Specialized Archival and Library Resources for the Study of East Asia Within the Mid-Atlantic Region

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ARTICLES

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The above is the collective title given to five separate papers read at a special panel of the 6th Annual Meeting of the Mid-Atlantic Region/Association for Asian Studies held at Princeton University October 29-30, 1977. Two of these papers were published in the preceding issue of the Bulletin; the remaining three papers appear below.

III. Publications and Unpublished Materials from the Allied Occupation of Japan Within the East Asia Collection, McKeldin Library, University of Maryland, College Park

Frank J. Shulman
University of Maryland

A vast array of Japanese-language books, magazines, newspapers, pamphlets, news photographs, political posters, and other types of published and unpublished material from the Allied Occupation of Japan are currently found at the McKeldin Library in College Park. Known informally as the "Prange Collection" because Professor Gordon W. Prange acquired them on behalf of the University of Maryland with the assistance of Major General Charles A. Willoughby, most of these materials once constituted the files of the Civil Censorship Detachment (CCD), Press Publication and Broadcasting Section of SCAP. Between 1945 and 1949, the CCD had the responsibility for scrutinizing all Japanese publications in order to insure their adherence to the strict censorship codes which SCAP had set up to reform Japan and to eliminate all resistance to Allied policies. Japanese publishers were required to submit copies of everything that they intended to print for public consumption, and after being examined, these items were kept on file within the CCD offices. When censorship came to an end in 1949, arrangements were made to ship these same files directly to the University of Maryland. Here they have been gradually processed by the library and increasingly made available for scholarly use and research. A recently awarded three-year grant of $117,079 from the National Endowment for the Humanities will considerably speed up their processing.

The entire collection at Maryland constitutes a reasonably complete publications record for Japan over a four-year period. These library holdings can presently be described and categorized best under five headings: (1) censored materials; (2) monographs and pamphlets; (3) magazines; (4) newspapers; and (5) related English-language materials.

1. Censored Materials Consisting of twenty file cabinets of book-length manuscripts and selected periodical articles submitted for pre-publication or post-publication censorship, these are items of which SCAP disapproved in their original form. Certain books and articles were suppressed entirely or underwent extensive deletions because they extolled militaristic,
ultranationalistic, or rightist views. Others were censored because they advocated radical Communism, failed to support the programs and policies of SCAP, or were critical in some direct or indirect way of the Allies. For example, an article by Minobe Ryōkichi (the present governor of Tokyo), entitled Kigyō no kokuyū to sekai keizai (Nationalization of Industry and the World Economy), prepared for publication in the February 1947 issue of Sekai, was ordered rewritten because significant portions were deemed critical of Great Britain (an Ally). An accurate news report about a local epidemic of dysentery written for the September 22, 1947 issue of Shin hōchi, in turn was suppressed because SCAP officials feared that it could incite unrest among the newspaper's readers. Accompanying many of these censored publications are English-language working papers which describe and translate objectionable passages and which specify the actions taken by the censors in each case. By examining them, as Jim Hopewell has done in his article "Press Censorship: A Case Study," one can quickly appreciate the extent to which General MacArthur and his staff sought to limit freedom of expression in postwar Japan. The documents at the McKeldin Library are almost entirely intact and are not duplicated anywhere else. They have been completely processed—although no listing of them has yet been prepared—and are arranged alphabetically by title of periodical or book. While there are restrictions on photocopying and publishing them, they are not classified and are all available for legitimate scholarly use.

(2) Monographs and Pamphlets The book collection contains works in virtually every conceivable subject area such as law, economics, agriculture, literature, education, science and technology, geography, and even children's literature. There may be as many as 45,000 books and pamphlets in all. Of particular significance are the several thousand first editions of contemporary literature ranging from novels by the Nobel laureate Kawabata Yasunari and by Tanizaki Junichirō to volumes of poetry composed by high school students. The works in the area of education include postwar textbooks and reflect the lively debates of that time on the rewriting of the past. The volumes on economic affairs discuss land tenure, peasant uprisings, capitalism, and the postwar economy and outlook. The East Asia Collection has pursued a policy since the 1960s of incorporating all of these books into its general library holdings at the time they are cataloged and of placing them on open shelves. The estimated 11-12,000 volumes that have already been fully processed are now readily accessible through the library's public card catalog and may be borrowed through interlibrary loan. Of these, over half deal with literature. The remaining volumes include comparatively large numbers of books in the areas of economics and sociology, religion and philosophy, history, and politics. The very extensive uncataloged backlog is arranged on shelves by broad subject category—as noted in the table on the following page—and bona fide researchers are welcome to browse the shelves and to use these publications within the McKeldin Library.
UNCATALOGED BACKLOG OF JAPANESE-LANGUAGE PUBLICATIONS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number of Linear Shelf Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Forestry</td>
<td>78</td>
</tr>
<tr>
<td>Asian History and Civilization</td>
<td>60</td>
</tr>
<tr>
<td>Bibliography and Reference</td>
<td>3</td>
</tr>
<tr>
<td>Children's and Teenager's Books</td>
<td>210</td>
</tr>
<tr>
<td>Economics</td>
<td>96</td>
</tr>
<tr>
<td>Education</td>
<td>102</td>
</tr>
<tr>
<td>English-Language Books</td>
<td>6</td>
</tr>
<tr>
<td>Law</td>
<td>152</td>
</tr>
<tr>
<td>Literature</td>
<td>279</td>
</tr>
<tr>
<td>Music</td>
<td>36</td>
</tr>
<tr>
<td>Non-Asian Subjects</td>
<td>76</td>
</tr>
<tr>
<td>Recreation, Sports, and Family Life</td>
<td>132</td>
</tr>
<tr>
<td>Religion and Philosophy</td>
<td>20</td>
</tr>
<tr>
<td>Science and Technology</td>
<td>436</td>
</tr>
<tr>
<td>Textbooks</td>
<td>216</td>
</tr>
<tr>
<td>Translations from Western Languages</td>
<td>190</td>
</tr>
<tr>
<td>Miscellaneous Subjects</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,107</td>
</tr>
</tbody>
</table>

Note: One linear shelf foot contains between 10 and 40 books and pamphlets.

(3) Magazines  The East Asia Collection owns approximately 11,000 periodical titles from the Occupation years. These cover virtually every topic of interest. In some cases, only one or two issues of a particular journal are available, in other cases, an unbroken run from the years 1946-1949 may be found within the library. Many of these magazines were stencilled—rather than printed—and their distribution was clearly limited. Others may no longer be available in Japan because the copies, published during a period of extreme shortages, were subsequently recycled for their paper content or destroyed through the ravages of time. A holdings card has been prepared for each magazine title. Containing basic bibliographical information in both Japanese and English (e.g., the title, place of publication, publisher, and a listing of the specific issues held at the University of Maryland), these cards have been arranged in alphabetical order and form the basis of a reference work scheduled for publication by the Tokyo-based Shuppan Nyūsuasha in 1979. When it appears, it should serve not only as a guide to the materials at Maryland but also as a supplement to existing Japanese national bibliographies. All of these magazines—kept in a locked, caged area for reasons of security—and the related bibliographical card files may now be consulted in College Park.

(4) Newspapers  The East Asia Collection has 11-12,000 titles of daily and non-daily, local and national newspapers: major national publications such as the Asahi shimbun; local newspapers (chihōshi) such as the daily Kumamoto minyō shimbun and the Gekiryū, the latter a mimeographed Communist newspaper from Okayama City; the organs of political parties, labor groups, farm cooperatives, literary societies, and educational organizations; and youth and
horse-racing newspapers. As in the case of the magazines, McKeldin Library holdings range from single issues to extensive runs of individual titles. Certain newspapers show signs of very heavy censorship, but the majority were routinely passed by the CCD. Understandably, all are valuable sources of detailed information about immediate postwar Japanese life. Ongoing efforts to sort and arrange these newspapers have led to the preparation of a still incomplete bibliographical listing of holdings cards which may eventually be published in book form. Most of the papers were printed on paper of poor quality and are becoming increasingly fragile and brittle with age. Until they are microfilmed, therefore, access must be restricted to individuals who can demonstrate a critical need for consulting them. Housed together with these newspapers in a locked area is a processed collection of news service dispatches (from such agencies as Dōmei, Kokusai, Kyōdō, Jiji, and Rengō—the Japanese counterparts of the Associated Press and the United Press International. They presently occupy 363 linear shelf feet of space and may be consulted by interested individuals.

(5) Related English-Language Materials The East Asia Collection also contains ancillary or related materials in the English language which date from World War II and the Occupation years and which make the holdings of the McKeldin Library even more convenient or self-contained for researchers. There are, for instance, translations of Japanese documents taken in battle within the Southwest Pacific area, press translations (dating mainly from 1945 to 1948) of leading newspapers, summaries prepared by SCAP of non-military activities, civil affairs handbooks prepared by the United States Army, stenographic records of meetings of the Allied High Command in Japan, United States Office of Strategic Bombing Survey materials on the interrogation of Japanese officials in 1945, a set of the Tokyo War Crimes Tribunal Records, incoming American and European news services dispatches (which were censored), and extensive runs of the Pacific Stars and Stripes, the Osaka Mainichi, the Nippon Times, and the daily newspaper of the British Commonwealth Occupation Force. The University of Maryland has supplemented some of these newspaper holdings by purchasing microfilm reels for earlier and later periods.

The importance of the McKeldin Library holdings as a whole cannot be overstressed. For the Japanese, it should be remembered, the period of the Allied Occupation of Japan was both an unparalleled experience of conquest and foreign rule and a transitional period perhaps historically as important as the Meiji Restoration. For Americans, it was a time of experimentation in planned and guided change. The mutual influences on social, political, economic, and cultural life and on international relations were profound and will continue to be with us for decades to come. As a result, the East Asia Collection may properly be regarded as an irreplaceable and, in many respects, a unique source of information in Japanese for research not only on the Occupation itself but also on such subjects as American policy towards the defeated Axis powers in general, the origins of Japan's postwar rise to her current position as the world's third leading economic power, and the role and effect of censorship in modern times. The availability of well over 10,000 novels, books of poetry, and other literary works from the late 1940s in one centralized location enables scholars and critics to study important literary trends in considerable depth. Social scientists, in turn, may find especially useful the magazines and pamphlets which touch upon trade-union activities, the postwar Communist movement, the views of Japanese women, the impact of educational reform, and other important areas.
of modern Japanese life. For the mangabon enthusiast, there are even hundreds of comic books written for young children. Although a handbook to the collection will not be published before 1980 and several years are still necessary to process everything, sufficient progress has already been made to enable individuals to use many of these materials effectively.

East Asia Collection, McKeldin Library
University of Maryland
College Park, Maryland 20742
Telephone: (301) 454-2819

Hours: Monday through Friday
8:00 A.M.-6:00 P.M.;
evenings and weekends
by appointment

NOTES:

1. From October, 1946, to June, 1949, Gordon W. Prange served as Chief Historian in the G-2 Historical Section of SCAP and as Head of that section's Pacific Theater Historical Division. In June, 1949, he was promoted to Chief of the entire section, a position he held for two years before resuming his academic career at the University of Maryland.

2. SCAP is the acronym for Supreme Commander for the Allied Forces, the organization through which, in effect, General Douglas MacArthur governed Japan during the immediate postwar period.


4. It should be noted that the Library of Congress owns copies of selected magazines that are not held by the East Asia Collection and that a small but unknown number of other publications cannot presently be found at Maryland for one reason or another.

5. Until late 1947, all publishers submitted materials for examination before their publication. During 1948 and 1949, most—but not all—were permitted to submit items for examination after their publication. For details, see Reports of General MacArthur, Volume 1 Supplement, pp. 239-40.

6. Argus (College Park, Maryland), vol. 6, no. 6 (May 1971), pp. 19-20, 58-64.

7. For details about current photocopying policies and procedures, please contact the East Asia Collection directly. The McKeldin Library does not have any microfilming facilities whatsoever and manpower limitations make it impossible to fill requests for large amounts of xerographing at any one time.

8. The University of Maryland Libraries, it should be noted, use the Library of Congress classification system.

10. The East Asia Collection, it should be noted, recently initiated a policy of assigning high cataloging priority to individual publications which library users ask to have made available for outside use.

11. As of October, 1977, holdings cards exist only for newspaper titles that begin with the letters "A" through "Na". Nearly all of the newspapers have been sorted on a preliminary basis and arranged by title.

12. Approximately 6,500 volumes have already been cataloged and may be found on the open shelves bearing call numbers that begin with the letters "PL".

13. The Allied Occupation of Japan, 1945-1952: An Annotated Bibliography of Western-Language Materials, compiled and edited by Robert E. Ward and Frank Joseph Shulman with the assistance of Masashi Nishihara and Mary Tobin Espey (Chicago: American Library Association, 1974), however, does contain a two-page entry describing the McKeldin Library holdings as a whole as well as several entries for selected English-language materials that specifically refer to materials found within the East Asia Collection. An eight-page mimeographed exhibition "catalog" briefly describing over sixty items that were on display at the McKeldin Library in March, 1977, is also available.
IV. Resources on Twentieth-Century China in Special Collections at the Pennsylvania State University Libraries

Leon J. Stout
Pennsylvania State University

The Special Collections Department of the Pennsylvania State University's Pattee Library consists of three sections: Rare Books and Literary Manuscripts, Pennsylvania Historical Collections and Labor Archives, and the Penn State Collection. The Department exists to serve the research and instructional programs of the University and the national academic community. The primary strengths of the collections are in American, English, and German literature, Pennsylvania history and imprints, the history of the American labor movement and Pennsylvania's industries, and the history of the University and its locale.

The proportion of the collections relating to East Asia is small. In fact, I would imagine it to be typical of most research libraries not specializing in things Asian. As a part of the Rare Books section, there are a number of important European works about Asia from the 17th, 18th, and 19th centuries (a listing is available). These include editions of the Jesuit Relations, Kircher, LeCompte, DuHalde, Maffei, Couto, and others. However, the archival and manuscript materials, which are the subject of this paper, are unique to Penn State.

Three of the collections are interrelated and document aspects of the connection between Penn State and Lingnan University at Canton. These are the Penn State in China Collection, the George Weidman Groff Papers, and the Walter L. Funkhouser Papers. Lingnan University, which still exists as Zhong Shan University, was established by Presbyterians in 1885 as the Christian College of China and was later renamed the Canton Christian College. As with many of China's Christian colleges, it began as a primary school and grew up with the students, offering its first college courses in 1907. In June of that year, G. Weidman Groff graduated in Agriculture from Penn State. He applied to the Presbyterian Missionary Board to be an agricultural missionary, but this sort of work was not yet being done in China. Groff went to Canton in 1907 as a teacher in the Middle School, and began agricultural courses as soon as he arrived. When the University of Nanking was designated China's only College of Agriculture (1914), Canton's president protested that south China had far different agricultural needs than the north and required its own school. Finally, with the support of the Kwangtung provincial government and prominent Cantonese businessmen, Lingnan's School of Agriculture was established in 1921 with Groff as its first Dean.

Groff's friends at Penn State, starting in 1909, organized support for his work through chapel donations. In 1911, this was formalized with the establishment of a Penn State College Mission to China. Groff was designated Penn State's field representative and received regular financial support—usually about $2,000 gold. Over the years, there was more interaction. Starting in 1919, Penn State was able to send a second representative for Lingnan's agricultural faculty—Walter L. Funkhouser. At the same time Chinese students were coming to Penn State for graduate
work and, starting in 1935, Penn State students studied at Lingnan. Penn State's own School of Agriculture also sent considerable amounts of American livestock and seed for breeding and development in south China. As was fairly typical of the Christian Colleges, Penn State was not alone in its mission support of Lingnan. Seven other schools supported field representatives on its faculty, with Kansas State also aiding Lingnan's Agricultural School.

The Penn State in China Collection (5 1/2 lin. ft.) consists of records and correspondence from three sources. The American Board of Trustees has donated material concerning agriculture, Groff, Penn State, and other topics covering the period 1910-1958. There are also minutes, correspondence, and other records of the Penn State in China Committee (the successor group to the Penn State College Mission to China) from 1910-1958. Finally there is considerable correspondence between Groff and his Penn State associates Dean of Agriculture Ralph Watts, Professor of Agricultural Education Henry S. Brunner, and Richard E. Pride, who succeeded Groff as Professor of Horticulture at Lingnan.

The Funkhouser Papers (800 items) date from the 1919-1922 period at Lingnan when the Penn State graduate served on the faculty as an Instructor of Animal Husbandry. His diary, long letters, and more than 200 photographs give an excellent portrait of life at the College and around Canton.

The Groff Papers (77 lin. ft.) are quite different from these other collections. They represent the scientific output of Groff's forty-year effort to increase Western knowledge of Chinese plant life. Groff had been working in this area under U. S. Department of Agriculture auspices from before 1918 and produced a Chinese Index to Botanical Names of Kwangtung Plants in 1919. The more than 10,000 index folders in this collection give information on names, environment, growth, and use of Chinese plants in taxonomic order. There are also copies of a number of important early works on Chinese botany (translations of some going back to the 11th century), a complete run of Groff's publications and unpublished work, and materials relating to his plant exchange station in Florida where he carried on the work of "transplanting" new and useful plants between China and America.

Another important collection is the Chinese hydraulics materials (1 1/2 lin. ft.). This collection stems from the Chinese government's Yellow River Project, begun in 1947 with material and technical aid from the United Nations Relief and Rehabilitation Administration. The sources of the time describe this as one of the largest and most difficult engineering feats ever undertaken in China. Simply put, the object was to move the mouth of the Yellow River 200 miles back from northern Kiangsu to northern Shantung, where it had rested since 1854. As is well known, KMT troops dynamited the dike a few miles below the Hankow railroad bridge in 1938 to stall a Japanese advance on Kaifeng. With the breaching, the Yellow River swept southeastward to the Huai River, completely swamping the latter and washing away its dikes. Altogether 6 million people were displaced, 11,000 square miles flooded, and 1 1/2 million tons of crops were destroyed. The project involved building a dam across the mile-long breach, strengthening almost 800 miles of levee, and resettling the 400,000 people who had been farming the old river bed since 1938. In spite of the Civil War, the project was completed with grudging KMT-CCP cooperation in 1947. The collection features a series of
technical reports and maps describing all aspects of the Yellow River's history and condition, as well as other materials including some of the earliest Western scientific work on flooding, bridges, and hydrology in north China from 1919 to 1940.

The final collection which bears mention here is the Harrington Emerson Papers (25 lin. ft.). Emerson was one of America's first efficiency experts. His background was in what we would today term industrial engineering in the fields of mining, transportation, and communication. He served as a consultant for hundreds of companies and for governmental railroads in Latin America, Europe, and Asia. I believe the following quotation from his own vita illustrates how far his interests ventured:

One of my first studies, made in 1900, was as to the place and possibilities of submarines in future warfare. The substance of my report, purchased by the Russian Embassy in Washington, was that a submarine, equipped with Diesel engines, could travel at a slow speed for 20,000 miles without refueling, and that submarines stationed at strategic points in the ocean and along trade routes could be very destructive of an enemy's shipping.

The Emerson Papers are now being processed, and at this point it is difficult to determine the full extent of his association with China. Correspondence between Emerson and Sun Fo, Minister of Railways, has come to light as well as his recommendations for the development of communications and transportation in China, dated July, 1929. Basically, Emerson proposed to establish a Liaison-Operating Organization of counselors. This group would capitalize itself and oversee the construction and operation of 100,000 miles of new railway, improve one million miles of roads, and install a wireless network to serve China, all for the price of ten billion pounds ultimately. In Emerson's words, he sought to implement the "practical installation of the Principles of Dr. Sun Yat-sen." He also noted that he was "in full agreement with the specific recommendations of Herbert Spencer respecting the development of the Oriental Asiatic peoples and their relations with the Western industrial nations."

In conclusion, some comments on the utility of these collections. First, it should be noted that virtually all of the material is in English. There are scattered Chinese works in the Groff and Hydraulics collections. The Penn State in China materials go beyond our parochial interests in them. For researchers concerned with modern agricultural development in China, this certainly would be an important source. Those interested in a closer study of Lingnan University would profit from this collection, as well as from the Funkhouser Papers. The Groff Papers have been of international interest to botanists, but might also prove of value to anyone researching the UNRRA's history in China, since Groff spent his last years in China with that organization. Similarly, the UNRRA researcher would certainly want to consider the Hydraulics collection, as would any scholar investigating flooding and its impact on the north China Plain. Lastly, Emerson's papers may well prove to be of value to scholars of the Republican period, although further work on this collection will be necessary to determine this.

Scope and contents notes are available for Penn State in China and Chinese
Hydraulics: Funkhouser and Emerson are in process and will have finding aids in the near future. For information on Groff see: Brunner, Henry S. Report on the G. Weidman Groff Collection, University Park, Pennsylvania, 1961. (502 pp.)

V. The Holdings of the Japan Documentation Center
East Asian Institute, Columbia University, New York City

Tamiyo Togasaki

The Japan Documentation Center was established in 1970 by the East Asian Institute of Columbia University in response to the ever-increasing need for current, fugitive social science materials on modern Japan. It is housed in the Lehman Library in the International Affairs Building of Columbia University. It serves primarily the academic community at Columbia, but because of its location in New York City, use by those outside the University is considerable. Various business organizations, including the media, law firms, and consulting companies, make use of its resources.

The East Asian Library of Columbia University in Kent Hall is one of the major collections of East Asian materials in this country, and its research resources on Japan, both in English and Japanese, cover a wide range of subjects. The Japan Documentation Center is designed to complement the basic collection of social science monographs and periodicals maintained in the East Asian Library by concentrating its efforts upon collecting in-depth so called "fugitive" materials that are hard to identify and obtain. As part of the total university library system, the JDC coordinates its efforts not only with the East Asian Library but also with the libraries of the various professional schools in Columbia, including the Document Service Center, a U. S. Federal documents depository, which is housed in the same building. Such an arrangement is of no small advantage to the bibliographer, for by it he is made aware of the breadth of research materials currently coming out on Japan, and more importantly, it makes it possible for him to carry out the specialized functions of JDC while avoiding duplication with other libraries on the Columbia campus.

COLLECTION AND ACQUISITION

The total holdings of the JDC number roughly 5,200 titles. Japanese-language materials comprise about three-quarters of the collection; the remainder being materials in the English language. Although the JDC makes no conscious effort
to acquire materials in languages other than Japanese and English, it maintains contact with similar documentation centers in Europe and other parts of the world. Thus some materials in French, German, and other languages are included in its collection, but their number is minimal.

The emphasis of JDC is on current acquisitions, and most of the materials in its collection predate 1970. Typically, these materials are of the following kinds: seminar and conference reports; in-house publications and not-for-sale items made available by governmental and non-governmental organizations; and papers and documents of political parties and labor unions. The Center also holds reports from some thirty different banks, security houses, and institutions which provide information on the Japanese economy, its general trends and forecasts, and on different industries and individual companies. A newsletter, prepared periodically by the JDC, shows recent examples of such acquisitions.

JDC's collection policy reflects the research needs of the East Asian Institute, but is by no means limited to them. At present, the collection is not intended to be all-inclusive in its social science coverage, which is governed by such factors as available staff time and financial limitations. History, law, anthropology, ethnology, and psychology are not included.

Although one of the JDC's objectives is to identify and acquire "hard-to-get" materials, this is not easy to achieve, for it requires a constant vigil on the part of the bibliographer over a wide range of bibliographic tools and information sources, and the maintenance of continuing contacts with various specialists and agencies both in the U. S. and in Japan.

The Japan Documentation Center formerly retained the services of the Japan Center for International Exchange in Tokyo to assist in the collecting and shipping of materials to New York. Because of the JCIE's direct contacts by phone with agencies and its ability to call for materials in person, this arrangement served to cut down considerably on time spent for ordering. The relationship with JCIE proved particularly helpful in building the Center's basic collection and in establishing contact with a large number of Japanese organizations. There were definite advantages to having a clearing-house in Tokyo, but the costs involved were considerable, and the JDC now relies almost entirely on direct solicitation of materials.

At present, aggressive solicitation by letter has yielded considerable results; about one half of such letters have brought favorable response. The Center maintains an active and cordial relationship with many Japanese sources and tries to reciprocate by the exchange of materials. Its location in New York City, a center of business and cultural activities, has proven to be advantageous in the acquisition of both Japanese and Western-language materials.

Materials are solicited by phone, and contacts have been established which are often mutually beneficial. Visiting scholars and specialists from many parts of the country and from Japan who come to the Institute and the University are another source of valuable information.

As stated above, time is an important factor in the acquisition process, as more often than not documentary sources are limited in quantity and period of availability. More important, however, is the need to provide
quick access for JDC readers. The need of social scientists to have up-to-date materials, whether they be statistical sources or documentary materials, is very real indeed. The importance of prompt availability cannot be over-emphasized. Thus, one of the important functions of the Documentation Center has been to make materials available speedily without losing basic bibliographic control. The average time between the receipt of a document and its availability to a reader is one week or even less.

ORGANIZATION AND BIBLIOGRAPHIC CONTROL

The JDC collection is essentially a browsing collection with a subject approach. The materials are classified by the Nippon Decimal Classification System which is currently used for Japanese materials in the East Asian Library at Kent Hall. The materials are arranged on the shelf regardless of their format and language, using "a box on the shelf" arrangement, which we find preferable to vertical files. Government publications, which occupy approximately one third of the collection, include commercially available white papers and surveys. With some exceptions, they are grouped by Ministry, in the order designated by the Government Organizational Manual. Non-governmental publications are classified and arranged by subject. Conference papers are also classified by subject, and are retrievable both through the conference title and author's name. It is JDC policy to withdraw conference papers when they become available in book form.

Bibliographic control is achieved by means of 1) a shelf list, 2) a serials catalog, 3) a subject guide of thesaurus nature, and 4) an author catalog for English titles only. These do not provide perfect bibliographic control in the conventional library sense, but they are adequate and allow for speedy processing. Although weeding and transfer of items to the permanent collection in Kent Hall will in the future stabilize the JDC size at about 6,000 or fewer items, it may be necessary at some time to establish a machine controlled system. However, discussion of automated methods of control will apply to libraries as a whole, and the future role of documentation centers will be defined as part of the national network.

The JDC staff welcomes any information and suggestions, and would be most grateful for any help from scholars in identifying relevant material to be added to the collection.

Japan Documentation Center
International Affairs Building
Columbia University
420 West 118th Street
New York, New York 10027

Hours: Monday through Friday
9:00 a.m. - 5:00 p.m.

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