

ACQUISITION OF LIBRARY MATERIALS ON JAPANESE STUDIES

NCC Junior Japanese Studies Librarians Professional Training Seminar

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The contents of this section deal mainly with the acquisition of Japanese language materials published in Japan. The remarks are of a general nature and concern the basics of Japanese language materials acquisition. They are based on the instructor's professional experience. Each library has to adjust the details of its acquisition procedures to its own environment.

I. Introduction: Japanese Studies

II. A Word About Collection Development Policies

There are several uses for collection development statements. Two important ones are:

1. To set acquisitions objectives and to guide selection decisions;
2. To serve as a written statement about what the library does and does not buy.

- Every library ought to have a carefully-thought-out collection development policy. This acts as a blueprint.

- The collection development policy (a selection policy and an acquisitions policy are similar) ought to explain the dimensions and limits of the collection being developed.

- The predominant theme of a selection policy should be a positive emphasis on patrons' needs and rights.

- The goal of a collection development policy is to build an optimum collection for a given community of users and potential users.

Types of orders include:

- Firm orders
- Approval plans
- Blanket orders
- Standing orders

III. Managing a Budget

A. Planning general parameters for expenditures:

- In Academic libraries:
 - Curriculum is of prime importance.
 - Collections shall be of sufficient size and scope to support the university's total instructional needs and to facilitate the university's research programs
 - Responsibility for selection should be placed in the hands of librarians with good subject backgrounds.
 - Recommendations by the teaching staff should be actively encouraged.
 - We should remember that powerful faculty members may be very demanding where their own interests are concerned
 - In a university, "collection development is, more than anything else, a political task" -- Albert Perdue
- Having retained twenty-five or thirty percent of its collections budget for general needs, the library can allocate the remainder according to a formula that weights such factors as departmental enrollment, course offerings, present state of the collection, and costs and volume of publication in the field. The two most important considerations are collection use and cost of materials.
- Maintain the librarians' budgetary flexibility. This enables special projects such as large purchases that serve several programs.

B. Dividing the total budget:

There are many ways to divide a budget. Useful ways include:

division by type of library materials:

monographs

serials

electronic resources (if not included in the above)

database access (if not included in the above)

division by language:

Japanese and western language materials

division by subject areas (including the consideration of numbers of faculty and students):

Humanities

Language

Literature

Fine art

Etc.

Social sciences

Anthropology

Business and economics

Sociology
Political science
Etc.

division by budget line:

Hard money and soft funds

division by combinations of the above and others.

Bottom line for A & B: No formulas to date are very satisfactory. Hence, if formulas are used, they should be treated as general guidelines only.

C. Local systems and tracking of balances:

If orders are made through a total/integrated library acquisitions system, then most of these systems have some function allowing for various forms of budget control. These systems also have functions permitting automatic claiming which you can use to set up the timing of claims.

If orders are still manual, you may control your budget using spreadsheet computer software such as MS Excel. You may also implement some measures to check acquisition status.

Functions to consider in monitoring ordering systems include:

Importance of understanding financial statement
Whether you should pay in Yen or in U.S. dollars
Whether you want to prepay or not to prepay
The ramifications of negative spending

IV. Outline of the Book Trade (Japan & the U.S.)

- Regular Books (Books for Trade): please see attached figure: The figure shows the route for publications from publishers to users via libraries

*** Government Publications**

- Government office internal publications --> grey literature
- Published for sale: Ministry of Finance Printing Bureau (Zaimushō Insatsukyoku)

: publishers affiliated to the government offices
e.g. Nōrin Shuppan Kyōkai

Sales agent: Government Publication Service Center (=Seifu Kankōbutsu Sābisu Sentā)

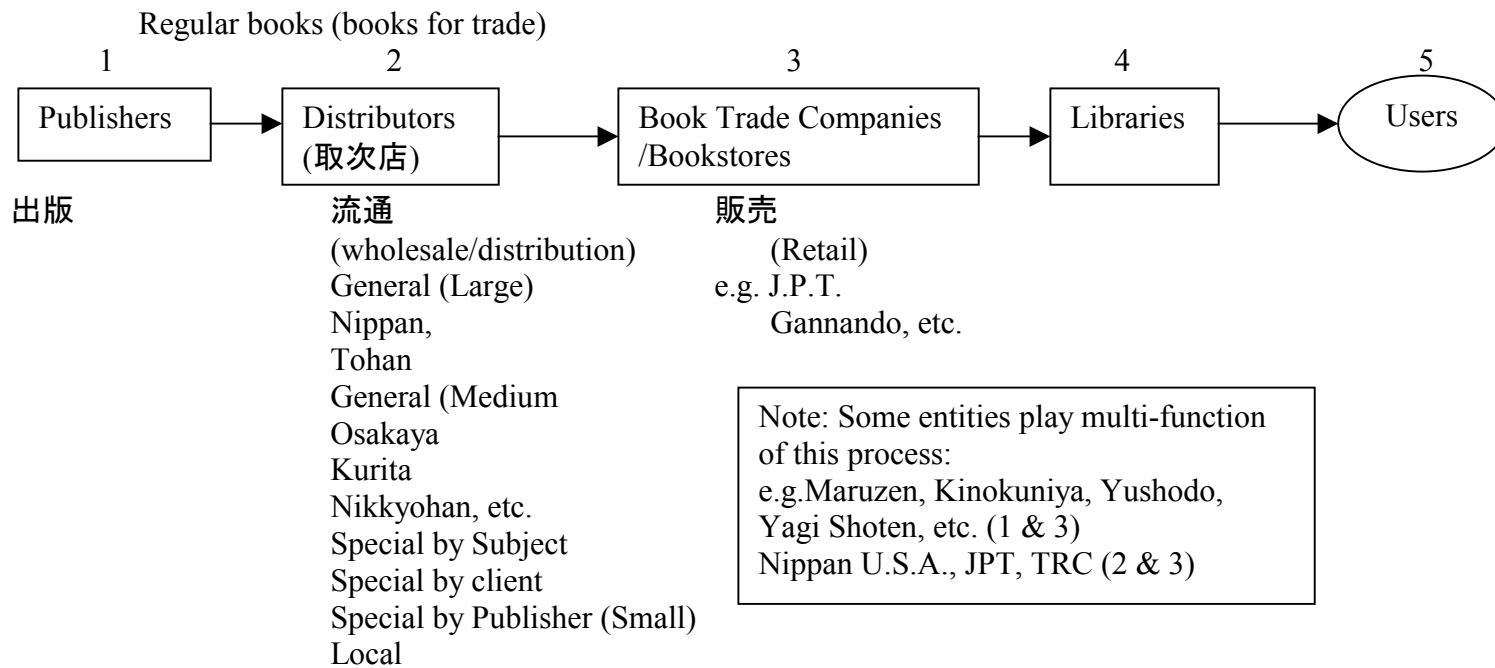
Ref.: *Accessing Japanese Government Documents: Policy Making Process and Documents* / by Tokiko Yamamoto Bazzell. (a paper presented at the annual conference of the CEAL Committee on Japanese Materials during the annual meeting of the Association for Asian Studies in Washington, D.C., 1998) is reprinted in this Workbook.

* Grey Literature

- Japan Documentation Center: <http://lcweb.loc.gov/rr/jdc> (closed on March 31, 2000)

The JDC collected difficult-to-obtain unpublished literature, often referred to as "grey literature." The collection included policy studies and reports, white papers and annual reports, draft legislation, think-tank reports, and public opinion polls.

The Route for Publications from Publishers to Users via Libraries



Organizations

Japan Book Publishers Association
日本書籍出版協会
<http://www.jbpa.or.jp/>
Japan Magazine Publishers Association
日本雑誌協会 <http://www.j-Magazine.or.jp/FIPP/index.html>

Nihon Shuppan Toritsugi Kyokai
日本出版取次協会

Nihon Shoten Shogyo Kumiai Rengokai
日本書店商業組合連合会
<http://www.shoten.co.jp/>

V. Acquisitions Tools:

A. Current Publications:

Most book dealers issue book catalogs and lists of new titles on a regular basis. Dealer catalogs, publishers catalogs, and *Shuppan Nyūsu*, *Nihon Zenkoku Shoshi Shūkanban*, *Korekara Deru Hon* among others have traditionally been the primary selection tools employed in North America.

- 日本全国書誌 [週刊版]
Nihon Zenkoku Shoshi [Shukanban] = *Japanese National Bibliography Weekly List / henshū Kokuritsu Kokkai Toshokan*. Tokyo : Okurasho Insatsukyoku, 1981-
also available from: http://www.ndl.go.jp/jp/publication/jnbwl/jnb_top.html
- 出版ニュース
Shuppan Nyūsu. Tokyo : Shuppan Nyususha, 1949- (three times a month)
- 出版年鑑
Shuppan Nenkan. Tokyo : Shuppan Nyususha, 1951-
- 日本書籍総目録
Nihon Shoseki Somokuroku. '77/78- Tokyo : Nihon Shoseki Shuppan Kyōkai, 1977- Also available from <http://www.books.or.jp/>

Government documents:

- 政府刊行物月報
Seifu Kankōbutsu Geppō, vol. 1, no. 1- / *Seifu Kankōbutsu Fukyū Kyōgikai hen*. Tokyo : Seifu Kankōbutsu Sābisu Sentā, 1957, 1-

Dealer catalogs, such as those from Isseido and Gannando, and flyers such as “For the special attention of Japanese Librarians” from JPT are valuable. They are individually compiled by veteran booksellers who purposely select materials of interest to academic libraries outside of Japan based on their experience as booksellers and their knowledge of academic publishing in Japan.

新刊図書目録 *Shinkan Toshō Mokuroku*, which has been regularly sent by JPT to its customers, is basically a printed version of new additions to the distributor, Tōhan's database of books in print. There is no judgement or selection involved in the compilation of this catalog. Titles are assigned a category such as "academic", "general interest," which may help for selection of items in the catalog.

Dealers routinely send publishers catalogs, flyers, and book announcements from various sources to their customers.

- Distributors' catalogs
週刊日販速報 *Shūkan Nippan Sokuhō*
新刊図書目録 *Shinkan Toshi Mokuroku* (Tōhan) which JTP distributes to its customers

- Publishers catalogs
Most of the publishers in Japan have their publication catalogs, some thick, some thin; some dealers put them in their shipment of the ordered books; some publishers insert them inside of their publications.

- Publishers' publications: major publishers publish periodicals which include information on their new publications, for example,

UP (University of Tokyo Press)

図書 *Toshi* (Iwanami Shoten)

- Publishers announcements/flyers
- Newspaper advertisements and articles
- Newspapers specialized in books and readers such as: 週刊読書人 *Shūkan*
- Book advertisements in scholarly journals
e.g. 日本歴史 *Nihon Rekishi* / *Nihon Rekishi Gakkai* henshū. Tokyo : Yoshikawa Kōbunkan, 1848- It includes: “書評と紹介 *Shohyō to shōkai*”(= Book review and introduction), “雑誌論文目録 *Zasshi ronbun mokuroku*” (= Index of journal articles), “新刊寸評 *Shinkan sunpyō*” (= Short review of new publications), “新刊書案内 *Shinkansho annai*” (= Guide to new publications), and publishers' advertisements at the end -- Yoshikawa Kōbunkan has a lengthy one for its new publications.

- grey literature

「本屋にない本」 “Hon'ya ni nai hon” = Books not commercially available”
in 国立国会図書館月報 *Kokuritsu Kokkai Toshokan Geppō*.

- Book reviews in scholarly journals
- Japan Foundation's: *Japanese Book News* (with short review of each book in English; the selected books are not necessarily academic)
Also available electronically:

http://www.jpf.go.jp/e/media/publish/4_04right.html

2. Electronic Tools -

- Nihon Shoseki Shuppan Kyōkai. *Nihon Shoseki Sōmokuroku* (= Japanese Books in Print) <http://www.books.or.jp/> since Sept. 9, 1997; cannot order from the Web, but this site has links to a number of publishers
- Webcat: NII online catalog on the Web <http://webcat.nii.ac.jp/>
- National Diet Library (NDL) = Kokuritsu Kokkai Toshokan OPAC <http://opac.ndl.go.jp/>
- NDL OPAC: NDL holdings <http://opac.ndl.go.jp/>
日本全国書誌 [週刊版] *Nihon Zenkoku Shoshi [Shūkanban]* = *Japanese National Bibliography Weekly List* / henshū Kokuritsu Kokkai Toshokan http://www.ndl.go.jp/jp/publication/jnbwl/jnb_top.html
- University of Tokyo Book Contents:
<http://contents.lib.u-tokyo.ac.jp/contents/top.html>
The Book Contents Database allows you to search for books held in the libraries of the University of Tokyo by looking at their tables of contents or information taken from their summaries and dust jackets.

Web sites with ordering function by membership/registration

- Senmonsho no Mori: <http://www.senmonsho.ne.jp/servlet/login?act=access>
- Maruzen: <http://www.maruzen.co.jp/>
- Toshokan Ryūtsū Sentā (TRC): <http://www.trc.co.jp/>: books published after January 1980 as well as newly published books
- Kinokuniya : BOOK Web : <http://bookweb.kinokuniya.co.jp/>-- search by members only

Special type of publications websites –

- Government publications: <http://www.gov-book.or.jp/shinkan/index.html>
- Grey literature
Library of Congress Japan Documentation Center: publications up to 1999.
<http://lcweb.loc.gov/rr/jdc/jdc.html>
- Recommended books by Association of Japanese University Presses
<http://www.maruzen.co.jp/cgi-bin/mis?Cgifrom=m2-aup-01>
- Book Town Kanda: <http://www.book-kanda.or.jp/>
Bukkyosho Sogo Mokuroku Kankokai:
<http://www.bukkyosho.gr.jp/bukkyo/index.asp>

- Book review Web sites:
書評データベース〔朝日新聞社〕
<http://www3.asahi.com/opendoors/span/ronza/net/>
「朝日、毎日、読売など主要新聞6紙と、週刊朝日、週刊文春などの週刊誌、中央公論などの月刊誌10数誌の本格的書評を網羅しました。1997年1月～2002年7月分を検索できます。」

朝日新聞書評・書籍広告検索: <http://book.asahi.com/search/>
読売新聞書評検索:
<http://www.yomiuri.co.jp/bookstand/search/search.htm>]

B. Used Books:

1. Printed sources

- Integrated catalogs (of used book dealers)
 - e.g. 東京都子書籍商業共同組合：古書月報
Tōkyō-to Koshoseki Shōgyō Kyōdō Kumiai: Koshō Geppō.
 - 神田古書店連合：古本：神田古書店連合目録
Kanda Koshoten Rengō. Furuhon : Kanda Koshoten Rengō Mokuroku
 - 早稲田古書店街連合会：古本共和国：早稲田古書店街連合会目録
Waseda Koshotengai Rengōkai: Furuhon Kyōwakoku : Waseda Koshotengai Rengōkai Mokuroku.
- Individual catalogs (of used book dealers)
 - e.g. Isseido：一誠堂古書目録 *Isseido Koshō Mokuroku*
 - 小林書房：新修古書目録
Kobayashi Shobo: Shinshū Koshō Mokurokushu
 - 井上書店：古典籍医学・本草・自然科学・洋学資料特集
附関連洋装本目録
Inoue Shoten: Kotenseki Igaku, Honzō, Shizen Kagaku, Yōgaku Shiryō Tokushū, Tsuketari Kanren Yōsōbon Mokuroku.
- Occasional lists issued by dealers
 - Isseido:
映画・演劇・江戸東京風俗目録
Eiga, Engeki, Edo Tōkyō, Fūzoku Mokuroku (1998)
 - 地方史郷土史[秋期]特別号
Chihōshi Kyōdoshi [Shūki] Tokubetsugō

- Special journals
e.g. 日本古書通信 *Nihon Kosho Tsūshin* : articles about old publications, rare books, and used books both Japanese and non-Japanese books. Dealers' advertisements of their holdings at the end are useful.

2. Electronic Tools

- 日本の古本屋 Nihon no Furuhon'ya <http://www.kosho.or.jp/>
Websites of used book stores in Japan
- Book Town Kanda, 古書の検索 : <http://www.book-kanda.or.jp/asp/search.asp>

Bottom line for selection tools:

There is no comprehensive single list (print or electronic), at least to my knowledge, for perfect selection of Japanese studies materials in Japanese language. Japanese studies librarians have to combine various tools for their selection based on their user needs and collection policies.

VI. Venders/Dealers

Please see attached : *Book dealers in Japan, Book dealers in the United States, and Used bookstores.*

Notes:

The above three lists are a revised and updated version of those compiled by Kris Troost and are available at : <http://www.lib.duke.edu/ias/eac/vendors.htm>
This site has much valuable information for Japanese Studies librarians.

Sharon Domier compiled "A Brief Guide to Selecting and Acquiring Japanese Language Materials" and posted at the AskEASL Guides as [Selecting and Acquiring Japanese Language Materials for Small and Medium Collections](http://www.library.umass.edu/subject/easian/askeasl/JpnAcquisitions.pdf)
<http://www.library.umass.edu/subject/easian/askeasl/JpnAcquisitions.pdf>

Book Dealers in Japan	
Japan Publications Trading Co. 日本出版貿易株式会社	http://www.jptco.co.jp/
1-2-1 Sarugaku-chō, Chiyoda-ku, Tokyo 101 <i>Mailing address:</i> P.O. Box 5030 Tokyo International 100-3191 Japan <i>Tel:</i> +1-81 3 3292-3751 <i>Fax:</i> +1-81 3 3292-0410	Contact: Dept. Head: Kobo Hirano: [khirano@jptco.co.jp] for US East Coast, Australia: Tetsurō Suzuki : [t-suzuki@jptco.co.jp] Shigenori Kon : [kon@jptco.co.jp] Kaori Namaisawa : for US National Institutions, Europe: Hideaki Nakano: [nakano@jptco.co.jp] Tomoko Hironaka : [tomokoh@jptco.co.jp] for US Mid-West, Canada: Etsuko Kato: [etsuko-kato@jptco.co.jp] Ryogo Watanabe: [r-watanabe@jptco.co.jp] for US West Coast, Asia, Africa, South America: Teiko Koike: [tkoike@jptco.co.jp] Yoko Hayashi: Monographs: mono@jptco.co.jp Serials: serials@jptco.co.jp note: recently services changed from type (mono. serial) based to customer based (mainly by region).
Line of service: Books, serial subscriptions, CDs, video. Offers OP search service. JPT is the most well known supplier of Japanese materials to the overseas market. JPT employs a large staff and is a reliable supplier of books and serials. No routine discounts on books which are billed at list price. Library discount available on some serial subscriptions depending on volume. Provide invoices in US dollar upon request. Reads and responds in English.	
The Isseidō 一誠堂書店	
7, Kanda Jinbōchō 1-chōme, Chiyoda-ku, Tokyo, 101-0051 Japan <i>Tel:</i> +81- 3- 3292-0071 <i>Fax:</i> +81-3- 3292-0095	<i>E-mail:</i> kaigai@isseido-books.co.jp <i>Contact:</i> Mr. Ken Ishikura ah4k-iskr@asahi-net.or.jp Mr. Shigeaki Sasaki
<i>Line of service:</i> Books, serial subscriptions. Offers OP search service; publishes a catalog of books held (including used and op books) twice annually; will look for items it does not hold. Primarily a used book dealer for humanities and social sciences, Isseidō has long served the U.S. market for both new and used books. Capable staff. No routine discounts. Books billed at list price. Used to handling foreign currency; prefers to respond in Japanese but can read English.	

Maruzen Company, Ltd. 丸善	http://www.maruzen.co.jp/
2-3-10 Nihonbashi, Chuo-ku Tokyo 103-8245 Japan Mailing address: P.O.Box 5050 Tokyo International 100-3191 Tokyo Japan <i>Tel:</i> +81-3-3273-3234 <i>Fax:</i> +81-3-3278-9256	Contact: International Division Export Department Mr.Sachio Yamaya
<i>Line of service:</i> Books, serial subscriptions, CDs, video Maruzen is one of the leading suppliers of books and information services in Japan, and as such has tremendous resources available. Using UPS, delivery is fast. Regularly sending publication brochures, "Korekara deru hon" etc. to libraries. Offer very limited OP search service. No routine discounts. Books billed at list price.	
Toshokan Ryūtsū Center [TRC] Library Service, Inc. 図書館流通センター	http://www.trc.co.jp
3-4-7 Otsuka, Bunkyo-ku, Tokyo 112-8632 Japan <i>Tel:</i> +81-3-3943-6685 <i>Fax:</i> +81-3-3943-8693	Contact: Library Service Mr. Miho Hasegawa : hasegawa_miho@mxh.trc.co.jp
<i>Line of service:</i> Books, serial subscriptions, computer software, video. TRC is essentially a jobber supplying public, college and small university libraries in Japan. They are a relatively new entry into the export business and are most well known for their web site. TRC has a full service site for electronic ordering. Depending on local capabilities, electronic orders can be directly transmitted to TRC. Access is not restricted. http://www.trc.co.jp/trc-eng/library/OrderGuide.htm details how to place orders from overseas, currency requirements etc. No routine discounts. Books billed at list price.	
Gannandō Overseas, Inc. ガンナンドー貿易	
Matsui Building, 2-8-6 Kanda Ogawa-machi Chiyoda-ku, Tokyo 101-0052 Japan <i>Tel :</i> +81- 3-3294-3473 <i>Fax:</i> +81-3-3294-3473	Contact: Mr. Kunio Nishizuka E-mail: nish114@attglobal.net
<i>Line of service:</i> Books, serial subscriptions, CDs, video. Offers OP (Out of Print) search service Mr. Nishizuka is a second-generation book dealer who offers personal service. Noted for quick service and meticulous attention to detail. Journal subscriptions are held until a certain number accumulates and then sent. No routine discount. Books billed at list price. All invoices in US dollars.	
Yagi Book Store Ltd. 八木書店	http://www.books-yagi.co.jp
3-8 Kanda Ogawa-machi, Chiyoda-ku, Tokyo 101-0052 Japan <i>Tel :</i> +81-3-3291-2961 <i>Fax:</i> +81-3-3291-2962	Sogo-Eigyō-bu Contact: Mr. Tadataka Yagi E-mail: t-yagi@books-yagi.co.jp
<i>Line of service:</i> Own publications in Japanese literature, history and bibliography. Rare and old/used books in Japanese literature, linguistics, bibliography, performing art, autographs. Remainder and overstock books in literature, history, art, reference, and other wide subjects. Offers OP (Out of Print) and/or out of stock search service and quotation. No routine discount, but Remainder and overstock books are 30%-90% discount from list price. Books billed at list price. All invoices in Yen, but payment may be made in US dollars. Issues rare and old/used book catalog as well as remainder and overstock book catalog once a year. Communication in Japanese as well as in English.	

Book Dealers in the United States	
Kinokuniya Bookstores of America Co.,Ltd.	http://bookwebpro.kinokuniya.co.jp/ http://www.kinokuniya.co.jp
Sales Office 1581 Webster St. San Francisco, CA 94115 Tel: 415-567-7625 Fax: 415-567-4109	Contact: Daikichi Mitake : mitake@kinokuniya.com
<p>Line of Service: Books, serial subscriptions, videos, CDs, DVDs; practically any Japanese publication, also provide cataloging service for books. Capable staff. Deals with Orders from /business with libraries in North America, also is the agent for the Nichigai Associate's online services. Library discount available on some materials. Books billed at list price. All invoices in US dollars. Note: There are five sales offices outside of Japan: http://www.kinokuniya.co.jp/english/contents/network05. and orders from / business with libraries in other than the five sales offices: Kinokuniya Company Ltd. International Business Division 3-18-11 Higashi, Shibuya-ku, Tokyo 1508513 Japan Tel: +81-3-5469-5907 Fax: +81-3-5469-5947 E-mail: ibd@kinokuniya.co.jp</p>	
Maruzen International	http://www.maruzenusa.com/sys-tmpl/door/
1200 Harbor Blvd., 10th Floor Weehawken, NJ 07087 Tel: 1-800-776-8150 or 201-865-4400 ext. 17 Fax: (201) 865-4845	Contact: The Japan Desk japandesk@maruzenusa.com
<p>Line of Service: Books, CDs, video, DVDs, Micro Product. Offers limited OP search service. Recently developing service for used books, old books on Japanese arts; http://www.maruzenusa.com/miva?Merchant2/merchant.mv+ Regularly sending libraries <i>Korekara deru hon</i>" and many brochures of publications. No routine discounts. Books billed at list price. Invoices sent in U.S. dollars.</p>	
Sasuga Japanese Bookstore	http://www.sasugabooks.com/
7 Upland Road, Cambridge, MA 02140 USA Phone: (617) 497-5460 Fax: (617) 497-5362	E-mail: sasuga@sasugabooks.com Contact: Lisa Vasiloff, Karen Yahara
<p>Line of Service: Books, serial subscriptions, videos, compact discs; can special order practically any Japanese publication; they also stock a large selection of materials about Japan in English.</p>	
Asian Rare Books	http://users.erols.com/arbs/
175 W. 93rd Street (Suite 16-D), New York NY 10025, USA Phone: 212-316-5334 Fax: 212-316-3408	Business by appointment Email: arbs@erols.com

Used Bookstores (Koshoten) and Specialty Bookstores in Japan	
Geibundō 芸文堂	
Dai 2 Tounso, 471 Kizuki, Nakahara-ku, Kawasaki 211-0025 Japan Fax/Phone: +81-44-799-1634	Contact: Mr. Joseph Seubert
Specializes in fine art, especially exhibition catalogs, but will search for any used books on fine art. Notoriously helpful. Deals with individuals as well as libraries. Invoice in US dollars.	
Isseidō(see above) 一誠堂書店	
Genkidō ブックワザ-源喜堂書店	
3-1-9 Ogawa-machi, Kanda, Chiyoda-ku, Tokyo, 101-0052 Japan Phone: 81-3-3291-5081 Fax: +81-3-3291-4155	Contact: Ryū Satō
Specializes in fine art. Payment must be made in yen. It is possible to work around this using a vendor who handles payments in dollars.	
Yagi Shoten (see above) 八木書店	
Kobayashi Shobō 小林書房	
2-12 Kanda Jinbōchō, Chiyoda-ku, Tokyo 101-0051 Japan Tel: +81-3-3263-0776 Fax: +81-3-3239-8036	Email: kobayashi-yoshi@nifty.com
Invoices in Japanese characters and order numbers only. Accepts payment in US dollars. Specializes in Religion esp. Buddhism (and history). Publishes its sales catalog, <i>Shinshu Kosho Mokuroku shū</i> 2-3 times/year. Popular items disappear quickly.	