

# 北美日本研究資料調整協議會 NCC Newsletter

NORTH AMERICAN COORDINATING COUNCIL ON JAPANESE LIBRARY RESOURCES

SUMMER FALL 2004, ISSUE 18

SINCE 1991

## NCC Special Issue: Training Programs

### Announcing the Web-Publication of the Junior Librarian's Workbook

Since the NCC was founded in 1991 the three cornerstones of its activities have been: training of librarians and users; improving access to Japan-related resources; and developing freely-circulating cooperative collections. This issue focuses on the first of these, training. In particular we highlight two important training initiatives implemented by the NCC since its Year 2000 Conference.

In recent years the field of Japanese studies has experienced a huge generational turnover within its professional ranks. In the field of Japanese studies librarianship, more than 50% of the professional librarians working a decade ago have retired. While those entering the field are highly literate in Japanese, and all hold advanced degrees in librarianship and/or Japanese studies, no program outside Japan offers training in the special expertise required of a Japanese studies librarian.

#### Training for Junior Japanese Studies Librarians

In August 2002 at Harvard University, the NCC offered the Japan Foundation-funded Junior Japanese Studies Librarians Professional Training Seminar (JLTS). The week-long seminar offered intensive training to 19 junior Japanese studies librarians from the US, Canada, and Germany. The seminar was an enormous success and those trained continue to expand their knowledge, to disseminate what they learned through service to their patrons, through their online and print publications, and by assuming leadership positions in the field of Japanese studies librarianship.

To more broadly make the resources developed by instructors for the JLTS available to other librarians, as well as to faculty and students, the Japan Foundation supported the conversion of the workbook to electronic format. Pages 6 and 7 of this issue contain the contents of the web edition of the JLTS Workbook compiled by seminar instructors and available on the NCC Web site. Please read the executive director's column on page three for a review of the workbook from the Japanese studies

user's point of view. A limited number of printed copies of the web edition of the JLTS Workbook have also been produced as a special service to the growing number of librarians in smaller institutions without Japanese studies librarians. The print versions will be an easily accessible guide available at the fingertips of non-Japan specialist librarians serving the reference needs of their Japanese studies faculty and student patrons.

#### Training Users in New Digital Resources

Recent advances in digital technology have led to an enormous proliferation of electronic databases on the Internet, in CD-ROM and DVD formats, and among the burgeoning archives of digitized material being developed in every field. Yet to benefit from this wealth of resources one must have hands-on experience to proficiently use and navigate these materials. In this issue the NCC takes great pleasure in announcing the launch of a new series of user-training initiatives to meet these needs.

The growing needs of faculty and students in all parts of the country for such hands-on training and the shortage of instructors expertly trained in such materials led to the creation of the Training the Trainers (T-3) Workshops which start out this series. Instruction for the T-3 Workshops is being provided by the team of Emily Werrell, Coordinator of Library Instruction and Outreach for the Duke University Perkins Library System and a leading specialist in the field of information literacy, and Sharon Domier East Asian Studies Librarian at the University of Massachusetts Amherst and one of the leading hands-on trainer experts in Japanese electronic materials.

During 2004-05 the NCC is offering two T-3 Workshops, at UCLA in August 2004 and at Duke University in January 2005 training 33 librarians-instructors. The curriculum adapts ACRL's *Information Literacy Competency Standards for Higher Education* to the specific needs of (continued on page 4)

## In this Issue

Highlights of the Special Issue on Training.....	1
Junior Librarian's Workbook a Great Resource for Faculty and Student Too!.....	3
Regional Networks Need Volunteers.....	4
NCC 2004 Annual Open Meeting at CEAL....	5
Report on the Small Collections Roundtable...	5
Table of Contents from the JLTS Electronic Edition (2 pages).....	6 and 7
MVS Grants for 2004.....	8
Subscribers Sign-up.....	8
Guide to NCC E-Resources.....	9
Recent Photographs.....	10-11
Dates to Remember.....	12

## 北米研究資料調整協議会

### NCC Newsletter

The semiannual bulletin of the  
North American Coordinating Council  
on Japanese Library Resources

Managing Editor: Victoria Lyon Bestor

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Subscriptions to the NCC Newsletter are available in print and electronic formats. If you wish to subscribe in either format please sign up on the NCC Web site at <http://www.fas.harvard.edu/~ncc/>. For suggestions about articles for the NCC Newsletter please email Executive Director Victoria Bestor at [vbester@fas.harvard.edu](mailto:vbester@fas.harvard.edu). Always find our Web site via: <http://purl.oclc.org/NET/ncc/index.htm>

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## ***Junior Librarian's Workbook a Great Resource for Faculty and Students too!***

Training has always been a central concern of the NCC. Now nearly half a decade after we held our Year 2000 Conference we find even more new resources at our disposal than we envisioned four years ago. A wealth of these new materials are digital resources which may quite literally be at our fingertips. However, for many faculty and students access to them is still either difficult or unknown.

This issue of the NCC Newsletter focuses on resources for training. In particular this issue highlights the workbook for the Junior Japanese Studies Librarians Professional Training Seminar (JLTS) and the NCC's new series of User Training efforts focused on training faculty and students in new electronic resources.

With the needs of faculty and student users particularly in mind, this column offers a glimpse inside the JLTS Workbook originally created for the Junior Librarians seminar at Harvard in August 2002. With the Japan Foundation's support that workbook was recently redesigned and published electronically on the NCC's Web site. While parts of its content, especially some URLs may be a bit dated, the 340 page workbook contains a wealth of information of enormous value to Japanese studies users of all backgrounds.

For non-librarians it may be easiest to approach the JLTS Workbook by starting near the end, with a review of the section on bibliographic instruction. Since each section of the workbook is linked electronically from its table of contents, there is no need to thumb to the back, just point and click.

Once you have reviewed the BI section you may wish to move on to the Workbook's reference section which is a particularly excellent example of the well organized and authoritative sets of guides contained in this workbook. Each reference sections is written by leading Japanese studies librarians focused on general reference and by scholarly disciplines including literature, history, art history, the social sciences, religion, and of special interest to many studying contemporary issues; grey literature and government documents.

While probably not directly related to most people's research or teaching, even some of the most technical sections are of great interest. You may find

the section on the history and use of Library of Congress subject headings fascinating and also be delighted to decipher a few more acronyms in "A markup language alphabet soup." That section is contained in the unit on computer and technology issues that also discusses use of Japanese characters in various word processing platforms, the creation of web sites, and issues related to CD-ROMs and DVDs.

Also of great value were the sections by Keiko Higuchi, Librarian of International House of Japan. "Key Web sites for Japanese Studies" in the electronic resources and computer technology section and her wonderful guide to over 100 "Selected Libraries in Japan" under bibliographic instruction should both be bookmarked and printed out to take with you on your next trip to Japan. The National Diet Library, which begins Higuchi's list, also contributed a section that then "previewed" "New Services from the National Diet Library of Japan." Written on the eve of the opening of NDL's amazing state-of-the-art Kansai-kan facility in Kyoto Prefecture, the section outlines the new services that came on line with the opening of Kansai-kan, explains the new division of labor between the headquarters in Tokyo and the new facility, and provides instructions on remote access to NDL's OPAC, and to the great range of new NDL services and resources available online.

While other sections may be less directly related to the research and teaching of faculty and students in the field, many should be of equal interest. The initial section on collection development provides insight into the growing challenges facing librarians in their attempts to define their collection, how they expand in accordance with stated priorities and simultaneously meet the demands of faculty, and the increasingly difficult task of maintaining print resources as the wealth of expensive digital materials explodes.

The JLTS Workbook is a great resource for those of us who want to be able to consider ourselves educated users of Japanese library and information resources and as an excellent set of guides to refresh our memories of systems and resources we only wish we had more time to use.

By Victoria Bestor, NCC Executive Director

## REGIONAL NETWORKS NEEDED TO SUPPORT USER-TRAINING INITIATIVE

The long term goal of the NCC's new Japan Foundation grant is to develop a series of hands-on workshops for faculty and students in new digital resources for research and teaching in Japanese studies. The first year of this effort has two central goals; to offer the Training the Trainers (T-3) Workshops which teach instructional techniques for electronic resources to librarians in accordance with best practices for promoting information literacy, and to develop a regional network of librarians, faculty, and staff who will help the NCC offer such workshops in coming year.

To advise and assist the NCC in developing these efforts a Regional Training Network Steering Committee has been formed co-chaired by Mike Smitka (NCC Council Member, President of the Virginia Consortium of Asian Studies, and Professor of Economics at Washington and Lee University) and Frank Chance (Associate Director of the University of Pennsylvania's Center for East Asian Studies, an art historian and librarian, and a member of the board of the AAS's Council on Conferences which coordinates regional AAS Meetings). Other members of the steering committee are Brett Walker (Professor of History at Montana State University and President of the Western Association of the AAS), Laura Miller (Professor of Anthropology at Loyola University of Chicago, President of the Society for East Asian Anthropology of the AAA, and a member of the NCC's User Training Task Force), and Robert Felsing (East Asian Bibliographer at the University of Oregon, an outgoing member of the Council on Conferences board, and coordinator of the 2004 ASPAC Conference). Representatives from other regions and groups may also be invited to join. This committee will help the NCC plan for future training efforts and develop a large and flexible network of librarians, faculty and administrators at institutions and regional consortia who when called upon will assist the NCC in coordinating and co-sponsoring User Training Workshops at their institution or in their area of the country. Strategies for

developing the network include working with the AAS's Council on Conferences, other such Japanese and Asian studies groups, and with the Japan and Asia related sections of major professional associations such as the AAA, APSA, and the AHA.

Those interested in joining the NCC's Regional Training Network, in proposing a venue for training, and/or in assisting the NCC in co-sponsoring such an event should contact one of the co-chairs, Mike Smitka (smitkam@wlu.edu) or Frank Chance (chancefl@sas.upenn.edu).

### **Training Programs** (from page 1)

the Japanese studies field, includes models for hands-on instruction, and advice for teaching users with differing language and/or computer abilities. The project is also working to create a national network that will join with the NCC in coordinating and co-sponsoring hands-on user training workshops for faculty and students in their region. The network is detailed in a related story on this page.

### **Update on the GIF Project**

The NCC was happy to welcome two new North American members to the Global ILL Framework (GIF). In September Macalester and Vassar Colleges joined, bringing the number of North American institutions to 40; there are currently 100 Japanese institutions participating. For the Japanese fiscal year that ended on March 31, 2004 requests from Japan surpassed 1,000 and those from North America numbered 800. Since last year the Japanese side has offered three symposia to assist their ILL librarians in using the GIF system which employs the ISO ILL Protocol to communicate requests between the OCLC ILL system in North America and NACSIS-ILL in Japan and uses OCLC ILL Fee Management (IFM) to process payments. To improve the request and fill-rates for North American users, the NCC is now studying the best ways to offer support, perhaps in the form of online tutorials and/or workshops for ILL librarians and users of GIF. Further information on GIF and access to existing quick reference guides and to the Japan side hompages containing links to the OPACs, lending policies, and key personnel of all 140 participating institutions can be found on the NCC's GIF page at:

**<http://www.fas.harvard.edu/~ncc/gif.html>**

# NCC 2004 ANNUAL OPEN MEETING AT CEAL

The NCC's 2004 Open Meeting held in conjunction with the AAS meeting offered an informative agenda, far too long and detailed to cover in a brief newsletter such as this. To provide comprehensive reports on this and other meetings and the presentations made there, the NCC is adding meeting summaries and the PowerPoint presentations to the NCC Web site on the NCC Minutes page.

Please visit the NCC Minutes and Meeting Reports page and click on the 2004 Open Meeting link. There you will find reports on activities such as the recommendation of the Japan Project Advisory Committee, the Global ILL Framework, AskeASL,

the Digital Resources Committee, the Multi-Volume Sets Project, and the Japan Art Catalog Project Collections. The meeting also included a special report given by three of the five North American participants in the 2003 Japan Foundation/National Diet Library Training: Japan Studies Information Specialists Training Program (JSIST), Tokiko Y. Bazzell (Hawaii, Manoa), Sanae Isozumi (UC San Diego), and Haruko Nakamura (Washington University at St. Louis). The meeting concluded with an information exchange on problems and issues related to licensing and access to digital resources coordinated by DRC co-chair Ellen Hammond and the members of the Digital Resources Committee.

## REPORT ON SMALL COLLECTIONS ROUNDTABLE

On Tuesday, March 2, 2004, the Council on East Asian Libraries (CEAL) Small East Asian Library Collections Round Table held its inaugural meeting from 7:30-9:00pm at the Town & Country Hotel in San Diego, CA. Sharon Domier, current NCC Council Member and Chair of CEAL's Committee on Public Services (CPS) organized the group and chaired the meeting. The meeting was attended by 40 librarians representing small collections from all parts of the US.

The central mission of the group is to provide a venue for librarians who manage small CJK collections to exchange practical advice on how to purchase materials and do reference support and library instruction in all three languages, Chinese, Japanese and Korean. Considerable discussion during the first meeting focused on access to interlibrary loan materials from East Asia and on future prospects of grants and donations of materials.

In the area of interlibrary loan and document delivery, brief descriptions were provided on the various ways to get documents from East Asia through the Global ILL Framework (GIF) for Japan (<http://www.fas.harvard.edu/~ncc/gif.html>) and the Gateway Service through University of Pittsburgh for China (<http://www.library.pitt.edu/gateway/>), and the fact that most Korean journal articles are available online through one of the Korean Studies librarians. Participants who were

recipients of grants and donations from organizations such as the Freeman Foundation, the Japan Foundation, and the Korea Foundation discussed how to write winning proposals. Also, people talked about other possible sources of funding such as the Chiang Ching-Kuo Foundation and the North American Coordinating Council on Japanese Library Resources.

Other topics that were brought to the table included time management, methods for representing the needs and special interests of East Asian collections to library management, ways of better collaborating with faculty, and the pressures of gaining tenure as an East Asian Studies Librarian.

It is clear from the level of enthusiasm that CEAL members were very interested in having more opportunities to share their experiences in small forums. Participants voiced the hope that this experiment will spawn more round tables on different topics in future years and that the Small East Asian Collections Round Table will continue on an annual basis.

For further information about the Small East Asian Collections Round Table, please contact Sharon Domier ([sdomier@library.umass.edu](mailto:sdomier@library.umass.edu)) or visit the CEAL Committee on Public Services at (<http://www.library.umass.edu/subject/easian/CPS>).

# CONTENTS FOR THE ELECTRONIC EDITION OF THE JITS WORKBOOK

## COLLECTION DEVELOPMENT

### *Principles of Collection Development*

#### **Acquisitions of Library Materials on Japanese Studies**

Sachie Noguchi, University of Pittsburgh

#### **Collection Development Publisher Catalogs**

Kristina Troost, Duke University

#### **Model Collection Development Statement from Princeton University**

Yasuko Makino, Princeton University

#### **Model Collection Development Policy for the East Asian Library**

Sachie Noguchi, University of Pittsburgh

#### **Sample Budget Analysis Report from Duke University**

Kristina Troost, Duke University

#### **Sample Annual Budget Request from Duke University**

Kristina Troost, Duke University

### *Ordering and Acquisition of Materials from Japan:*

#### **Overview: Materials in Various Formats, and Issues and Problems with DVDs**

Sachie Noguchi, University of Pittsburgh

#### **Japanese Company Histories**

Katsuko Murahashi, Keidanren  
(reproduced with permission of the author)

### *Fund Raising for Collection Development:*

#### **A Basic Guide to Successful Grant-writing for Japanese Studies Librarians**

Victoria Lyon Bestor, Executive Director, NCC

#### **What is a Proposal?**

Eric Gangloff, Executive Director, JUSFC  
(reproduced with permission of the author)

#### **Useful Web Sites of Funders of Japanese Studies and/or Library and Information Technology,**

Victoria Lyon Bestor, NCC

#### **Do's and Don'ts (for Japan Foundation Proposal Writing)**

Kristina Troost, Duke University

## CATALOGING JAPANESE MATERIALS

#### **Selected Basic Reference Sources for Catalogers** Hideyuki Morimoto, New York University

#### **Cataloging Monographs and Material in Different Formats, Selected Cataloging Documents/Manuals & Session Syllabus with Exercises**

Hideyuki Morimoto, New York University

#### **Cataloging Serials and Multi-volume Sets Principles of Serials Cataloging, Cataloging Examples, Serial Issues and Catalog Records**

Eddy Harrison, University of Washington

#### **Subject Cataloging: Subject Analysis, Library of Congress Subject Headings and LCSH Subdivisions & Subject Cataloging Tools and Resources**

Kio Kanda, Library of Congress

## REFERENCE RESOURCES AND SERVICES FOR JAPANESE STUDIES

#### **General References for Japanese Studies,** Yasuko Makino, Princeton University

#### **Reference Resources for Literature,** Kuniko Yamada McVey, Harvard University

#### **Historical Reference Materials,** Kristina Troost, Duke University

#### **Reference Materials for Art and Art History,** Yasuko Makino, Princeton University

#### **Social Science References Resources,** Ellen Hammond, Yale University

#### **Reference Services for Religious Studies,** Mihoko Miki, Columbia University

#### **Using Grey Literature,** Kazuko Sakaguchi, Documentation Center on Contemporary Japan, Harvard University

#### **Accessing Japanese Government Documents** Tokiko Yamamoto Bazzell, American University Library (reprinted with permission of the author)

# CONTENTS FOR THE ELECTRONIC EDITION OF THE JITS WORKBOOK

## ELECTRONIC RESOURCES AND COMPUTING TECHNOLOGY

**Key Web sites for Japanese Studies,**  
Keiko Higuchi, International House of Japan

**New services from the National Diet Library,**  
Noriko Nakamura and Miho Shinohara, NDL

**Facilitating Access to Newspaper Information,**  
Ayuko Yokota, Nikkei America, New York, Sharon  
Domier, University of Massachusetts Amherst

**Accessing Commercial Databases;  
MagazinePlus and Other Databases,**  
Yoko Hirose, Nichigai Associates

**Computing and Technology Issues: Creating  
Web Pages in Japanese, CD's and DVD's, and  
SGML, XML, TEI, EAD: A markup language  
or alphabet soup**  
Eddy Harrison, University of Washington and  
Kristina Troost, Duke University

## INTERLIBRARY LOAN AND DOCUMENT DELIVERY

**ILL Venues for Japanese Studies in North  
America,**  
Sachie Noguchi, University of Pittsburgh

**Introduction to the GIF Project,**  
GIF Home Page

**National Diet Library User Guide and Request  
Forms,** from the NDL Web Site

## MATERIALS FOR BIBLIOGRAPHIC INSTRUCTION

**Course Syllabus and Schedule for Introduction  
to Japanese Reference and Bibliography (with  
recommended readings),**  
Sharon Domier, University of Massachusetts

**Princeton University Materials for  
Bibliographic Instruction Basic Reference  
Works for Japanese Studies: Princeton  
University**  
compiled by Martin J. Heijdra, Princeton University

**Japanese Graduate Student Guide,**  
Yasuko Makino, Princeton University

**Thoughts on Teaching Japanese  
Bibliography/Research Methods Courses**  
Ellen Hammond, Yale University

**Selected Libraries in Japan,**  
Keiko Higuchi, International House of Japan

**Major U.S. Collections and their Strengths,**  
Kristina Troost, Duke University

**Travel Grants to East Asian Libraries,**  
Kristina Troost, Duke University

**U.S. Cooperative Collection Development  
Agreements for Japanese Collections**  
Kristina Troost, Duke University

**AskEASL and AskEASL Guides,**  
Sharon Domier, University of Massachusetts  
Amherst

*Unless otherwise noted, all materials contained in this workbook were produced for the Junior Japanese Librarians Professional Training Seminar organized by the NCC and offered in August 2002 at Harvard University.*

*Major funding for the Seminar was provided by the Japan Foundation, Reischauer Institute of Japanese Studies at Harvard University, the Northeast Asia Council of the AAS, and co-sponsored by the Harvard-Yenching Library*

*The NCC's Homepage is <http://www.fas.harvard.edu/~NCC/>*

## NCC MVS GRANTS FOR 2003-2004



Retiring MVS Co-chair Eizaburo Okuizumi Japanese Studies Librarian of the University of Chicago receiving a Certificate of Commendation from the Ministry of Foreign Affairs of Japan on March 31, 2004 for his many endeavors to promote Japan-US relations and his contributions to friendship and goodwill between Japan and the United States. (from The Chicago Shimpo: The Chicago Japanese American News)

### Are you a Subscriber?

If you are currently only receiving the NCC Newsletter because you are on the AAS list, now is the time to change that. Sign up now to subscribe, free of charge. The newsletter is available in either electronic or print format.

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**[Http://www.fas.harvard.edu/~ncc/enewslettersignup.html](http://www.fas.harvard.edu/~ncc/enewslettersignup.html)**

<i><b>NCC Multi-Volume Set Awards 2003-2004</b></i>			
<b>Institution</b>	<b>Award Title</b>	<b>Grant Amount</b>	<b>%</b>
<b>Princeton</b>	Kobe-shi shakai chosa hokokusho	¥592,500	75%
	Kyochokai shiryō Nihon shakai rodo undo shiryō shusei	¥1,300,000	50%
	Kyochokai shiryō Nihon shakai rodo undo shiryō shusei	¥750,000	50%
	<b>Total Grant Amount</b>	<b>¥2,642,500</b>	
<b>Stanford</b>	Ito Miyoji kankei bunsho : Kokuritsu Kokkai Toshokan Kensei Shiryōshitsu shozo.	¥853,125	75%
	Sangaku.	¥207,000	75%
	<b>Total Grant Amount</b>	<b>¥1,060,125</b>	
	<b>Chicago</b>	Kokuritsu Kokkai Toshokan shozo Saito Makoto kankei monjo	¥5,261,250
<b>Total Grant Amount</b>		<b>¥5,261,250</b>	
<b>UCLA</b>		Kindai Nihon Kirisutokyo shinbun shusei	¥2,523,750
	Kirisutokyo shinbun kiji soran	¥285,000	75%
	<b>Total Grant Amount</b>	<b>¥2,808,750</b>	
<b>Hawaii</b>	Nihon no kaishashi maikuro-ban shusei: ippan kikai, denki kikai, jidosha to, seimitsu kikai	¥975,000	75%
	Nihon no kaishashi maikuro-ban shusei: tetsudo, kaiun, rikuun, koku, soko	¥450,000	75%
	<b>Total Grant Amount</b>	<b>¥1,425,000</b>	
	<b>Michigan</b>	Eigyō hokokusho shusei: dai 5-shu.	¥877,500
Eigyō hokokusho shusei: dai 6-shu.			
Un'yu		¥292,500	75%
Eigyō hokokusho shusei: dai 6-shu.			
Kin'yu		¥421,200	75%
<b>Total Grant Amount</b>	<b>¥1,591,200</b>		
<b>Pittsburgh</b>	Nihon taiiku kihon bunkenshu.	¥450,000	75%
	<b>Total Grant Amount</b>	<b>¥450,000</b>	
<b>2004 Total Grant Money</b>		<b>¥15,238,825</b>	

**And Don't Forget!**

**2004-2005 MVS Deadline Dates:**

**Final Application Deadline January 14, 2005**

# A QUICK LINK TO THE DIGITAL PUBLICATION OF THE JUNIOR LIBRARIAN'S WORKBOOK @ <http://www.fas.harvard.edu/~ncc/workbook.html>

The URL above will take you directly to the Junior Librarian's Workbook which we hope many users will find to be a most useful resource. The JLTS Workbook is an extensive of the NCC's growing range of resources to facilitate access and training valuable not only to librarians but also for faculty and students, helping to answer all kinds of reference questions, for those beginning a new research project, and for use in the classroom.

The NCC is extremely grateful to the Japan Foundation for the major funding for this project and to the Reischauer Institute at Harvard University for housing the site and for their other support of NCC training initiatives including grants for the Junior Librarians Training Seminar and for the new T-3 Workshops Project.

During of 2004 a number of other major expansions have been made to the NCC Web site or are currently underway. The list on the right provides a quick set of links to other pages helping to provide access and training for users. In addition to the Workbook, since the first of the year the site has added a new browser enabling users to do key-word searching of the entire NCC site.

## And Coming Soon:

### A Searchable Database for MVS

Since 1992 the NCC's Multi-Volume Sets Project has been building a national collection of rare and expensive materials that circulate freely through interlibrary loan. To help users more easily locate and request materials in the MVS Collection the NCC is in the process of re-designing the MVS database to include both a search capacity within the database and to provide OPAC links to the holding data on individual sets within the MVS Collection. Please watch the NCC Web site for the debut of the upgraded MVS Database.

### Newly Expanded Meetings and Reports Page

The NCC Minutes published on the NCC site and summarized in the Journal of East Asian Libraries will soon have a new format. Added to the meeting summaries will be hot links to all the reports presented by NCC Committee Chairs and collaborating institutions. We hope that this additional information will be of interest to East Asian Studies librarians and scholars and students throughout the field.

## NCC Access & Training Links

### NCC's Homepage

<http://www.fas.harvard.edu/~NCC/html>

*Find Quick Links to all NCC Programs*

### *Easy User Guides to East Asian Resources*

### AskEASL (Ask an East Asian Studies Librarian)

<http://askeasl.askvrd.org/index.asp?>

*Ask reference questions on anything, anytime*

### AskEASL Guides

<Http://www.library.umass.edu/subject/easian/askeasl/askEASLguides.html>

### Digital Resources Committee Page

<http://www.fas.harvard.edu/~ncc/drc.html>

*Licensing Information and User Forum*

### *Fast ILL & Document Delivery from Japan*

### Global Interlibrary Loan Framework (GIF)

<http://www.fas.harvard.edu/~ncc/gif.html>

### Waseda University Catalog for ILL/DD

<http://wine.wul.waseda.ac.jp/>

## NCC Training Links

### The JLTS Workbook

<http://www.fas.harvard.edu/~ncc/workbook.html>

### NCC Regional Training Network (coming soon)

<http://www.fas.harvard.edu/~ncc/regionalnetwork.html>

### Lesson Plans Developed by T-3 Trainees

<http://www.fas.harvard.edu/~ncc/lessonplans.html>

## *FAQ's, Links, and the Public Information*

### NCC Instruction and Reference Links

<http://www.fas.harvard.edu/~ncc/instructions.html>

### NCC Newsletters Online

<http://www.fas.harvard.edu/~ncc/newsletters.html>

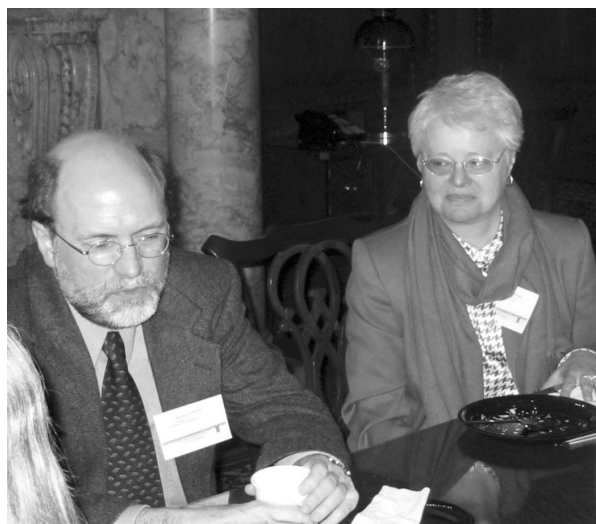
# Recent NCC Photographs: JSIST Program 2003, and 2004



At JSIST 2003 North American Participants, clockwise from left, Tad Suzuki, Haruko Nakamura, Beth Katzoff, Sanae Isozumi, Tokiko Bazzell, and in the center Korean trainee Youn-wee Jeong



JSIST 2003 Trainees at NIL, foreground left, Beth Katzoff (Cornell) and Tokiko Bazzell (Hawaii, Manoa)



Council Members Robert Britt (U. Washington) and Sally Hastings (Purdue) at the January 2004 NCC working meeting held in the Member's Room at the Library of Congress



January 2004 working meeting guest speaker and Abe Fellow Lawrence Repeta who spoke on "Accessing Government Documents through Japan's New Information Disclosure Law" joins host Robert Britt (U. Washington) and NCC Chair Toshie Marra (UCLA)

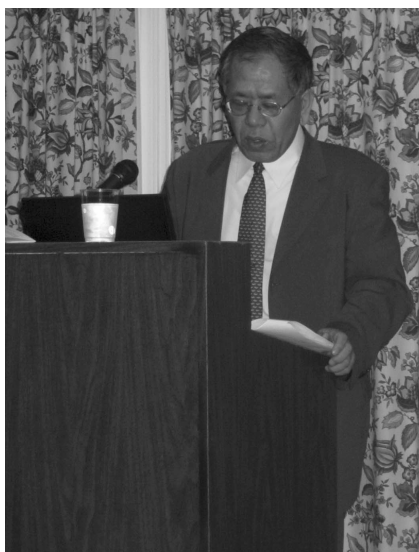
# January Council and March Open Meeting



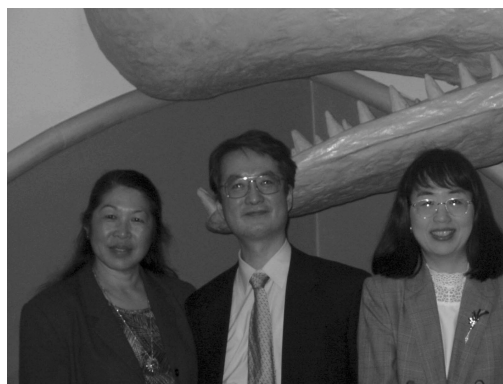
At the Open Meeting, former Chair Sachie Noguchi introduces plans for the NCC's newest training initiative to "Train the Trainers, T-3 Workshops at the Open Meeting.



Also at the Open Meeting, former Chair Kristina Troost discusses future plans for user training workshops growing out of the T-3 Workshops at the Open Meeting.



MVS Co-Chair Eizaburo Okuizumi announced the 2004 MVS grant recipients to Open Meeting attendees.



After the Council on East Asian Libraries banquet Global Resources Network Director Eudora Loh (UCLA) joins outgoing NCC Japan Liaison Akira Miyazawa (NII) and NCC Chair Toshie Marra (UCLA) at the CEAL Banquet.



## DATES TO REMEMBER

September 22-25, 2004

E AJRS Meeting , Salamanca, Spain

November 28-December 18, 2004

Japan Studies Information Specialists  
Training Program in Japan

January 7-8, 2005

NCC Meeting @ Duke

January 8-10, 2005

T-3 Workshop @ Duke

April 1, 2005

NCC Open Meeting  
No Foolin'

NCC Open Meeting April 1, 2005

1-4pm, Japan Information Center,

Consulate General of Japan,

Olympia Center Suite 1000,

737 North Michigan Avenue

Chicago, IL 60611

(10<sup>th</sup> Floor, entrance from Chicago Avenue )

Within easy walking distance to the AAS Hotel.

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