development, improved access, education in Japanese librarianship, and other related activities; to gather information and articulate the needs of librarians, scholars, and others in relation to information resources; and to expand the work of advising and collaborating with funding agencies in developing relevant and valuable programs.

During its first year, it additionally had to establish itself and the form within which it will function in the future. One of its first tasks was the writing of its own bylaws.

### **Bylaws**

The bylaws address the following areas: purpose, as above; membership composition; selection; terms of service, etc.; voting rights; officers and their duties and terms of service; schedule of meetings; subcommittees and task forces; administration and finance; and amendments. The bylaws are still in draft form, as the committee is still responding to internally perceived needs for clarification and to requirements of the IRS for the NCC to receive tax-exempt status. As soon as they are finalized, they will be distributed and publicized.

### *Current Members*

**Amy V. Heinrich**, Chair, NCC  
C. V. Starr East Asian Library, Columbia University

**Stephen J. Anderson**, Department of Political Science  
University of Wisconsin, Madison

**Jack Cain**, Development Director, Asian Operations and International Marketing,  
Asian Department, UTLAS International

**Maureen H. Donovan**, Chair, CEAL  
East Asian Collection, Ohio State University Libraries

**Hideo Kaneko**, Chair, National Planning Team  
Curator, East Asian Collection  
Yale University Library

**Sharon Minichiello**, NEAC  
Department of History, University of Hawaii at Manoa

**J. Thomas Rimer**, American Advisory Committee, Japan Foundation  
Chair, Department of East Asian Languages  
University of Pittsburgh

**Tamiyo Togasaki**, Associate, International House of Japan

**Warren Tsuneishi**, Chief, Asian Division  
Library of Congress

**Duane Webster**, Executive Director  
Association of Research Libraries

**Samuel H. Yamashita**, Chair, Department of History  
Pomona College

**Eiji Yutani**, Japanese Bibliographer  
International Relations and Pacific Studies Library,  
University of California, San Diego

***Project Status Reports:***

In order to carry out the functions of the NCC, the members met twice at Columbia University during 1992. In the course of the discussions, the membership agreed to take on various projects to fulfill the mission of the organization. Several of these were suggested by the Task Forces of the National Planning Team (NPT); some were initiated by funding organizations; and one was a librarian's independent response to a perceived need. The NCC is proud to be involved with the following projects:

**Multi-volume set project:** As part of its goal to continue the work begun by the National Planning Team, and to develop national programs for cooperative collection development, the NCC asked Yuki Ishimatsu (University of California at Berkeley), Chairman of the NPT Task Force on Multi-volume Sets, to prepare a proposal for a pilot project, which has been funded by the JUSFC. In preparation for executing the goals of the project, a Subcommittee was formed, called the Project Administrating Committee for the Multi-volume Set Project, consisting of the following members: Mary Brinton (Department of Sociology, University of Chicago); Amy V. Heinrich, Co-Chair; Yuki Ishimatsu, Co-Chair; Hideyuki Morimoto (Japanese Studies Librarian, University of Iowa); Sachie Noguchi (Japanese Bibliographer/Cataloger, University of Pittsburgh); and Anne Walthall (Department of History, University of California, Irvine).

The Project Administrating Committee, in consultation with the full membership of the NCC, is in the process of preparing guidelines for the identification of valuable sets, the application and selection of libraries, and the distribution of sets.

**JF Library Program Subcommittee:** As part of its mission to provide guidance to funding agencies on the value of proposed projects in relation to their current programs and advise on the development, expansion, alteration, and focus of funding programs in the future, the NCC formed, at the request of the Japan Foundation, the NCC Japan Foundation Library Support Program Subcommittee. The membership of the Subcommittee includes: Amy V. Heinrich; J. Thomas Rimer; Eizaburo Okuizumi (Japanese Librarian, University of Chicago); Kristina Troost (Japanese Studies Librarian, Duke University); and Eiji Yutani.

The Subcommittee met on June 22 - 23, 1992, at the Japan Foundation in New York, to review and offer recommendations for revising the Japan Foundation Library Support Program. The Subcommittee membership and future meeting times were established, and several changes to the current Library Support Program were recommended, and accepted by the Japan Foundation. The changes included an emphasis on cooperative projects, including the participation of the ten major research collections previously excluded from Japan Foundation Library Support Programs, and the possibility of institutions purchasing materials directly from their own vendors in Japan with Japan Foundation funding.

**Database Task Force Report:** Stephen Anderson, with Satoshi Akiba (Cornell University) and in consultation with Tamiyo Togasaki, consulted with a variety of experts in Japan and drew on their own research and knowledge to prepare a draft report on Japanese databases. This was distributed to the NCC for discussion and possible revisions

at its September meeting, and with the inclusion of Jack Cain, this group will revise and distribute the report in the coming fiscal year.

**Retrospective Conversion Project:** A task force was formed co-chaired by Yasuko Makino (Columbia University), who chaired the NPT Task Force on retrospective conversion, and Amy Heinrich; additional members include Maureen Donovan (Ohio State University), Hideyuki Morimoto (University of Iowa), Beatrice Ohta (Library of Congress), and Jutta Reed-Scott (ARL). The co-chairs met with Mr. Tadashi Ishida of the Center for Global Partnership, on the understanding, voiced at the February 1992 NCC meeting, that the CGP would be interested in funding a feasibility study to plan for a long-term, national-level recon program. The CGP currently regards its primary focus to be contemporary materials, and is not enthusiastic about the project at the moment. The committee is nonetheless proceeding to draft a planning process, and intends to seek funds from other sources for an initial feasibility study for long-range planning and for retrospective conversion projects from such agencies as the Department of Education Title II-C and II-D programs.

**Foreign Periodicals Program:** In late June, the Department of Education announced a new Foreign Periodicals Program, and members of the NPT Task Force on Current Serials were contacted to respond by the July 31 deadline. A subcommittee was formed to be co-chaired by Hideo Kaneko, who chaired the NPT Task Force, and Mihoko Miki (University of California, Los Angeles), who co-edited the *National Union List of Current Japanese Serials in East Asian Libraries of North America*; Amy Heinrich, who prepared the proposal with their assistance and that of the additional member, Teruko Chin (University of Washington). Unfortunately, the NCC was informed in October that its proposal was not accepted. It will look for other sources of funding.

**Japan Foundation Directory Update Surveys:** Patricia Steinhoff, University of Hawaii, will be revising and updating the Japan Foundation's *Directory of Japan Specialists and Japanese Studies Institutions in the United States and Canada*. In the course of her work, she will also be addressing the library and information needs of scholars using our collections. As the field of Japanese studies has expanded in recent years, increasing numbers of scholars find themselves at institutions which have not traditionally had a strong program in Japanese studies, and have limited or no library resources. The NCC as an organization concerned especially with coordinating the needs and services of scholars and librarians is assisting in the collection of this information, at the suggestions of Emiko Moffitt and Kristina Troost. In June, a letter was sent to librarians around the country soliciting information about the kinds of questions to be addressed. Responses to that call will be forwarded to Professor Steinhoff, and a small

committee composed of Emiko Moffitt, Kristina Troost, and Amy Heinrich will advise on the form of the questionnaire. A letter to Japan specialists will be sent in the fall of 1992, informing faculty and scholars of the work of the NCC and soliciting their cooperation in responding to the survey.

***A Guide to Library of Congress Subject Headings on Japanese Studies Revision Project:*** Thanks to a two-month extension of its grant from the Japan-US Friendship Commission, the NCC was able to provide support for a project independently initiated, by Sharon Domier (University of Oregon) in cooperation with Naomi Findley (Hoover Institution, Stanford University) and Tomoko Hermsmeier (University of British Columbia), to revise and update the *Guide*. The NCC helped cover the cost of a meeting to finalize a draft document to be reviewed by additional librarians, including the compiler of the original document, Yasuko Makino. NCC was pleased at this opportunity to fulfill another of its goals of supporting and coordinating efforts at cooperative activities by Japanese-studies librarians.

**Committee on East Asian Libraries (CEAL) Task Forces:** The NCC recommended to the CEAL Chair, Maureen Donovan, that two areas of concern to the NPT and the NCC -- improved interlibrary access to collections, particularly interlibrary loan, and the recruitment and training of librarians -- involved East Asian Library functions as a whole and not only or specifically Japanese collection concerns, and were more properly addressed by CEAL. These issues were then brought to the Executive Committee of CEAL, and two Task Forces were established: one on Interlibrary Loan, chaired by Kristina Troost, and one on the Recruitment and Training of Librarians, chaired by Sharon Domier.

### ***Future***

In order to continue its work, the NCC met on September 14 - 15, 1992, and is scheduled to meet again on January 7 - 8, 1993, at Columbia University. A brief report on the September meeting is appended.

AVH, 11/18/92

*Second Biannual Conference  
September 14-15, 1992  
Faculty House, Columbia University*

**REPORT**

**Members attending:**

Amy V. Heinrich, Chair  
Stephen J. Anderson, Political Science, U of Wisconsin, Madison  
Jack Cain, UTLAS International  
Maureen Donovan, Chair, CEAL  
Hideo Kaneko, Chair, National Planning Team  
Sharon Minichiello, NEAC  
Jutta Reed-Scott, ARL, for Duane Webster  
Tamiyo Togasaki, International House of Japan  
Warren Tsuneishi, Library of Congress  
Samuel H. Yamashita, Chair, Department of History, Pomona College  
Eiji Yutani, Japanese Bibliographer, UC--San Diego

**Also attending:**

Eric Gangloff, Director, Japan-US Friendship Commission  
Satoshi Yura, Assistant Director, The Japan Foundation, on Tuesday  
Michael Paschal, Research Associate, The Japan Foundation  
Yoshio Takano, Staff Officer, JF Center for Global Partnership  
Tokiko Kiyota, 1st Project Operations Division Deputy Director, JF Headquarters CGP  
office, on Tuesday  
Carol Gluck, Columbia University, American Advisory Committee, JF, for J. Thomas  
Rimer, on Tuesday  
Kimii Mitsui, Assistant to Chair, NCC

**I. Officers**

The committee agreed to formalize the appointments of officers, and add the

procedures to the by-laws.

A. A motion was made, seconded and approved to elect Hideo Kaneko for NCC Treasurer. The duties of the Treasurer will include reviewing the finances of the Committee in consultation with the Chair.

B. A motion was made, seconded and approved to elect Sam Yamashita for NCC Secretary. The duties of the Secretary will include expanding communication and outreach to library users and information providers.

## *II. By-Laws*

The By-Laws are being revised to include the following recommendations:

Under "Purpose," strengthen statement, II, a: To publicize the collective needs of the constituency, to gather and disseminate information about those needs, and to stimulate programs to meet those needs.

Under "Officers," a, b, & c: Specify the official duties of the offices of Chair, Treasurer and Secretary, e.g. The Secretary shall be an elected member and shall serve a two-year term.

Under "Meetings," revise to include: The Committee shall hold two working conferences per calendar year and one open meeting per year in conjunction with the annual Association for Asian Studies meeting.

In addition, IRS requires some additions including an appended Justification of Travel by Members; and a variety of clauses under "Administration and Finance" such as: The disbursement of funds shall in no way benefit any member or officer of the NCC; Distribution of Assets in case of Dissolution; etc.

## *III. Status Reports*

Reports were given on a variety of ongoing concerns and projects.

A. The Library of Congress Subject Headings project was discussed and supported by the Committee.

B. Final Report for the JUSFC and for wide distribution: The group agreed,

upon recommendation by Eric Gangloff, to amend the JUSFC final report for Fiscal Year 1991-1992, in order to focus upon the interests of the constituency as well as the activities and projects initiated by the NCC. It was decided to use the JUSFC final report for public distribution, perhaps in an NCC Newsletter as well as in the CEAL Bulletin and electronic bulletin boards. Gangloff commented that a JUSFC final report/NCC Newsletter would better serve the needs of the Commission as well as the NCC.

C. Amy Heinrich reported on the Multi-Volume Set Project. The NCC recommended that deadlines be set as follows: November 15 for libraries to receive the application criteria and format; January 15 for applications to be due; mid-February for decisions to be announced. In this way the Subcommittee and the NCC would have substantial progress to report when applying for a continuation and expansion of the grant.

D. Steve Anderson discussed the Database Task Force draft report, prepared in cooperation with Satoshi Akiba and Tamiyo Togasaki. The Chair requested that the report be expanded and finalized. Jack Cain was nominated and agreed to be a member of the Task Force in an advisory role, in addition to Satoshi Akiba of Cornell.

E. Warren Tsuneishi gave an update on the progress of the Japan Documentation Center of the Library of Congress. A primary function of the JDC would be to fill in the void of information resources on "gray literature" published in Japan. Tsuneishi also circulated a copy of the application for the new position of Supervisory Head of the JDC for the Committee's information.

F. Heinrich reported on the progress of the Retrospective Conversion project. While funding was not available from the CGP, it was agreed that the subcommittee should continue to plan a feasibility study, perhaps with seed funding from the JUSFC, in order to prepare to seek substantial funding from the Department of Education, or other possible sources.

G. Michael Paschal reported on the Japan Foundation Library Support Program Subcommittee activities, and commended the NCC and its Subcommittee on its recommendations to the Japan Foundation. Most of the recommendations were accepted. Two of these implemented immediately for the coming fiscal year were 1) to permit applications from the former "Tanaka Ten" research institutions for library acquisition support program funding, and 2) to revise the previous categories as follows: "Category A" is now for requests for English titles; "Category B" covers requests for Japanese language materials. Within "Category B", "B1" was created "primarily for established

Japanese-language collections" which includes, yet is not limited to, the large research institutions. Libraries may use their own vendors for the purchase of books.

Although the JF is not able to replace the support to major research institutions for library acquisitions previously provided by the JUSFC, the restructuring of the Library Support Program allows available funding to be directed toward joint or collective proposals from these and other institutions. The draft report of the JF Library Support Program Subcommittee was submitted to the Committee.

H. The NCC has agreed to help in the preparation of a questionnaire on library needs at the request of Patricia Steinhoff, University of Hawaii--Manoa. The questionnaire is part of the project directed by Steinhoff to update the *Directory of Japan Specialists and Japan Studies Institutions* which is published by the Japan Foundation.

I. Maureen Donovan reported on the creation, at the request of the NCC, of two CEAL task forces. A Task Force on Interlibrary Loan, chaired by Kristina Troost, and one on the Recruitment and Training of Librarians, chaired by Sharon Domier, are in the process of selecting members and establishing agendas. Further activities will be reported on at the next meeting.

#### IV. Information:

A. Several NCC members will be attending the 5th Japan-U.S. conference on Library and Information Science in Higher Education, October 6-9, in Tokyo. (Heinrich is speaking on Japanese collections in the United States at the Conference.) They will additionally be meeting with CGP representatives after the Conference.

B. A summary of "An Exhibition of Information Resources on Japan" to be held at the International House of Japan, Tokyo, from October 28-31, 1992, was submitted by Togasaki for the Committee's information. Anderson is expected to lead a panel discussion.

C. An announcement was made on the "Workshop for Japanese Studies Librarians." The Workshop will be held in Los Angeles, California from March 23-24, 1993, before the Annual AAS and CEAL meetings. A copy of the letter by Mihoko Miki, UCLA, discussing the workshop, and an application were distributed to the Committee.

D. An update was given on the progress of the "Gateway Japan" project and its publication "Focus Japan." "Gateway Japan" is an on-line bulletin board system which

allows access to a growing database on US-Japan related organizations throughout North America. It is presently funded by the JF Center for Global Partnership. The Committee expressed its disappointment that there was a charge to use the "Gateway Japan" information services. The group commented that the project was in its initial stages and that much work still needs to be done before becoming comprehensive.

V. Future Planning:

A. Jutta Reed-Scott of the ARL, has agreed to create a Task Force which will be a joint effort with the NCC to seek funding for pilot projects addressing a variety of options for access to electronic data, and the related problems, including issues of copyright, resource sharing, hardware, and training related to the electronic transmission of information.

B. A Subcommittee on English Language materials and Special Library resources is being considered. Donovan recommended Dawn Talbot, University of California--San Diego, be nominated when the Subcommittee is formed.

C. A proposal from the Massachusetts Maritime Academy for funding for the purpose of building their Japanese Maritime and Commerce collection was submitted for the Committee's review. It was stated that this type of proposal involving a library which has never before taken an interest in Japan, and is now proposing a vast expansion to its Japan related collection, should be endorsed and highly encouraged by the Committee. It was furthermore suggested that the Committee should take an active part in locating funding.

D. The Committee agreed to continue to seek additional funding sources and reiterated the advantages of becoming completely independent as soon as is feasible.

Conclusion: The Conference ended after remarks made by Carol Gluck commending the NCC on the volume and efficiency of its work during its first fiscal year. Gluck also offered the gratitude and support of Japanese studies scholars. The Chair was commended on her work by the entire Committee.

9/21/92  
K. Mitsui  
11/11/92  
AVH