

FOURTH BIENNIAL CONFERENCE

September 10 - 11, 1993

Faculty House, Columbia University

REPORT

Members Attending:

Amy V. Heinrich, Chair, NCC
Michael Albin, Library of Congress (LC)
Stephen J. Anderson, University of Virginia
Jack Cain, ISM Library Information Services
Diane Harvey, Association of Research Libraries (ARL); on Sept. 11 for D. Webster
Hideo Kaneko, Yale University Library
Sharon Minichiello, Northeast Asian Council (NEAC)/ University of Hawaii--Manoa
Eizaburo Okuizumi, Committee on East Asian Libraries (CEAL)/ University of Chicago
J. Thomas Rimer, The Japan Foundation American Advisory Committee (AAC)/
University of Pittsburgh
Samuel H. Yamashita, Pomona College

Also attending:

Eric Gangloff, Executive Director, Japan-U.S. Friendship Commission
Kimii Mitsui, Assistant to Chair, NCC
Michael Paschal, Research Associate, The Japan Foundation
Masako Yamamoto, Program Associate, The Japan Foundation Center for Global
Partnership (JF/CGP)
Satoshi Yura, Assistant Director, The Japan Foundation

A. *Operations and Reports*

1. *Attendees*

New members are Michael Albin, representing the Library of Congress, and E. Okuizumi, Chair of the CEAL Subcommittee on Japanese Materials. (The CEAL Executive Board decided at its April 1993 meeting to make this an ex-officio position.) We look forward to cooperating with the CEAL subcommittee in acting on our many overlapping concerns and projects.

D. Harvey attended in place of D. Webster, ARL Executive Director. T. Togasaki, International House of Japan, and E. Yutani, were unable to attend due to emergency situations.

S. Anderson has completed a two year term with the NCC, but will continue to serve on NCC subcommittees. S. Yamashita suggested that a political economist replace S. Anderson on the NCC. In order to stagger the terms of the original NCC members, H. Kaneko and D. Webster are also completing two-year, rather than three-year, terms. Mr. Kaneko's replacement need not be a representative from the large East Asian collection institutions, since they are still represented by the current NCC chair and the new CEAL representative. The Chair will ask ARL to select a new representative, ideally someone familiar with issues concerning Japanese resources.

K. Mitsui will also be leaving the NCC around the end of this year's term. The new staff position may be replaced by a fellowship supported internship.

2. *New Chair*

As stated in the Bylaws, a new chair will be selected one year prior to the present term's expiration, in this case, by the January 1994 meeting.

A motion was approved to form a Nomination Subcommittee, which will receive and make recommendations on a new Chair and new membership. The Chair of the subcommittee is, as will be in the future, the presiding NCC Chair. Other members are H. Kaneko and T. Rimer. From the recommendations of this subcommittee and according to the Bylaws, the membership shall then elect the new Chair by a two-thirds vote.

3. *Committee Expansion*

The Committee now deals mainly with research collections in academic institutions in the U.S. As stated in its Mission, the Committee plans to encompass all of North America and other types of collections as well. Four areas the Committee will consider are public libraries, non-academic institutional and governmental collections, commercial information banks, and especially smaller and special collections, of which several have recently contacted the NCC regarding advice in funding or acquisitions.

4. *Japan Documentation Center (JDC)*

M. Albin reported that the search for a new director was resumed, and that he is hoping to have an appointment by the end of the calendar year. The Tokyo

Acquisitions Facility (TAF) is in the process of being established with the help of the JDC. TAF is now working with the JDC and the Congressional Research Service (CRS) in making material from Japan electronically available to CRS researchers. The plan is to make this information available ultimately to the academic community and accessible through other on-line databases in the U.S.

5. *Financial*

The Committee has received renewed funding for one year from both the Japan Foundation and the Commission. This year the NCC will directly administer the Japan Foundation funds, as it does the Commission funding. The NCC will provide a year-end financial report to both funders.

A record of expenditures of operations funds for FY 1992-93 was distributed. In addition, \$1,860 was received from the Japan Foundation for the printing and mailing, to approximately 5,000 Japan specialists, of a letter in support of the questionnaire that will aid the *Directory* revision along with the first issue of the *NCC News*; and a grant of \$5,000 from the Commission was received to fund a feasibility study that will lead to a formal proposal for a national retrospective conversion project. The Commission has also renewed the Multi-Volume Set Project funding for a second year, with an amount approximately double that of last year. The Commission is also funding an NCC-ARL Project on Electronic Resources.

The NCC was sent an official notification of tax-exempt status and a letter explaining the implications of such status from the IRS. The change has been noted in the Bylaws.

B. *Project Reports*

1. *Multi-Volume Set (MVS) Project*

A. Heinrich, as co-chair of the MVS Subcommittee, reported on its first year. The project paid 75% of the purchase price for the following acquisitions:

Chōsenshi: fukkokuban	St. John's University
Gaimushō kohyōshū	University of Michigan
Hosa Bunko shozō Ozaki Kyūya Korekushon	Indiana University
Kakei chōsashū: Taishō Shōwa	University of California--San Diego
Kokusei chōsa izen Nihon jinkō tokeishū	Indiana University
Meijiki fujin mondai bunken shūsei	University of California--Los Angeles
Nihon kindai kyōiku shiryō taikai	Indiana University
Nihon senryō Sugamo Purizun shiryō	Harvard-Yenching Library

NCC 9/93 Meeting Report

Saigoku bushidan kankei shiryōshū
Seron chōsa hōkokusho
Tenmei haishoshū
Tsūshō isan

University of California--Santa Barbara*
University of California--San Diego
University of Pennsylvania
University of Pittsburgh

The above list of titles was published on East Lib, EAMEMNET and in the CEAL Bulletin. While the Subcommittee received many more applications than it could accommodate, with the above list, it was able to stay just within its budget.

The NCC recommended a continued emphasis on the following requirements: one, eligible institutions are those that maintain a vernacular East Asian library collection; two, the requested set cannot be held by more than three institutions nationwide; three, the receiving institution will provide the material free of charge through ILL; and four, the acquisition will be promptly cataloged into a national database.

There were some difficulties in the project's first year. In the process of forming initial guidelines and application procedures, the subcommittee did not make clear whether the recommendation lists called for and received were to be considered as applications on the same level as fuller applications. Also, award announcement delays were caused by the need to set decision-making procedures. An Evaluation Committee was appointed, as required by the grant, to review the project, and it has made recommendations on how to improve in the following year. The MVS Subcommittee has drafted standard application forms and guidelines to be distributed for the 1993-94 implementation of the project; announcements are planned to be more efficient and comprehensive; and book plates acknowledging the support of the Commission and the NCC, and the understanding that no ILL fees are to be charged, will be considered.

After some discussion, the NCC recommended that the subcommittee continue to use the efficient services of the Japan Publications Trading Company for the purchase and distribution of the materials, at least for this year. The savings which would result from ordering directly from a publisher are minimal, and it is well worth the minimal cost involved to utilize JPT's handling of the paperwork for processing and billing, as well as its knowledge of Japanese tax requirements.

Some other points raised at the meeting were whether the MVS Subcommittee should consider including back issues of periodicals and newspapers, as well as already eligible non-book formats such as video cassettes, microfilms and CD-ROMs. Discussion included the need for regional accessibility of heavily used sets; the need to report on ways the project is relieving acquisition expenses on a national level; and the requirement that supported materials must be available free through ILL.

Anne Walthall has had to resign from the Subcommittee to take up a post in Japan; Sally Hastings at Purdue has been approached to replace her.

2. *Retrospective Conversion project*

Two consultants, Diane Perushek of the University of Tennessee--Knoxville and Sachiko Morrell of Washington University, St. Louis, are preparing a report on which the Recon Subcommittee will base a proposal for funding of a national recon project. They have distributed a questionnaire, will be consulting with recon vendors, and will receive Mrs. Togasaki's report on National Diet Library activities. Due to initial difficulties in locating consultants, the grant period has been extended to December. The Subcommittee will consider applying to federal funding agencies, such as the DOE and NEH, for support.

3. *Japan Foundation Library Support Program Advisory (JFLPA) Subcommittee*

The NCC JFLPA Subcommittee met and submitted their recommendations on the library applications for the 93-94 JF fiscal year to the Institutional Project Support Subcommittee (ISP) of the AAC. Kris Troost, co-chair of the NCC Subcommittee, attended the ISP meeting. Some difficulties were perceived by the NCC Subcommittee due to the use of different criteria by the two groups. It was agreed that some discrepancies are inevitable, given the different viewpoints of the two groups, the NCC Subcommittee primarily composed of librarians, and the ISP of scholars. Although funds are not available for both subcommittees to meet together, the chairs of both had a fruitful meeting, and resolved some of the problems, including the allocation of more time for discussion of the Library Support Program at the AAC meeting. The Guidelines were revised to indicate that Consortium applications are encouraged, and stronger emphasis was placed on the justification for books requested in related to curricular programs and current library holdings, as well as the need for detailed evidence of resource sharing and cooperation. The NCC supported a flexible, slightly larger grant, up to a certain ceiling, to consortia than to single institutions. The NCC Subcommittee will compile a formal statement of the criteria it will use. Considering how time consuming the applications' review could become, the NCC discussed whether the Advisory Subcommittee should continue to review specific titles systematically, and recommended concentrating on titles for B category applications rather than A category. The Subcommittee will also discuss its procedures again for the current year.

Funding for individual awards has been reduced this year in both categories A, from approximately Y1.2 million to Y1 million, and B, from approximately Y2.4 million to 2 million. There was some discussion whether additional categories are needed. The JFLPA gave more weight to consortium applications with an active ILL program.

4. *Directory Update*

Members suggested that the questionnaire explicitly state whether libraries are responding for entire institutions or individual divisions (such as Harvard-Yenching and the Law Library); whether answers should be limited to the space provided or if additional pages can be attached; as well as include some clarifications of specific items. (*Fax to Pat Steinhoff appended.*)

5. *Serials Subcommittee*

The Serials Subcommittee is investigating five broad areas of serials: new subscriptions to periodicals not yet available through any North American library; the *National Union List of Current Japanese Serials* of approximately 20,000 titles; the NACSIS list of approximately 5,000 Japanese titles, requested back issues, and the inclusion of newspapers. H. Kaneko suggested that 75% be NCC administered funding and that the library be responsible for the other 25% plus shipping costs. H. Kaneko noted the general consensus that a revised *Union List* project include non-current serials as well and that one university could offer to take on the updating project by hiring volunteers and using current staff volunteer time. The Committee is considering whether serials, as well as the CD ROM proposal (under Electronic Information Resources pilot project #2 below), should fall under the supervision of the MVS project or whether they should be considered separately. A. Heinrich mentioned that in either case, it is better to keep the organizational aspects of the serials project under a separate committee.

The National Diet Library (NDL) publishes a list of and has an application program to give away their duplicate serials essentially on a first-come basis.

6. *"NCC News"/mailing list*

The NCC recommended that the next issues of the newsletter continue to be sent to the full AAS and CEAL lists of Japan specialists, and to the organizations listed, as well as other individuals and organizations members may suggest. E. Gangloff advised that business and government related individuals be added. An excellent source for this addition is the CULCON publication *On the Record*, which lists Japan experts in a wide range of fields. J. Cain recommended looking into how to send the newsletter over the internet. The goal is publish issues in October 1993 and March 1994.

7. *LC Subject Headings*

Naomi Findley, Hoover Institution, Stanford, California, has requested funding in order to distribute the update of the LC subject headings to all libraries in the U.S. and Canada.

The NCC supported this project to update the heading by sponsoring meeting costs from the last year's Commission grant. Since there are no adequate funds for distributing the product, and since it does duplicate the on-line LC Subject Headings database, the NCC agreed to turn down the proposal, but to suggest that the NCC publicize the update, and that it be sold for approximately \$10 a copy to cover printing costs.

8. *CEAL Task Forces updates*

a. *ILL Task Force*

A statistical summary of information gathered from surveys sent by the ILL task force was distributed. The NCC will urge completion of the analysis in a written report as soon as possible.

b. *Training & Recruitment of Librarians Task Force*

A. Heinrich mentioned that the CEAL Task Force, originally under the auspices of the NCC, was transferred to CEAL mainly because of the need to recruit and train not only Japanese librarians but all East Asian librarians. However, since the problems involved with recruiting and training Japan studies librarians are specific, the NCC decided to create a separate and permanent Subcommittee on Recruitment and Training of Japanese librarians. S. Yamashita suggested doing a projection of staffing needs over the next decade.

C. *New Activities*

1. *Duplicates Project*

Mr. Jiro Asano, Associate Director, Tokyo University Library, has submitted a proposal to the NCC. The Government Supported Universities of Japan, spearheaded by Tokyo University, would like to donate duplicate copies of material to Japanese research institutions in the U.S. and would like NCC to act as a clearinghouse for distribution. According to the initial proposal, the NCC will be expected to keep records of donated materials, make decisions on appropriate recipients, and keep records of the institutions' response to the donations. This will not only benefit these institutions but also alleviate storage problems for the universities in Japan. The exact number of titles to be donated is not yet known yet each copy value is between Y1,000 and Y100,000. (*Letter to Mr. Asano attached.*)

2. *Distribution proposal*

During October 6-9, 1993, the Fifth Japan-U.S. Conference on Library and Information Science in Higher Education, was held in Tokyo, Japan, with forty participants from the U.S. and Japan. The proceedings and submitted papers, entitled *Japan-U.S.*

Collaboration in Enhancing International Access to Scholarly Information: Looking Toward the 21st Century, have been printed and will be distributed to the participants. Since a copy for non-participants is \$100, H. Kaneko has proposed to the CGP, who originally helped fund the conference, to also fund a distribution project for the libraries wishing to purchase a copy. The NCC Chair, who participated in the Conference, is submitting a letter to the CGP stating its interest in aiding in the proceedings' distribution. (Copy of letter attached.)

3. *Electronic Information Resources Subcommittee*

The Database Subcommittee met on July 9-10, 1993 in Washington. The NCC has agreed to establish it as the Subcommittee on Electronic Information Resources. J. Cain was requested to serve as Co-Chair, replacing S. Anderson as the active NCC member of the Subcommittee. A proposal was made to hold a one and a half day workshop that brings together all technical specialists on Japanese information sharing from institutional, national and governmental libraries, academia and business. M. Albin offered to look into the LC acting as host location for the meeting either in November 1993 or the beginning of the following year and also funding part of the travel costs. D. Harvey stated that the ARL would be interested in co-sponsoring the meeting.

The Subcommittee has developed three pilot projects and intends to eventually bring all three projects under one larger goal.

- (1). Available and future electronic technology that supports institutional resource sharing
- (2). Access to Japanese databases including NACSIS-IR
- (3). Strategic planning training on Japanese electronic information for librarians and administrators

The initial stages of pilot project (1), headed by Maureen Donovan at Ohio State University, will mainly encompass the OSU plan to purchase a UNIX machine for efficient text digitization, which could then be accessed through the internet in Japanese. The cost of a UNIX was estimated to be between seven to ten thousand dollars. The NCC agreed that the group should submit a proposal to the Commission by their March 1 deadline. E. Gangloff said the Commission was open to supporting hardware purchases. As for the tremendous amount of labor costs associated with this project at OSU, A. Heinrich suggested that a greater number of institutions be solicited and thus the labor distributed. K. Troost of Duke University is already working with M. Donovan on this project.

Pilot project (2) will enhance access to certain databases, especially the NACSIS database, by familiarizing Japanese studies librarians with their availability and use. The project's team members will begin by creating a list of all currently and soon-to-be-available Japanese databases. Databases will then be selected on an experimental basis. A proposal to the Commission for their March 1 deadline on international access is also being considered. An organizational meeting on international access will be arranged to coordinate with the NACSIS Workshop in Tokyo in December (to be attended by S. Anderson, A. Heinrich, H. Inoue, NACSIS, A. Miyakawa, T. Togasaki, the CGP, and others). Related to this, H. Morimoto, University of Iowa, sent an announcement by fax that NACSIS-IR services, which includes 17 databases, are now being offered for a charge of Y30-50/minute (these fees may be altered once the program gets underway).

Under pilot project (3), George Soete, Office of Management Services, ARL/UCSD, and H. Morimoto have developed a Japanese studies librarian and administrator strategic training workshop proposal. The proposal consists of a two to three day workshop for librarians and administrators to receive training in electronic resources and also to improve communication about the need for and the use of specific resources within each library. Possible location sites are the University of Southern California in Los Angeles or the Japan Foundation Santa Monica facilities.

The Committee expressed some reservations about the proposal. A. Heinrich expressed doubts about the value of including library administrators, and preferred emphasis on execution of pilot projects rather than additional planning meetings. S. Anderson would like to see more emphasis on actual training rather than visionary training, although the proposal is still too focused on machinery and software and not enough on how to improve administrator/librarian knowledge and communication. S. Minichiello expressed that a proposal in librarian training more similar to T. Togasaki's, or the comprehensive pilot project #3, should be higher in priority over the other proposals posed by EIR for the Commission's upcoming deadline. Priorities in funding will be discussed and set by the Committee. All sides agree that the estimated budget could be scaled down.

J. Cain emphasized that the commercial sector is a presently untapped funder, which would likely provide for a large portion of the budget being that businesses, and not just libraries, and interested in learning about and expanding their information resources. Also on the budget, it may be desirable to elicit donations of training equipment. S. Anderson, the Subcommittee Chair, believes that the largest and most difficult part to fund are the travel costs and other than that the budget can be at least cut in half. The CGP has expressed interest in possibly funding this proposal, yet specifically as a public policy research program and not under the training aspect. The CGP requires a concept paper on the proposal's research aspects before the complete funding proposal is submitted to the CGP for their next January 15 deadline. The Japan Foundation will consider funding the

conference costs as soon as a proposal is presented. The Commission will also consider funding a proposal made by their March 1 deadline for the workshop itself as well as a CD ROM hardware purchase. The Commission supports a initial high-cost workshop in the hopes that this type of comprehensive training workshop will branch out into smaller, more institutional specific training workshops, which the Commission would be very interested in funding. E. Gangloff cautioned although that if even training costs for Japanese electronic data sharing are this high, we may have to reconsider whether this can actually be presently afforded on a national level.

D. *Final*

1. *Long-Term Plans*

It was suggested that funding be sought for a permanent, salaried Director, responsible for general organization and long-range fund raising; the chair would then have more time to concentrate on overall planning for the Committee. The Commission may be interested in funding a Director for a specified period, such as three years, or a fellowship for an intern. The NCC will submit a proposal for funding a new Director to the Commission by either the March 1 deadline. Experience in administration and librarianship are required. In addition, in order to steer the Committee toward self-support, it has decided that the proposal to hire a professional fund raiser will be reworked to include this duty in the new position of Director.

2. *Next Meeting*

The NCC will meet again at Columbia University on January 28-29, 1994. Many thanks to S. Anderson, H. Kaneko, K. Mitsui, and D. Webster, who have served the Committee for the two years since its inception. Although D. Webster will be replaced by new representative from ARL and K. Mitsui is continuing on with a new firm dealing with Japan, S. Anderson and H. Kaneko plan to remain with the Committee through their work on NCC subcommittees.

KM 9/24/93
AVH 10/12/93