

Table of Contents

To the Electronic Edition of the Workbook of the Junior Japanese Studies Librarians Professional Training Seminar



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 (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, 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

CATALOGING OF JAPANESE MATERIALS

The Basics of 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Historical Reference Materials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

Providing 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 (reprinted with permission of the author)

by Tokiko Yamamoto Bazzell, American University Library

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, National Diet Library

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, SGML, XML, TEI, EAD: A markup language or alphabet soup

Eddy Harrison, University of Washington and Kristina Troost, Duke University

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 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

INTERLIBRARY LOAN AND DOCUMENT DELIVERY

ILL Venues for Japanese Studies in North America

Sachie Noguchi, University of Pennsylvania

Unless otherwise noted all materials contained in this workbook were produced for The Junior Japanese Studies 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, the Northeast Asia Council of the AAS, and the Reischauer Institute of Japanese at Harvard University which co-sponsored the Seminar in conjunction with the Harvard-Yenching Library.