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THE TRAINING PROGRAM FOR SENIOR LIBRARIANS OF JAPANESE STUDIES LIBRARIES

Introduction
The Training Program For Senior Librarians Of Japanese Studies Libraries (TPJL) was cosponsored by The Japan Foundation (JF), The National Diet Library of Japan (NDL), the National Center for Science Information Systems (NACSIS) of Japan, and the International House of Japan (IHI), with the cooperation of various other organizations, including the Japan Library Association (JLA). The program was intended to expand the participants' knowledge about information resources in varying formats created in Japan, and about databases and various electronic networks and technology. It was also intended to establish a network of Japanese librarians around the world, providing a basis for global cooperation by sharing knowledge and experience.

The program began on February 17, 1997, and continued until March 7, 1997, for a total of three weeks. The first two weeks of the training were held mostly at the NDL in Tokyo, except for two days at NACSIS, and one day at Hitachi for a demonstration of the J-BISC/Japan MARC system. The final week was used for on-site visits to various library and other information facilities, and for closing discussions and ceremonies on the last day, Friday March 7.

The National Coordinating Committee on Japanese Library Resources (NCC) in the United States facilitated the selection of the two American Japanese Studies librarians for the TPJL. There were nine other librarians in the group, including two each from Australia and England, and one each from Brazil, China, France, Germany, and Italy:

**Australia:** Ms. Yumiko Tsuji of the National Library of Australia; and Ms. Eiko Sakaguchi of Monash University

**Brazil:** Ms. Hiroko Yanagi of the Brazil-Japan Cultural Alliance and the Prof. Teiichi Suzuki Library of the Center for Japanese Studies at the University of Sao Paulo

**China:** Mr. Qian Jun Giang, of the Japan Cultural Center Library in Beijing

**England:** Ms. Izumi K. Tytler of the Bodleian Japanese Library of the Nissan Institute at the University of Oxford; and Mr. Noboru Koyama of the Japanese Department at Cambridge University Library

**France:** Ms. Sekiko Matsuzaki-Petitmengin of the Advanced Japanese Studies Department of the Far East Institute at the College of France

**Germany:** Ms. Junko Bauermeister of the Information Center Japan/Asia at the IFO Institute for Economic Research

**Italy:** Ms. Ikuko Kaji-Saito of the Japan Culture Center Library in Rome

**United States:** Ms. Yasuko Makino of the C.V. Starr East Asian Library at Columbia University; and Robert Britt of the Marian Gould Gallagher Law Library at the University of Washington

It was a busy schedule. Almost every day except weekends had activities planned for morning and afternoon. But since the participants were all staying on the same floor of the International House (located in the Roppongi district of Tokyo), there were many chances to socialize, "talk
shop," and in general to get to know each other. The friendships formed among the members of this group of Japanese librarians proved to be one of the most valuable, and enjoyable, aspects of the training. There was some time left for activities such as visiting bookstores, doing library research, etc.

The following chronology shows the scheduled events of the TPJL training:

**Chronology: Week One**

2/17 Monday (*NDL*)
The first day was spent on orientation at the JF, and visiting the JF Library. The JF Library inherited the collection of the Society for the Promotion of Culture Among Nations (*Kokusai Bunka Shinkokai*), and is to be automated in April 1998. In the afternoon, we moved to the NDL, where there was an orientation, and the participants introduced themselves and the libraries they represent. Mr. Takaaki Nakabayashi, the director of the Institute of Library and Information Science (Toshokan Kenkyujo) gave a talk on the history of Japanese libraries, with a special focus on the NDL. This was followed by a welcoming party where we had a chance to chat with our hosts and get to know each other.

2/18 Tuesday (*NDL*)
Mr. Shozo Nakano, Head of the Books Department, did a presentation on Japanese Academic Publications and Foreign Japanese Libraries. He gave a history and overview of academic publications in Japan, their types and sources; he also covered the types of researchers in Japan and abroad that use these publications. He stressed the need for consumers of information on Japan to make their needs known to publishers and other information sources in Japan.

Mr. Mikio Wanaka, the Assistant Chief of the Book Processing Division in the Books Department, discussed the production and use of the Japan/MARC (Machine Readable Cataloging) database by the NDL. He covered the philosophy behind Japan/MARC, the conditions under which the database was constructed, the characteristics of the Japan/MARC format, and plans for its revision. He also mentioned that NDL will be using the new cataloging rules beginning in 1998.

2/19-2/20 Wednesday-Thursday (*NACSIS*)
The NACSIS portion of our training was conducted at the home offices of the NACSIS system in Tokyo. After a brief introduction of the function of NACSIS and its online databases on academic information, we were introduced to a video on the history and the current function of NACSIS. The main topics covered were the various modes of the NACSIS database system, called NACSIS-CAT, NACSIS-ILL, and NACSIS-IR.

There were a total of about eight hours of classroom time in the two days of training. Of these eight hours, about half were spent in the computer lab either viewing demonstrations or doing "hands-on" practice. The time for hands-on practice was about two to three hours over the two days. NACSIS prepared a very detailed manual to go along with the hands-on training. The
NACSIS-CAT system for inputting bibliographic information was explained, and we were given a chance to work with inputting data in this system. The NACSIS-ILL system was also outlined. There was a lecture explaining how and to what extent the system is currently used. Finally, the NACSIS-IR system was discussed, and we were given a chance to practice using it. These sessions were informative and useful. We were also able to ask questions. For U.S. users, one bit of good news was that the internet connection used by NACSIS is slated to be upgraded by late 1997, greatly increasing its speed.

NACSIS-ELS, the new "electronic library service" to begin in April 1997 is a database for document delivery of journal articles for a limited number of journals. NACSIS-ELS will only be available in Japan at first, but NACSIS plans to offer it to overseas users after 1998.

The last session at NACSIS covered how to use NACSIS databases from overseas, including an explanation of methods of payment. In February, NACSIS sent detailed information about this and application forms to U.S. libraries through the Committee on Public Services of CEAL.

Our group was hosted for lunch on the first day by the Director of NACSIS and other NACSIS officials. At lunch, there were self-introductions by the staff and participants. On the second and last day at NACSIS, a banquet was held after the completion of our training.

2/21 Friday (NDL)
The participants were divided into two groups for the February 21st and 24th sessions: Group A concentrated on "gray literature" (Pamphlets and other hard to collect ephemera produced by the government), while Group B studied Preservation of Materials. Eight participants, including Rob Britt, were in Group A, and the other three participants, including Yasuko Makino, were in group B.

Group A:
Ms. Hiroko Takagi of the Government Publications Department of the NDL discussed the many different types of government documents in Japan, such as administrative reports, planning reports, statistical research reports, and widely distributed information like the government gazette. She also introduced the ways in which the information in these kinds of reports is being distributed over the internet, and indexed in government and private databases. Her handout listed these resources and explained how to connect to them.

Mr. Katsuhiko Tanaka of the NDL Reference Department lectured on the history of publications that record statistical data on the government and economics of Japan. Mr. Tanaka introduced many examples of statistical publications from Japanese history, and explained the changes in these publications over the years.

Group B:
Mr. Masao Shibuya, the Assistant to the Section Head of Preservation at the NDL, discussed the change in the principles of preservation over the years from pure preservation to preservation for use, from repair to prevention, and most importantly, reversible preservation and keeping detailed...
records for each preservation job done to individual items. Other staff in the Preservation Division gave actual demonstrations of different types of repairs done within the NDL.

Chronology: Week Two

2/24 Monday (NDL)

Group A:
The discussion of gray literature continued, with Mr. Hiroshi Kato of the Reference Department speaking about statistical materials. In the afternoon, we moved to the Government Documents Room of the NDL, where Ms. Riyako Moriyama of the Government Publications Department showed the group many examples of government documents collected by the NDL, and discussed the characteristics of these publications.

Group B:

Ms. Yumiko Mashima, rare book specialist of the Rare Book Division at the NDL, introduced us to various samples of rare books, reference tools, and bibliographies of rare books. She also discussed methods of purchasing rare books at the NDL. She took us to see various rare books in the rare book storage section of the NDL.

2/25 Tuesday (Hitachi, Ltd.)

This day's sessions took place at the offices of Hitachi, Ltd. First, Ms. Reiko Sakagawa of the Japan Library Association (JLA) reported on the history of the JLA, and its current situation. The JLA was established in 1895. There are 6500 individual members, and 2,500 institutional members. She stressed the need for international exchange. Ms. Shoko Matsui of Sugino Women's University in Tokyo, a college of fashion and design, then discussed her library's database utilizing J-BISC (Japan MARC on CD-ROM). This database features images (photographs and drawings) relating to fashion. She also covered the use of J-BISC as a selection tool.

The JLA hosted a lunch attended by the TPJL group members, Hitachi representatives, and other participants in the day's sessions. After lunch, we were shown a demonstration of Japanese library databases on the World Wide Web. Following that, there was a hands-on computer session in which the fundamentals of J-BISC were introduced, and we had a chance to do some searching in J-BISC for Windows.

2/26 Wednesday (NDL)
The first morning session covered Japanese reference materials, and was presented by Ms. Kiyoko Murakami of the NDL Reference Department. Ms. Murakami presented a wide range of reference tools often used in her work, and explained the particular usefulness of each. In the second morning session, Mr. Orita and Mr. Matsuura of the NDL Acquisitions Department discussed the acquisition by the NDL of Japan-related materials published outside Japan. NDL has comprehensive coverage of this type of material.
In the afternoon, there was an NDL panel discussion titled "Digital Information and Electronic Library Service," presented by Mr. Yasue of the Planning Department, Mr. Utsu of the Acquisitions Department, Mr. Tomihisa of the Cataloging Department, and Ms. Matsutani of the Special Materials Department. The panel introduced the many CD-ROM publications that have come out in recent years, such as CD-ROM versions of Japanese government "White Papers", the index to Japanese periodicals issued by NDL, indexes to legal cases, and many others. The panel also stressed the importance of the new Kansai branch of the NDL, which will help to speed and broaden access to these and many other electronic information resources.

After that, representatives of Japan Publications Trading Co., LTD (JPT) picked up members of our group and took us to the JPT offices for a tour and discussion of their operations. JPT then hosted a dinner for TPJL group members, also attended by Ms. Sakagawa of the JLA.

2/27 Thursday (NDL)
The morning session was devoted to touring two parts of the NDL operation. First, we visited the Acquisitions Department, where the "nohon" system (whereby specimen copies of all books published in Japan are deposited, as stipulated by law, with the NDL) was explained and discussed. This was followed by a demonstration of the receipt of a new book and its entry by staff into the on-line computer system. Staff members responsible for various aspects of the check-in of new monographs also showed us their operations. We also toured the serials check-in facility, where the various sources for serial publications received by the NDL were discussed, followed by an explanation of the check-in procedure for an issue of a serial publication. This operation was recently computerized; a manual check-in card was shown us, and the corresponding computer screen for the new computerized check-in system was displayed.

In the afternoon, a panel discussion by members of TPJL plus one other panelist, entitled "Networking Among Japanese Research Libraries in Japan and Europe" was presented. Panel members were Ms. Izumi K. Tytler, Yasuko Makino, Rob Britt, Ms. Yumiko Tsuji, Mr. Takayasu Miyakawada of the Mitsubishi Research Institute and the NCC as the discussant, and Ms. Izumi Koide, the Librarian of the IHJ, as the moderator. Ms. Tytler spoke first on England's "Japan Library Group," an association of Japanese librarians, and then on EAJRS, the European Association of Japanese Resources Specialists. Yasuko Makino introduced the history and development of CEAL, focusing on the activities of the Committee on Japanese Materials in recent years. Rob Britt discussed the current state of CEAL, especially with regard to the use of electronic mail and the CEAL web site to improve communication among librarians. He also touched on the use of email for Inter-Library Loan requests from American libraries to Japan. Ms. Tsuji discussed the development of the National CJK Service Chinese, Japanese, and Korean bibliographic database at the National Library of Australia. This system is capable of displaying Chinese, Japanese, and Korean scripts in bibliographic records, and provides also for the input of these scripts. Finally, Mr. Miyakawa talked about the history of cooperative networking efforts in Japanese librarianship internationally. He stressed the need to continue and expand this type of work, especially in the areas of librarian training, cooperative collection development, and retrospective conversion of library catalogs to a computerized format. This concluded the panel discussion on networking, which was well-attended by many Japanese librarians and the staff of NDL and JF.
Finally, Mr. Moroya of the Japan Private University Libraries Association, discussed the exchange of duplicates among private universities in Japan and between these universities and libraries in foreign countries. He suggested ways the international exchange of duplicates could be facilitated.

2/28 Friday (NDL)
In the first morning session, members of the NDL International Cooperation Department discussed the NDL's procedures for Inter-Library Loan and various problems and issues, such as copyright. In the second morning session, Ms. Tamiko Kato of the United States Library of Congress Japan Documentation Center (JDC) Tokyo Collection Facility spoke about her work and the work of the JDC in general in collecting, cataloging, and providing English abstracts and English subject access to gray literature produced by Japanese government and industry.

As this was the last day of our groups' NDL sessions, the afternoon was devoted to summing up and evaluating the two-week training session. Each member of the TPJL was given a chance to evaluate the training, followed by comments by most of the presenters and organizers from the NDL. This was followed in the evening by a reception at the NDL.

Chronology: Week Three (Site Visits)

3/3 Monday
Kokuritsu Kobunshokan (The National Archives)
Mr. Takahashi of the Cabinet Library (Naikaku Bunko) explained that the archive houses one million volumes. Currently, a depository in Tsukuba is being planned. It is to be completed by 1998. Only the collections originating with the Cabinet Library will remain in the current location, according to Mr. Takahashi. Each government ministry is allowed to transfer 20,000 volumes of current documents. These documents are fumigated and stored, retaining the order of arrangement in each ministry. Mr. Takahashi also mentioned that over 5,000 users come to the archive every year. Anyone over 20 years of age who has a serious purpose for studying the documents is given access to the collection. Archival documents may be microfilmed or sent to another institution for use only if the head librarian of the institution makes a formal request to the Head of the National Archives.

The Reading Room Chief, Mr. Yamamoto, introduced us to the National Archives by showing us a video that described the procedures and rules for patrons using the collection. After that, we were shown the Book Preservation Department, where specialists were restoring ancient texts. We were then given a tour of the collection, which includes thousands of rare books and manuscripts, including wooden boxes containing ancient hand-written documents. We also saw the more recent public documents, which are generally made public thirty years after they are issued.

Gaimusho Gaiko Shiryokan (Ministry of Foreign Affairs Diplomatic Records Office)
Mr. Nakajima, the Deputy Librarian, and several other staff members of the Diplomatic Records Office introduced us to the work they do, some of publications relating to diplomatic records, and how to access information in the Office. All reference questions from overseas should be directed
to the nearest Consulate General of Japan. They also suggested first consulting "Nihon Gaiko Bunsho," in order to make an effective use of their collection. As a general rule, pre-war materials can be seen in original form, and post-war materials are in microform.

We were then shown the Office's public display of important diplomatic records, including a copy of the treaty of surrender that ended World War II, a personal message to the Tokugawa shogun sent by Napoleon III of France in 1863, and many other important documents.

3/4 Tuesday
Kokubungaku Kenkyu Shiryokan (National Institute of Japanese Literature)
This organization is responsible for collecting and preserving the ancient, medieval, early modern, and specialized literary documents from Japan's rich literary and artistic tradition. The library owns many original documents, scrolls, and prints, but their main goal is to collect materials in microform. Currently, the Institute owns over a quarter of a million items in micro-format. In addition, both text documents and prints are being scanned into an image database that makes this information available on the internet for scholars throughout Japan and the world. The institute is widening its scope to include materials of the literature of the Meiji period. This is good news for Japanese librarians and scholars.

We were shown the library's current exhibit of original literary texts from the Heian period (794-1185 AD), we saw the reading room, and we were also shown a selection of some of the most rare and colorful holdings of the library, including a book of beautiful woodblock prints of natural scenes. The staff then hosted a lunch at which the members of the TPJL introduced themselves, and we had a chance to chat with the staff.

Kagaku Gijutsu Shinko Jigyodan (JICST) (Japan Science and Technology Corporation, Information Center For Science and Technology)
JICST is an organization that provides a number of services relating to research in the areas of science and technology. At JICST, we were introduced to some of these services through presentations and demonstrations. JOIS, the JICST On-line Information System, includes science and technological databases in both English and Japanese that can be accessed from anywhere in the world. JICST also provides document delivery and translation services, including machine translation services (called "JISCST-E"). Machine translation services are done only through Internet. JICST indexes both Japanese and foreign journals, conference proceedings, technical reports, and other materials. Copies of articles can be ordered through JOIS Online.

3/5 Wednesday (Free)
This day was spent by most trainees visiting Japanese dealers and other libraries and institutions which were not included among the sites in the regular program.

3/6 Thursday
Seifu Shiryo-to Fuyku Chosakai (Government Data Research Center of Japan)
Mr. Katsuyuki Onishi, the Executive Managing Director, introduced us to this non-profit organization's activities over tea and coffee in their offices. GDRC receives part of its budget
from the government of Japan. It has thirteen employees, and over 500 members, including universities and public libraries. Their mission is to collect all kinds of "gray" literature from many different branches of Japanese government. Mr. Onishi discussed the many difficulties encountered by his staff, including tracking down the source of obscure reports, and convincing committee members to share a copy with them. Contacts in all the different departments have to be developed over a long period of time in order to ensure availability of documents. Staff members often have to pick up reports in person. After a question and answer period, we went to lunch in a neighborhood restaurant with some of the staff of the GDRC and were able to continue our conversation there.

**Keio Gijika Daigaku Mita Media Senta (The Media Center of the Mita Campus of Keio University)**

At Keio, Ms. Miyagi (a librarian) gave us an overview of their organization and its history. The Media Center comprises the University's Computer Services Department, Audio-Visual and Digital Information Section of the Library, and the Library itself. About ten years ago, the library retrospectively converted its catalog to digital format. Ms. Miyagi gave us a tour of the operation, including the reading rooms, library work rooms, and the rare book room, where we were shown some ancient Buddhist manuscripts. After that, we were shown a demonstration of a virtual reality project currently being developed at the Computer Center on the Fujisawa Campus of Keio University, called the Humanities Media Interface Project (HUMI). Our demonstration was a virtual reality version of the Guttenberg Bible. On a very wide screen, the Bible could be viewed from all sides, opened, and read as if it were a real book; the HUMI project developers hope that virtual reality will provide a very useful means to preserve and at the same time make available rare and fragile documents, art work, or other items.

**3/7 Friday (International House of Japan)**

On this last day of the TPJL training, representatives of the hosting organizations (NDL, JF, and IHJ) met us at the International House for an evaluation meeting, closing ceremony, and reception. At the Evaluation meeting we were encouraged to give our opinions about the training. The consensus of the TPJL participants was that the three weeks of activities had been very successful and useful. Participants unanimously endorsed the idea of having a chance to get to know Japanese librarians from around the world. The opportunity to share experiences with this wonderful group of colleagues was unique and extremely valuable. The cooperation of the hosting agencies and their hard work and thoughtfulness in creating a stimulating program for the participants was also recognized and highly praised. The participants also agreed that more "hands-on" activities and fewer lecture sessions would improve future training programs.

After the evaluation meeting, a formal closing ceremony was held, at which each participant was awarded a certificate of completion, signed by representatives from the NDL. This was followed by a reception attended by librarians from the NDL, the staffs of the JF, NACSIS, the IHJ, and the JLA, and many others from the organizations that facilitated the TPJL program. Yasuko Makino spoke, expressing the appreciation of the trainees.
Conclusion
The training program was carefully planned and executed by excellent lecturers and trainers. The well-coordinated cooperation among the hosting agencies was admirable, and created a truly useful and stimulating program for the trainees. This training gave us a superb opportunity to be acquainted with resources and information available in Japan and to establish personal connections with Japanese libraries and librarians and with other resources and information centers in Japan. We both appreciated this wonderful opportunity for professional growth and the chance to build a truly global network of Japanese studies librarians. The TPJL was a wonderful experience, and it was valuable to us in many ways both personally and professionally.

The introduction to the organization and personnel of the National Diet Library of Japan will give us useful contacts for future needs, such as inter-library loan and exchanges. The two days at NACSIS was important for giving us insight into how this vital database provider operates; it familiarized us with their organization and staff at a time when we are really becoming dependent on their services. The valuable and superb training by top-notch specialists in the field at the NDL and in other organizations gave us a sound background and equipped us to build our knowledge in order to serve our patrons better.

We trust this training is to be repeated, and hope many more of us can participate in this excellent program in the years to come. Most of all, both of us thoroughly enjoyed and appreciated all the members of the TPJL. The opportunity to share experiences with this extraordinary group was truly a pleasure, and we hope to keep in contact with the other members in the future. All-in-all, we feel extremely fortunate to have been given the chance to participate in this worthwhile program.

Robert R. Britt and Yasuko Makino