WORKSHOP OVERVIEW

Background

The NCC is sponsoring a series of workshops to promote the Image Use Protocol Guide that was created to provide guidelines on how to request and obtain permission for the use of Japanese visual images in scholarly publications. The first workshop was offered at the 2009 annual meetings of Association for Asian Studies in Chicago; later in Norwich, England at 2009 meeting of European Association of Japanese Resource Specialists. A short presentation about the IUP Web Guide was also provided in Sydney, Australia at 2009 joint meeting of The Japanese Studies Association of Australia and International Conference on Japanese Language Education.

Those workshops allowed NCC to receive inquires from librarians and faculty members about hosting a similar workshop locally. To answer this, NCC has put together materials presented here. We hope that these materials become useful to those who are interested in organizing an IUP workshop at their home institution.

Audience

The audience of the workshop is anybody in academia who uses images from Japan for their publications. Faculty, researchers and graduate students in humanities and social sciences would be able to take most advantage of the workshop.

Learning Objectives

Participants will:

- Be aware of issues in using images, particularly those from Japan, for scholarly publication.

- Be able to seek permissions for image use from Japan on their own.

Suggested Workshop Setting/Outline

- Suggested workshop length is half a day; but can be shortened.

- Size of the audience can be flexible--from 10 in a small classroom to 100 in a large conference room.

- A workshop venue should be equipped with a computer with Microsoft PowerPoint installed and a projector for presenters' use. Internet connection is not necessary.

- The PowerPoint files (a.k.a. workshop templates) offered here is designed to be used in a presentation-oriented workshop, rather than a hands-on workshop.

- Editing of the presentation slides is encouraged to meet your local needs.

- A workshop would consist of two presentations most likely by you (PowerPoint files available to download) and one to three more panel presentations by presenters of your choice.

  Suitable presenters may include:

  - Faculty member (who can share their image acquiring experience);
  - Librarian (who may have lots of experiences to support researchers with the issue);
  - Personnel from university press (who would ask authors to submit images for publications);
  - University attorney (who is knowledgeable about copyright issues); and
  - Personnel from museum, etc. in Japan (who would be an image provider/right holder).

- Suggested workshop outline includes, but not limited to:

  1. Opening remarks
  2. (Your) Presentation: NCC & Image Use Protocol Task Force
     Background information: About NCC and IUP Task Force's initiative.
  3. Panel presentation
  4. Panel presentation
  5. Panel presentation
  6. (Your) Presentation: IUP Web Guide
     To introduce the IUP Web Guide in a meaningful way as well as to summarize the issues in image use. The downloadable PPT file is designed to be used offline, however, the presentation could include a live IUP Website demonstration if allowed.
  7. Closing remarks
  8. Evaluation form filled by participants (evaluation form template available for download)
     The template needs to be edited before being handed to participants. Alternatively, an online survey form could be used.

Additional Notes

- Workshop announcement can be placed on the IUP blog http://ncciupblog.wordpress.com/. Please contact Vickey Bestor (mailto:vbestor@fas.harvard.edu) to post an announcement on the blog.

- Sharing your evaluation results and any other feedback with NCC is much appreciated especially for improvement of the IUP Website and the workshop materials. An evaluation form template is available for download. Please contact Vickey Bestor (mailto:vbestor@fas.harvard.edu) to submit your workshop evaluation results.