Committee Activities

Hideyuki Morimoto

Teresa Mei

Taemin Park

Fung-yin Simpson

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**COMMITTEE ACTIVITIES**

**CEAL COMMITTEE ON JAPANESE MATERIALS**

**ANNUAL REPORT, 2000**

Introduction

Following the recent pattern, this present annual report of the CEAL Committee on Japanese Materials (CJM) covers entire calendar year 2000, *i.e.*, from January 2000 to December 2000.

In its second year of the Committee cycle, CJM has made much progress in several ways. This present CJM annual report from 2000 is organized around the following topics: (1) Committee membership; (2) Committee annual sessions; (3) Committee workshop; (4) Committee activities; (5) functions within CEAL; and (6) collaboration with relevant external individuals and organizations.

1. Committee Membership

The CJM membership structure remained intact during the entire calendar year 2000, the period covered by this present annual report, as was initially approved for cycle 1999-2002 by the CEAL Executive Committee in summer 1999. It was:

- Frank L. Chance, Princeton University;
- Scott Edward Harrison, University of Washington;
- Toshie Marra, University of California, Los Angeles;
- William B. McCloy (Ex Officio), University of Washington;
- Kuniko Yamada McVey, Harvard University;
- Hideyuki Morimoto (Chair), University of California, Berkeley; and
- Yuki Nagano, International Christian University (Japan).

2. Committee Annual Sessions

The 2000 CJM annual session was held on 9 March 2000 in San Diego. Mr. Keita Goto of the University of Kyoto made a presentation entitled "Scanned Image Data of Rare Materials for the Kyoto University Digital Library"; Mr. Noboru Takahashi of Waseda University delivered a presentation entitled "International ILL Operations in Japan: The Case of Waseda University Library"; Ms. Reiko Yoshimura provided a highlight of "Workshop on Early Japanese Illustrated Books (2000 : Freer Gallery of Art)"; and Ms. Sachië Noguchi of the University of Pittsburgh presented a report of "Japan Foundation-National Diet Library Librarians' Training Program (4th : 2000 : Tokyo, Japan)." Those were followed by Committee member reports/short presentations: General Report, etc. by Hideyuki Morimoto; Japanese Studies Reference Queries by Ms. Kuniko Yamada McVey in collaboration with Mr. Scott Edward Harrison; and Committee Activities Report by Ms. Toshie Marra. A detailed written report of the 1999 CJM annual session was prepared by Dr. Frank L. Chance and appeared in *JEAL*, no. 121 (June 2000),
which is also found at the CJM Web site for cycle 1999-2002:

CJM, in response to a revised CEAL directive requiring each committee to finalize an annual session program well in advance, managed to lay out agenda for the 2001 CJM session for announcement to the general public by the end of September 2000. Again, late arrival from Japan of other presentation suggestions after the finalization deadline as set out by CEAL could not be accommodated. A schedule as it stood as of the end of December 2000 was as follows.

Ms. Katsuko Murahashi, Japan Federation of Economic Organizations: Retrieval of Japanese Company History Information
An official of Japan National Diet Library to be dispatched: Digital Library Projects at Japan National Diet Library
Prof. Maureen Donovan, Ohio State University: Cataloging of Japanese Electronic Resources
Ms. Ellen Hammond, University of Iowa; Ms. Naomi Kotake, Stanford University; etc.: Japan Foundation-National Diet Library Librarians’ Training Program (5th : 2001 : Tokyo, Japan)
Committee Member Reports/Short Presentations

As somewhat anticipated in March 2000 when the CEAL directive was revised regarding the annual session agenda finalization well ahead of the annual session, this revised requirement was again found to be unrealistic especially in view of the well-known difficulty associated with advance travel arrangements for potential and relevant session speakers to be invited from Japan, which has a fiscal as well as academic year cycle starting in April and ending in March, for the CEAL annual meeting time of spring. Some of such possibilities could not know their end-of-the-fiscal-year schedule until well into the preceding winter. CJM thus decided to strongly reiterate its position to CEAL that the newly-introduced and then revised regulation requiring each CEAL committee to finalize its annual session schedule well in advance should immediately be rescinded.

3. Committee Workshop

The participants in the CEAL Japanese Studies Librarian Workshop held in 1999 at Harvard University filed their positive evaluative comments with the organizer. The current cycle of CJM, which assumed responsibilities after the Workshop was offered, received many requests both from those who attended and and those who missed the Workshop for its follow-up and/or repetition. In January 2000, the Workshop on Early Japanese Illustrated Books was organized by the Freer Gallery of Art, a report of which was made by Ms. Reiko Yoshimura at the 2000 CJM annual session, which resulted in requests from CJM to organize a follow-up workshop on cataloging of early Japanese titles with lecturers from the Library of Congress. CJM reported this to the CEAL Executive Committee and secured approval at the March 2000 CEAL Executive Committee for CJM’s organization of such a workshop in conjunction with the 2002 CEAL meetings to be held in Washington, D.C.
Following preliminary communication with LC and in cooperation with other relevant CEAL Committees, i.e., the Committee on Technical Processing, the Committee on Chinese Materials, and the Committee on Korean Materials, a survey of CEAL members was administered in spring 2000 to assess the level of CEAL members’ interest in attending a CJK rare book cataloging workshop, the result of which was included in a letter of request expedited to LC from CEAL, to which a positive response was secured from LC in September 2000. This was announced through Eastlib and the CJM Web site. The Committee on Technical Processing immediately started to work on logistics arrangements for the workshop.

4. Committee Activities

Major CJM activities for the period between January and March 2000 were planning and implementation of the CJM annual session held in March 2000. Accordingly, the CJM Web site was maintained with file updates and additions.

In addition, CJM continued to work on the following committee activities with a specific focal point assigned to each initially set up for the current CJM cycle.

(1) Planning/preparation for CJM sessions at 2000/2001/2002 Annual Meetings (focal point: Hideyuki Morimoto);
(2) Establishment/maintenance of a Web site for the Committee, 1999-2002 (focal point: Hideyuki Morimoto);
(3) Study and dissemination of findings on handling of Japanese rare books (focal point: Toshie Marra);
(4) Planning for digital Japanese studies resource development (focal point: Kuniko Yamada McVey);
(5) Promotion of cooperation with Japan National Diet Library (focal point: Kuniko Yamada McVey);
(6) Study and dissemination of findings on bibliographic data romanization for complicated situations, including Japanese-language titles published outside Japan but within the Chinese-script civilization region (such as those published by Wai wen chu ban she in Beijing and Oegungmun Ch’ulp’ansa in Pyongyang), Chinese-language (as opposed to "kanbun") titles published inside Japan (such as those issued by Riben guo ji jiao liu ji jin, aka Japan Foundation), or Chinese classics in the original language published by the Government-General of Chosen and acquired in North America through Japanese acquisition sources (focal point: Toshie Marra); and
(7) Monitoring of new appointments to Japanese studies librarian positions within North America; and sending welcoming messages to those new to this field or felicitation messages to those moving from one position to another within the field (focal point: Hideyuki Morimoto)

Items (1), (2), and (7) are obviously ongoing. Beside these, tangible and positive results were already generated with activities (3) and (5).
5. Functions within CEAL

Despite CEAL’s earlier action of urging reconsideration to the Librarian of the U.S. Congress that LC’s closure of the Japan Documentation Center (JDC) upon conclusion of JDC operation funding by the Center for Global Partnership, JDC closed in March 2000, a mention of which was made at the 2000 CJM annual meeting; and a letter of appreciation was sent from CJM to the JDC Director in March 2000.

CJM Chair continued with his responsibility of CJM representation in the CEAL Executive Committee. In 2000, he: reiterated to the Executive Committee that CEAL members wished CJM to plan and offer another workshop; requested from the Executive Committee, in this regard, permission for CJM to hold a workshop in conjunction with 2001 CEAL annual meetings; requested from CEAL Acting President approval for issuing a solicitation letter for internal travel funding allocation within an organization in Japan to facilitate logistics arrangements for one of the guest speakers for the 2001 CJM annual session; reported to the Executive Committee the 2001 CJM session program; relayed to the CEAL President a request received from a university library in Japan, by way of a publisher in Tokyo, for CEAL’s issuance of an invitation letter to a librarian’s attendance at the 2001 CEAL meetings; and offered input with regard to CEAL business, including 2001 plenary session programming, 2001 meeting time allocation to each committee within CEAL, and honoring retiring CEAL members.

6. Collaboration with Relevant External Individuals and Organizations

CJM Chair continued to represent CEAL in the North American Coordinating Council on Japanese Library Resources (NCC). A CJM member, Eddy Harrison, continued his service on NCC in his capacity as a Japanese studies librarian with a significant contribution record to the profession. In 2000, CJM reported back from NCC to CEAL President items of direct concern to CEAL members with regard to the future arrangements of the Japan Foundation-National Diet Library librarian training program and to collaborative efforts between NCC and CEAL, which received heightened attention following NCC’s Next Decade Planning Conference held in March 2000. As a CEAL representative in NCC, CJM Chair participated: in January 2000 in evaluation and rating of funding support application documents filed by libraries in the U.S. with the Japan Foundation New York Office; and in summer 2000 in an applicant evaluation and recommendation formulation process for report filing with the Japan Foundation regarding participants from the United States in the training program. A current CJM member, Kuniko Yamada McVey, also participated in both of these deliberations. In addition, CJM Chair was involved in summer 2000 in selection of new NCC Chair to assume office in January 2001. Furthermore, Eddy Harrison, Kuniko Yamada McVey, and Hideyuki Morimoto contributed in various capacity in follow-up projects of NCC’s Next Decade Planning Conference of March 2000, including the Union List of Japanese Serials and Newspapers, legal investigation in terms of some Japanese on-line databases, evaluation of the Multi-Volume Set Project, and electronic reference service to isolated East Asian studies researchers. Toshie Marra also attended the Next Decade Planning Conference.

CJM also tried to develop and maintain collaborating relationships with external individuals and organizations other than NCC. Such activities included: Toshie Marra’s close monitoring of relevant developments in Japan, such as establishment of a subcommittee within NII’s Union
Catalog Committee to prepare guidelines for cataloging of early Sino-Japanese titles and Asian studies electronic file provision at the University of Kyoto; continued communication with LC’s Japanese Cataloging Teams; Kuniko Yamada McVey’s nurturing of professional channels with librarians in Japan supportive of CEAL, such as NDL officials and a company history information specialist with the Japan Federation of Economic Organizations Library; various efforts by Eddy Harrison, Kuniko Yamada McVey, and Hideyuki Morimoto in reiterating to Asahi Newspaper Company North American library personnel’s concerns pertaining to the Company’s contract terms for subscription to DNA; and Chair’s monitoring, for report to CEAL, of MARBI discussion and decisions. CJM enormously benefited from an arrangement of a CEAL member with the Ohio State University, who secured from the University travel funds for a guest speaker to make presentation at the 2001 CJM annual session as well as at another AAS forum in Chicago. No current CJM member had a chance to attend the eleventh Annual Meeting of the European Association of Japanese Resource Specialists (E AJRS) held at Prague in October 2000; however, Kuniko Yamada McVey continued to follow E AJRS’ activities. CJM Chair also paid attention to development made at the Abteilung Dokumentation / Bibliothek, Japanisch-Deutsches Zentrum Berlin and innovative information service provided at the Bibliothèque, Maison de la culture du Japon à Paris.

7. Conclusion

This present report of the CEAL Committee on Japanese Materials summarized the activities from period January 2000 to December 2000, in reference to CEAL reporting regulations based on the calendar year system. The report covered the following topics: (1) Committee membership; (2) Committee annual sessions; (3) Committee workshop; (4) Committee activities; (5) functions within CEAL; and (6) collaboration with relevant external individuals and organizations. CJM for term 1999-2002 made much progress in its activities, with new initiatives and modifications necessitated by shifting external factors, in 2000. It is anticipated that, through expanded engagement in Committee activities by current Committee members, the Committee will further respond to ever-changing and additional needs of CEAL members within the realm of Japanese studies information services operations.
1. Japanese Company Histories

The first presentation was "Japanese Company Histories: Their Characteristics and Cultural Value" by Ms. Katsuko Murahashi of the Japan Federation of Economic Organizations. The following hand-outs were distributed: presentation outline, with reference titles; "Shashi o tasū shozōsuru toshokan"; and "Shashi no shinazoroe no ōi omo na koshoten."

While company histories are published in the United States, Germany, and other countries, there are some peculiar characteristics of company histories commonly compiled in Japan: compilation/publication of such Japanese company histories by each company itself; intended objectives being for training of employees, public relations, record-keeping, etc.; authors being company employees, scholars, journalists, novelists, etc.; and histories being published of various companies of a variety of industries irrespective of financial situations of each.

While a company history is commonly understood to be a book compiled by a business enterprise on its history, there is no universal definition of a company history. The primary purpose of compiling Japanese company history has shifted from production of an anniversary memento to education of managers as well as employees and public relations.

Published privately and distributed as gifts, Japanese company histories fall under the category of "gray literature." As such, there is no accurate counting of company histories; however, from various reliable sources, it is estimated that a total of much more than 10,000 titles of Japanese company histories have ever been published by approximately 6,000 companies, with an annual average of approximately 300 titles.

Different from other sources of company information, such as business reports, securities exchange reports, and corporate profiles, company histories: contain comprehensive and durable information; describe business culture: are often re-written as circumstances change; and have recently been witnessing a trend of multiple versions published simultaneously, such as an orthodox version, popular version, pictorial version, cartoon version, motion picture version, English-language version, and computer file version.

Japanese company publications are of use to libraries, because they provide patrons with: information on corporate strategy; reproduction of primary materials; time-series data; narratives of significant events; information on industries, economic conditions, and technological development; and information on culture or manners and customs.

Useful sources of bibliographic information on Japanese company history publications include: Kaihashi sōgō mokuroku, Zōho kaiteiban, Tokyo : Nihon Keiishi Kenkyūjo, 1996; Kaihashi, keizai dantaishi sōgō mokuroku. Tsuiroku, semiannual, 1977-; and OPACs of Kanagawa Prefectural Library in Kawasaki and Ryukoku University, among other libraries listed in handout "Shashi o tasū shozōsuru toshokan."

A copy of Japanese company history may be obtained either directly or indirectly from each company in question. For direct request, correspondence should be sent to a public relations or another department in charge of the history publication. A company history is usually
distributed free of charge; however, more than Japanese Yen 30,000 may be assessed in some cases for direct acquisition from the companies concerned. Japanese company history publications may also be purchased through second-hand bookstores (cf. hand-out "Shashi no shinazoroe no ôi omo na koshoten"), which usually mail out sales catalogs to registered customers and provide Internet access to their web sites. A price of a Japanese company history procured through a second-hand bookstore normally ranges between Japanese Yen 3,000 and 5,000, although one title cost at one time as much as Japanese Yen 450,000.

Ms. Murahashi plans to develop a company history database for facilitating keyword access.

2. Development of Electronic Library Projects of Japan National Diet Library

The second presentation was "Development of the Electronic Library Projects of the National Diet Library" by Ms. Machiko Nakai of Japan National Diet Library.

Since the 1980s, Japan National Diet Library (NDL) has been working on the Kansaikan Project vigorously espoused with promotion of electronic library services. In 1994, NDL participated in the "Pilot Electronic Library Project." The NDL Electronic Library Concept was prepared in 1998.

Since March 2000, three major components of NDL’s Electronic Library have been made accessible to the general public at the NDL web site (http://www.ndl.go.jp/e/index.html): full-text database system for the minutes of the Japanese Diet; Web-OPAC; and rare books image database. The Diet session minutes full-text database provides users with search functionality by session number, legislator name, and keyword for presentation of relevant parts of session minutes from both chambers of the Japanese bicameral system. Complete retrospective data starting with the 1947 first session, which are already entered in the system, will be placed in a production mode in 2001. Web-OPAC contains approximately 2.2 million bibliographic records of Japanese as well as non-Japanese imprints acquired by NDL with search functionality also through romanized Japanese query values. The rare books image database registers 20,000 images of 460 titles from NDL’s collection of Japanese books and colored woodblock prints, searched by author and keyword with resulting presentations in both thumbnail and enlarged versions of the digitized images.

NDL has also been holding rather popular Electronic Exhibition in collaboration with other organizations. As a part of the Bibliotheca Universalis Project, NDL released in August 2000 "Nippon in the World" (http://nippon.ndl.go.jp/e/default.html) currently consisting of three parts: scenic mementoes of Japan; Vienna International Exposition; and modern Japanese political history materials. More material will be added in the future.

NDL secured for FY 2000/2001 a budgetary allocation from the national government for digitization over a three-year period of 168,000 books, to total to 17 million images, published during the Meiji period. Pre-existing microfilms of these Meiji publications are scanned to form bit-map image data; and corresponding MARC bibliographic records are extracted from the NDL system. In addition, in this Meiji imprint digitization project, tables of contents are incorporated in a searchable text format. A hindrance is the current Japanese Copyright Law, abiding by
which NDL contracted out in December 2000 a task of copyright status verification of approximately 100,000 books. Yet, it is NDL’s plan to make some of the digitized Meiji imprints available to the general public in the fall of 2002.

A partial amendment to the National Diet Library Law was issued in April 2000, through which such off-line publications as CD-ROMs were added, in October 2000, to the Japanese legal depository system. Furthermore, NDL plans to selectively collect on-line publications and to preserve them for permanent access. In the meanwhile, in October 2000, NDL started development of a Dublin Core-based metadata-compatible system to refer users to external Internet sources for on-line publications deselected at NDL itself.

While year 2002 will bring an unprecedented change to NDL, through which the electronic library will be required to function as a cornerstone of new services within the new tripartite system of the Headquarters, Kansaikan, and the International Library of Children’s Literature, it is recognized that the electronic library concept is diverse that calls for cooperation among various libraries, each of which will maintain its uniqueness.

3. Cataloging of Japanese Web Resources

The third presentation was "Cataloging Japanese Web Resources: First Year Reflections" by Prof. Maureen Donovan of the Ohio State University. A print hand-out from her PowerPoint presentation file was distributed.

Digital Asia Library (DAL) (http://digitalasia.library.wisc.edu/) is a project of three participant libraries with financial assistance through the U.S. Department of Education’s Title VI, Section 606 (improving foreign information access) grant: the University of Wisconsin–Madison assuming the project management responsibility as well as contributing in the areas of Chinese, Korean, and Southeast Asian studies; the Ohio State University contributing in the area of Japanese studies; and the University of Minnesota contributing in the area of South Asian studies. DAL was established to improve user’s access to high quality Asian studies Internet resources by creating a catalog of such materials evaluated and selected by area specialists and cataloged by professional librarians.

DAL’s catalog records are contributed to CORC, which are incorporated into WorldCat as well as downloaded to library’s OPAC; and the catalog builds relationships among print as well as electronic documents, people, subjects, and so on.

The scope of DAL is Internet resources: relevant to the study of modern East, South, and Southeast Asian societies by researchers, students, and practitioners in the social sciences; from academic, government, commercial, trade as well as industry, and non-profit as well as private sector sources; at a level suitable for higher education; available free of charge; and written in the English and/or Asian languages.

DAL currently has the following topical foci: news sources; gender studies; demography and population studies; banking, finance, and the economy in general; environmental studies; agriculture and rural development; labor, industry, business, and trade; politics and government;
education; religion and society; transportation and communication; science and technology in society; anthropology; sociology; and history. A topic has also been set for each month: women (June); government agencies (July); environment (August); political parties (September); newspapers (October); health/AIDS (November); agencies of scholarship (December); human rights (January); and disasters (February).

In order to carry out selection of Japanese studies Internet resources for DAL, the following tools are used: *Gensen Nihon no hōmpōji 10-man* (ISBN 4756136575; OCLC #45272783); hyperlinks embedded at major web sites; newspapers; mailing lists; reference books; Google; and Yahoo. The basic selection criterion is the same as that applied to print material acquisition decisions.

Cataloging, with a production goal of 100 bibliographic records per month, is facilitated by two student assistants who locate bibliographic records for books appearing similar in content to each Japanese studies Internet resource so that the same subject headings may be applied, as much as feasible, to the newly-created record for the Internet resource in question. It is noted that the review process of those bibliographic records prepared by student assistants is rather time-consuming, resulting in a considerable number of un-reviewed records being added to CORC awaiting future review and updating. Approximately 600 Japanese web sites are currently represented by CORC bibliographic records. Although the Dublin Core (DC) standard appears less intimidating at the first glance, the MARC 21 convention is more flexible and presents fewer problems in the long run. Thus, DAL has been finding itself in increasing use of MARC 21 than DC metadata tags to take full advantage of guidelines found in Nancy Olson's *Cataloging Internet resources: a manual and practical guide*, 2nd ed. (http://www.purl.org/oclc/cataloging-internet). Other relevant cataloging issues worth mentioning include: training of cataloging personnel; inclusion of subject headings and classification numbers in the bibliographic records; and tagging as well as linguistic styles of summary/contents entries.

Some special challenges of DAL are: the 6 January 2001 reorganization of the Japanese central government; absence of CJK vernacular support in CORC; CORC system irregularities; and difficulties associated with storing relevant data on spreadsheets.

4. Japan Foundation-National Diet Library Librarians' Training Program
(5th: 2001: Tokyo, Japan)

The fourth presentation was a report from the 5th Japan Foundation-National Diet Library Librarians' Training Program held in January-February 2001 in Japan. The report was a result of collaborative efforts among all three participants in the Program from North America: Ms. Ellen Hammond of the University of Iowa; Mr. Jack Howard of Royal Ontario Museum; and Ms. Naomi Kotake of Stanford University. Ms. Hammond acted as a coordinator of the report. Two hand-outs (printed and stapled together) were distributed: "Useful URLs from Japan"; and "The National Diet Library's New OPAC."

Selected news from NDL include: future inclusion of Zassaku in NDL's new OPAC (the approximate number of records mentioned in the English translation part of the hand-out "The National Diet Library's New OPAC" should read "3,500,000" instead of "350,000") for free
access; fulfillment of future photocopy requests of actual articles at Kansaikan; digitization of approximately 40,000 volumes of Tokugawa period titles; compilation of a union list of newspapers with 18,000 bibliographic entries and holdings reports from 1,300 institutions; and discontinuation of Zenkoku shoshi print publication as of the end of March 2002. A list of reference sources for Japanese studies was distributed to Program participants in Tokyo, which will be published in issue no. 55 of Sankō shoshi kenkyū under article title: "Nihon o shiraberu tame no Nihon no sankō tosho." Bibliographic records for Meiji period imprints were transmitted from WINE to OCLC but are not yet loaded in WorldCat.

The domain names for NACSIS services are to change in March 2001, although the service names will retain "NACSIS" for the time being. The homepage of the National Institute of Informatics (NII) is found at ULR: http://www.nii.ac.jp. NACSIS-IR provides overseas users with access to forty-four databases and employs a multi-file retrieval method. NACSIS-DirR is a directory of researchers in Japan made available free of charge, although entries are not as up-to-date as those in the file consulted through the fee-based NACSIS-IR service. NACSIS-ELS is an integrated system of bibliographic data and corresponding full-text articles, access to which is through subscription only. NII is considering a fixed-fee subscription offering to this NACSIS-ELS service. NACSIS-CIS is a citation index similar to ISI products. Links to various Japanese academic societies are found at the Academic Society Home Village.

5. Japanese Studies Reference Queries

The fifth presentation was "Japanese Studies Reference Queries" by Ms. Kuniko Yamada McVey, a CJM member, of Harvard University. Six sets of actual reference queries received and a solution to each were shared with the session audience, as a part of CJM’s on-going efforts in providing learning opportunities to junior Japanese studies librarians new to the profession.

Bibliographic data as to the first Japanese translation of Emily Brontë's Wuthering Heights were sought by a patron. Meiji, Taishō, Shōwa hon'yaku mokuroku listed a 1932 translation published by Shun'yōdō.

Information with regard to "teruteru bōzu" was requested by a patron. Both Nihon minzoku daijiten and Shogakukan's Nihon kokugo daijiten registered the entry. There were three citation hits for "teruteru bōzu" in Nichigai's Magazine plus.

Biographical data on Hideo Hagiwara were needed by a patron. His entry was found in: Chosakuken daichō; Jinji kōshinroku; and Nihon shinshiroku.

The address as well as the phone number of Manpukuji Temple in Uji City was sought by a patron. Zenkoku jiin taikan provided the information.

A comparison of old and new Japanese electoral areas was needed by a patron. Seiji handobukku furnished the data.

Influence of Dadaism on Japanese literature was a reference query posed by a patron. The relevant entry in Nihon kindai bungaku daijiten was presented to the patron.
6. Japanese Rare Book Cataloging Guidelines and Bibliographic Data Romanization

The sixth presentation was a report of two of the CJM activities by Ms. Toshie Marra, a CJM member, of the University of California, Los Angeles.

The Library of Congress completed, as of 1 March 2001, cataloging of over 1,300 Japanese rare books, with an expected conclusion in 2004 of all 3,800 titles to be entered in RLIN. All relevant bibliographic records may be retrieved through corporate body search for "Japanese Rare Book Collection (Library of Congress)."

Following LC's original plan not to compile themselves formal guidelines for cataloging of Japanese old and rare books, the Subcommittee on Japanese Rare Book Cataloging Guidelines was formed within CJM, with members: Ms. Toshie Marra, UCLA; Ms. Reiko Yoshimura, Freer Gallery of Art (Smithsonian Institution); and Hideyuki Morimoto, UCB. However, LC changed its position in summer 2000, through which the Subcommittee revised its charge and has been compiling a list of questions and comments related to cataloging of Japanese old and rare books for submission to LC as a reference that they may take into consideration during development of their guidelines now scheduled for release in spring 2002. The Subcommittee strongly urges relevant institutions to pass to the Subcommittee any question and comment along this line.

The Subcommittee has also conducted a survey on access to Japanese old and rare materials held at academic libraries and museums in North America. As of 16 March 2001, thirty-six institutions responded to the survey; and other affected institutions are kindly requested to participate in the survey, the questionnaire for which may be obtained from Ms. Marra (tmarra@library.ucla.edu), so that CEAL members may have a clearer picture of holdings, access, and cataloging of Japanese old and rare materials in North America.

In recognition of inadequacy of Nihon mokuroku kisoku for cataloging of Chinese and Japanese old books, Subcommittee "Koseki no Toriatsukai ni Kansuru Shōinkai" was established toward the end of 2000 within NII's Union Catalog Committee, with the view to preparing by early 2001 manuals for bibliographic record entry in NACSIS-CAT for such early Chinese and Japanese titles.

Such U.K. institutions as BL and Cambridge as well as Oxford Universities are considering contribution to NACSIS-CAT of their early Japanese title records. The quasi-comprehensive Union Catalogue in Europe initiated by Dr. Kornicki currently registers 40,000 Japanese titles produced before 1870 held by European universities, libraries, museums, and private collections and will shortly be made available on the Internet at no cost.

NDL has independently been engaged in its project of providing access to their holdings of 43,000 Japanese old titles via their Web-OPAC, approximately 4,500 records of which will be made accessible through Web-OPAC by 2002.
CEAL members are encouraged to share with Ms. Marra (tmarra@library.ucla.edu) examples of complicated Japanese romanization situations and inconsistent romanization treatment seen in national bibliographic utilities.

CEAL members may also wish to be reminded that new LC subject headings and LC classification numbers for Japanese kanbun literature were established in 2000, which should now be used in newly-contributed bibliographic records.


The seventh presentation was "Japanese Art on the World Wide Web" by Dr. Frank L. Chance, a CJM member, of Princeton University. The order of this presentation in the program was somewhat shifted due to delay of his flight. A hand-out "Japanese Art on the World Wide Web" was distributed. Highly selected web sites on Japanese art history and archaeology were discussed.

The following Western-language sites serve as an introduction to the subject: Bibliography of Western-Language Work on East Asian Archaeology (http://www.eastasianarchaeology.org/bibintro.htm); and Chinese and Japanese Art History WWW Virtual Library (http://www.nyu.edu/gsas/dept/fineart/html/chinese/index.html).

Some Japanese jump and overview sites include: Bijutsu Kanren Kensaku (http://www.venus.dti.ne.jp/~orthias/artindex.htm); JIN Virtual Museum of Traditional Japanese Art (http://jin.jcic.or.jp/museum/index.html); and Image Database of the Kano Collection (http://www.library.tohoku.ac.jp/collection/collection.html), which presents maps, military history, and hand scrolls from Kano family.


Also, some documents on the Fujimura archaeological scandal are of use: an article printed in Mainichi shinbun (http://www.mainichi.co.jp/news/seletion/archive/200011/05/1105m154-400.html); "Japanese scandals : this time, it's archaeology : a report" by Charles T. Keally (http://www.EastAsianArchaeology.org/special/japanarchscandal.htm); and "Digging out of the scandal" by Peter Bleed (http://www.EastAsianArchaeology.org/special/japanarchscandal2.htm).
8. General Report, etc.

Due to time shortage at the meeting, the "General Report, etc." segment of the CJM annual session program was skipped.

9. Questions/Answers and Discussion

Prof. Atsushi Aiba of the International Research Center for Japanese Studies distributed hand-out "Call for Proposals for Nichibunken Databases," introducing the Center and its existing databases (http://www.nichibun.ac.jp/graphicversion/dbase/datae.htm) as well as announcing that the Center was prepared to create more databases relevant to Japanese studies research.

The CJM annual session concluded with some questions and answers related to presentations at 21:00, CST.

(Hideyuki Morimoto, Chair, Committee on Japanese Materials)

CEAL COMMITTEE ON TECHNICAL PROCESSING
Annual Meeting 2001
Thursday, March 22, 2001
1:30-3:50 p.m.
Sheraton Chicago Hotel & Towers

AGENDA

I. Welcome and Introductory Remarks (Abraham J. Yu, UC Irvine)

II. Cataloging Issues and Projects

1. OCLC CORC and Electronic Resource Cataloging (Marty Withrow, OCLC)
2. Quality Control of Korean Cataloging Records in Shared Databases (Hee-sook Shin, Ohio State University)
3. Cataloging and Development of a Digital Union Catalog for Ancient Chinese Books (Josephine Sche, Southern Connecticut State University)
4. Chinese Rare Books Project (Soren Edgren, Princeton University)
5. Latest Development of the HKCAN Project (Patrick Lo, Lingnan University)

III. Transition to Pinyin: Status Report and Discussion

1. Library of Congress (Philip Melzer, LC)
2. OCLC (Glenn Patton, OCLC)
3. RLG (Karen Smith-Yoshimura, RLG)
IV. Questions, Answers, and Discussion

MINUTES

I. Welcome and Introductory Remarks (Abraham J. Yu, UC Irvine)

Mr. Yu, Chair of the Committee, convened the meeting at 1:30 p.m. He welcomed everyone to the meeting, also introduced committee members, committee projects, meeting programs, and speakers.

II. Cataloging Issues and Projects

1. OCLC CORC and Electronic Resource Cataloging (Marty Withrow, OCLC)

Mr. Marty Withrow, Director, Metadata Services, OCLC, reported on OCLC’s Cooperative Online Resource Catalog (CORC). The system is a web-based metadata creation toolset optimized for the creation of bibliographic records and subject bibliographies for electronic resources. The CORC toolset has the following features:

- **Automated record creation and multiple metadata formats**—The CORC automated tool kit lets you catalog at Web speed. Just type in a URL, and CORC harvests and formats basic information about the resource, in either MARC or Dublin CORE format.

- **Dynamically linked authority control**—With linked access to the Library of Congress authority file, a simple mouse click lets you verify online the correct form for names and subjects. When an authority heading changes, CORC’s linked authority feature automatically updates all linked resource records. This allows for a more structured quality database and effective searching.

- **URL maintenance**—OCLC software scans the CORC catalog to identify broken or redirected URLs and notifies each library that has attached its OCLC holding symbol to the record. A single update of the master record by one institution immediately benefits every other library. The task of maintaining link currency shrinks through the power of the cooperative.

- **WebDewey (by subscription)**—During record creation, CORC can automatically generate possible Dewey numbers for you—based on an analysis of the Web site’s content—and map them to potential Library of Congress Subject Headings.

- **Subject bibliographies (digital pathfinders)**—CORC streamlines the creation and maintenance of pathfinders, which showcase your highest quality resources. Using the pathfinder template, you can easily draw from existing pathfinders in the CORC database, customize content with local material, and integrate physical and digital resources. You can even create pathfinders that search the CORC database at the time they are accessed and return new descriptions of sites based
on the query. Pathfinders stored in CORC benefit from shared link maintenance and updates to the CORC catalog.

CORC facilitates the creation of resource descriptions for quality Web sites, Web-based documents, digital exhibits and more. CORC uses the cooperative model developed by OCLC to reduce the duplicate efforts of libraries. CORC also improves access to appropriate resources by eliminating broken links and updating changes in content automatically.

2. Quality Control of Korean Cataloging Records in Shared Databases (Hee-sook Shin, Ohio State University)

A sample of 623 Korean bibliographic records was randomly selected for this research from 2000 Korean bibliographic records in the OCLC WorldCat database. The sample consisted of 508 OCLC records and 115 RLIN records. Types and frequencies of errors were reported. The average error rate per record was 2.09. The error rate was 1.85 in OCLC and 3.21 in RLIN. The average error rate for original records was 1.91 and 1.44 for enhanced records. Errors were categorized into four types: format, content, editing & inputting, and romanization. The top five errors reported were:

- ISBD punctuation
- Missing (or extra) fields
- Inconsistency between fixed and variable fields
- Incorrect romanization and capitalization
- Incorrect word division

About 23 percent of the sample records were found without errors. The duplicate rate was 9 percent. Ms. Shin concluded her presentation by making the following suggestions:

- Simplify the LC romanization guidelines
- Provide an updated and comprehensive CJK cataloging manual
- Add vernacular characters to CJK authority records
- Develop a duplicate detection program in OCLC for CJK records
- Add an automated romanization functionality
- Provide regular workshops related to CJK cataloging

3. Cataloging and Development of a Digital Union Catalog for Ancient Chinese Books (Josephine Sché, Southern Connecticut State University)

Prof. Josephine Sché, Department of Library Science and Instructional Technology, Southern Connecticut State University, introduced her multilingual distance education course "Cataloging and Development of a Digital Union Catalog for Ancient Chinese Books." This course is designed to teach library staff, working for special Chinese collections, how to create a digital union catalog for ancient Chinese books in major academic and research libraries. The course uses a CD-ROM product, "Knowing Ancient
Chinese Books," to display Chinese text and pictures of individual elements of books. Via demonstration, students learn how to identify and select the major bibliographic elements of ancient Chinese books for input into the bibliographic records, and how to create union catalog files. For more information, please visit the Digital Union Catalog Web site at: http://scsu.ctstateu.edu/~sche/lsc688_online/unit1.htm

4. Chinese Rare Books Project (Soren Edgren, Princeton University)

The Chinese Rare Books Project (CRBP) is a consortial project. It was developed to create a unique electronic catalog of Chinese rare book holdings, primarily in North American libraries. The Research Libraries Group (RLG) initiated the project in 1991. Catalog entries produced by the project become part of the Research Libraries Information Network (RLIN) database. As of February 28, 2001, full bibliographic records of some 15,525 books and manuscripts have been produced, including the entire collections of the East Asian libraries of Columbia University, Princeton University, and the University of British Columbia. Participation is open to any research library with Chinese rare book holdings. To date, 27 major libraries in China, Europe and North America are associated with the project.

The East Asian libraries in Europe and North America hold fewer Chinese rare books compared to collections in China and Japan; however, they contain thousands of rare and unique editions, many gathered by Westerners early in this century. Simple descriptions of some records have appeared in various published book catalogs.

This project, for the first time, provides a comprehensive and searchable catalog. It is based upon contemporary bibliographic standards, state-of-the-art cataloging, and Chinese character software. This project enables scholars to work in Chinese traditional sources effectively. The CRBP also has the additional virtue of self-propagation, i.e., Chinese scholars and librarians are beginning to use the project's bibliographic standards to catalog their own collections, including older Chinese editions that are not rare, as well as collections of Japanese and Korean books.

Several earlier cataloging efforts undertaken in China and Japan had neither a fully unified approach nor the benefit of computer applications. In North America and Europe, where computer applications were further developed, but it lacks qualified staff to organize collections of older Chinese books and manuscripts.

One of the project's greatest challenges was to create guidelines for online cataloging that fully recognize the special characteristics of Chinese traditional books and the value of Chinese bibliographic tradition. RLG rightly saw the project as an opportunity to help its member libraries in North America, address a growing international need for access to these unique resources. Through an extensive compilation and review process, which involved a 22-member committee, a bilingual edition of guidelines was compiled.

The CRBP received major financial support from the National Endowment for the Humanities (NEH), the Henry Luce Foundation, the Starr Foundation, the Chiang Ching-
Kuo Foundation, and a significant anonymous donor. Princeton University has hosted the project since 1991 and solely administered the project within the Department of East Asian Studies since 1996, providing all local overhead needs. RLG has been responsible for additional cost-sharing contributions.

Based on the production standards now achievable, Mr. Edgren said, it will take a minimum of 4 years (FY01-FY04) to complete the cataloging of North American holdings, which currently account for 42 percent of the online records. Now that initial challenges have been addressed and the fundamental work of the project is well underway, building of the database must be completed and the project’s resources made better known to scholars and librarians. Last year, the CRBP began cataloging the holdings of the Library of Congress and the Harvard-Yenching Library, the two largest collections of Chinese rare books in the West.

Mr. Edgren explained some special characteristics of the project with examples of records created by CRBP for two Ming editions held by the East Asiatic Library of the University of California, Berkeley. He also pointed out that each edition was cataloged anew. Regardless of previous status, visual images (photocopies) from the caption title accompany each worksheet received become part of a permanent archive for the project. The project has developed innovative methods for identifying contemporary woodblock facsimile editions within the MARC record; useful biographical data based on CRBP research is often added to online records.

5. **Latest Development of the HKCAN Project** (Patrick Lo, Lingnan University)

Mr. Lo reported the major changes in the HKCAN Project since April 2000. Fields 7xx in MARC21 becomes the linking fields for equivalent headings in the same/different database(s)/authority thesaurus(es). In April 2000, based on the Library of Congress’s advice, the HKCAN Project workgroup decided to adopt the [7xx] model for the following reasons:

- [7xx] field is a standard MARC21 practice & performs the same functions as [19x]
- [7xx] field is repeatable – capable of handling parallel headings in multiple forms/scripts
- [7xx] field is able to facilitate sharing & exchanging of authority data on a global scale
- There is no requirement for a corresponding authority record for [7xx] heading
- [7xx] field is supported by the Innovative Interfaces, Inc. (III) and will be implemented in the new immediate release

For more information, please visit the HKCAN project Web site at: http://www.library.ln.edu.hk/libinfo/libpro/hkcan/
III. Transition to Pinyin: Status Report and Discussion

1. Library of Congress (Philip Melzer, LC)

Mr. Melzer reported that OCLC has converted 158,368 name and series authority records. CPSO has manually converted approximately 500 subject authority records. RLG has converted 172,363 LC Chinese bibliographic records.

Loading and Distribution of Converted Records

Converted name and subject authority records have been loaded into the LC database, and distributed to NACO nodes and CDS subscribers. Converted bibliographic records have been distributed to OCLC and to vendors by CDS. Those with parallel vernacular fields have been loaded into the LC database. LC has loaded roman-only book records, and will load roman-only non-book records soon. The Cataloging Distribution Service will make available a file of all name authority records that were converted to pinyin. An announcement will be posted on the CDS home page, explaining what this file contains and how it can be obtained.

Thanks to RLG and OCLC Staff

This achievement was possible because LC staff worked closely and collaboratively with the staff at RLG and OCLC throughout the project. The project to convert both authority records and all manners of romanized Chinese data on bibliographic records has presented LC with a number of unique challenges. LC has worked through these problems together and kept in contact frequently exchanging data, test files, and reports. "It has been a pleasure to work with the staff at RLG and OCLC," Mr. Melzer said. On behalf of LC, Mr. Melzer presented certificates of appreciation to Ms. Karen Smith-Yoshimura, representing RLG; and Mr. Glenn Patton, representing OCLC, in recognition of their significant contributions and wonderful spirit of cooperation throughout the project.

Cleanup

LC is now moving to the cleanup phase. OCLC has greatly facilitated the cleanup of name and series authority records by providing files of different categories of converted authorities. Mr. Melzer reported that LC is making good progress with the review and cleanup of these records.

Mr. Melzer also pointed out that the LC Pinyin Conversion Project has been greatly aided by fourteen NACO participants, who have generously volunteered their time and efforts to make adjustments to 8,000 undifferentiated Chinese personal name authority records. Because pinyin romanization makes more distinctions than Wade-Giles, hundreds of new unique (and a few new non-unique) authority records are being created for names that have become unique and can now stand on their own. Evaluating and changing these records is difficult and time-consuming, but the finished work is distinguished by its
uniformly high quality. Because these catalogers, and their administrators, were willing to devote their time and expertise to improve the national authority file, they were presented with certificates of appreciation from LC at the ALA 2001 Midwinter Conference. The following cataloger were recognized:

Hsi-chu Bolick, University of North Carolina, Chapel Hill
Shi Deng, University of Alabama
Sarah Elman, University of California, Los Angeles
Shu Yong Jiang, Art Institute of Chicago Library
Teresa Mei, Cornell University
Wayne Richter, Western Washington University
Zehua Sun, Ada Cheung, Cho Chuen Wong, and Xiaolie Wang; Hong Kong University of Science and Technology
Daphne Wang, University of Oregon
Eddie Wang, Columbia University
Iping Wei, Princeton University
Kuang-tien Yao, University of Hawaii, Manoa

If you are an experienced cataloger from an institution that has received NACO training, and if you are an independent contributor of Chinese names, your participation in this project is welcomed.

There will be a number of clean-up tasks associated with the conversion of bibliographic records. About 14 percent of all converted LC records were marked for review (a total of 20,191). After printing out these records, we will identify those on which access points were marked, and then begin to change those records.

Some subject headings have changed since the conversion specifications were prepared. These headings will be identified and corrected on bib records. We will also need to update some headings on bib records that were changed as part of the cleanup of authorities (for example, many of the corporate headings and place names that include the names of minority peoples).

At the end of last year, LC observed a 5-month moratorium on enhancing Chinese bibliographic records that were created before August 1, 2000. Now that most of the converted records have been loaded into the LC database, they are again eligible for input/update. LC catalogers are now focusing their efforts on cataloging the several thousand items that have accumulated since last August 1.

**Chinese Romanization Practices**

Catalogers and CPSO specialists held 5 meetings, between November and February, to identify and resolve discrepancies in romanization practice, particularly in the romanization of place names and personal names. They have drafted a detailed clarification on how to apply pinyin romanization guidelines in a consistent and uniform manner within the framework of AACR2 cataloging rules. This document has been
posted on the pinyin home page for comments. Mr. Melzer urged audience to comment on the draft clarification and send comments to LC by May 4, 2001:

- Do they make sense to you?
- Are they clear and consistent?

LC will evaluate the comments, post final instructions on the pinyin home page, and then draft modifications to the pinyin romanization guidelines (clarifying LC practices and providing more examples).

The LC Pinyin Home Page

The Library of Congress will continue to share information about the conversion project on its pinyin home page. The following information is now available:

- The timeline coordinated among LC, OCLC, and RLG is updated periodically
- Explanations of name/series authority conversion and bibliographic record conversion: scope and extent of conversion, how text is converted, what did not convert, and known errors and inconsistencies
- Guidelines for BIBCO libraries
- The complete conversion specifications
- A description of LC cleanup tasks, along with status reports

LC also plans to post:

- Information on the conversion of subject headings: those that converted correctly, those that did not convert, and those that will need to be changed after machine conversion
- Instructions and tips for Cuttering Chinese literary authors and Chinese local history

If you have questions, or need more information about the pinyin conversion project, please do not hesitate to contact the Cataloging Policy and Support Office, or Mr. Melzer at pmel@loc.gov.

2. OCLC (Glenn Patton, OCLC)

Mr. Glenn Patton, Director, Metadata Standards & Quality, OCLC, reported on OCLC’s Wade-Giles/Pinyin conversion activities. He began by reviewing the conversion of authority records that took place in September 2000. He noted several categories of headings that were excluded from conversion (including pre-AACR2 corporate names and uniform titles, as well as headings that appear to be Wade-Giles, but, based on examination of the related bibliographic records, are not romanized forms).
Mr. Patton also described discussions at ALA Midwinter on references that were not retained in converted authority records. These were Wade-Giles forms of name-title headings and corporate names with subordinate bodies that would represent references not required by NACO practice. Attendees at the RLG Pinyin Conversion Planning Forum asked that consideration be given to restoring these references, and after discussions with the Library of Congress and RLG, OCLC undertook a project to restore the references. The headings are converted to 4xx references coded with a subfield $w”nnea.” Addition of these references was completed in late March 2001.

Mr. Patton then reported that OCLC was in the final stages of testing its conversion software for bibliographic records. He also acknowledged the enormous amount of help received from the LC staff and the OCLC CJK Users Group Pinyin Conversion Task Force. OCLC planned to start the conversion of the Chinese bibliographic records in WorldCat in early April (Since the meeting, that schedule has been postponed to late April or early May). CONSER Chinese serials will be converted first, followed by other Chinese bibliographic records, and then by non-Chinese records containing Wade-Giles text.

Finally, Patton briefly reviewed local file conversion options and urged that meeting attendees look at the OCLC web site for further information. (http://www.oclc.org/oclc/pinyin/index.htm)

3. RLG (Karen Smith-Yoshimura, RLG)

Karen Smith-Yoshimura, Project Manager, RLG, briefly introduced several important RLG Pinyin Conversion milestones:

RLG Pinyin Conversion Milestones

- Sept. 2000:
  
  Loaded converted pinyin authority records distributed by LC into the RLG Name Authority File

- Oct. 1, 2000

  RLIN requested catalogers to add field 987, the pinyin marker, when creating original Chinese language bibliographic records
  Field 987 retained on all record copies, export, import
  New local index for field 987 status codes “n” (no Wade-Giles strings encountered) and “r” (requires manual review)

- Mid-Oct. 2000

  LC signed off on RLG pinyin program conversion for bibliographic records
Nov. 2000

LC signs off on test loading of RLG pinyin bibliographic records
Conversion of RLG union catalog began

Dec. 2000

RLG converted all Chinese-language clusters with LC (CJK) records
142,555 converted LC records delivered to LC and OCLC; 20,182 records
flagged for "manual review"

Jan.-March 2001:

All Chinese-language records romanized LC records converted and delivered to
LC
Clusters with University of Michigan, Columbia University, and Yale University
East Asian Records converted
Number of clusters converted to date: ca 450,000 (about 30 percent of total)
Estimated number of records converted to date: ca. 1,400,000 records (about 50
percent of total)

Overlaps of Chinese-language Records in RLG Union Catalog

- 23 percent of Columbia University East Asian records in clusters with LC
  records

- 26 percent of University of Michigan Asian Library records in clusters with
  LC or Columbia University East Asian records

- 59 percent of Yale University East Asian Library records in clusters with LC,
  Columbia University, or University of Michigan records

RLG Project: Transition Issues

With advice from the RLG Pinyin Working Group – Chinese catalogers, technical
services/systems heads form Columbia University, LC, Princeton University,
University of Michigan, and Yale University:

- Created “Guidelines for Cataloging Chinese Materials in RLIN during
  Conversion”
  http://www.rlg.org/eas/pinyincat.html

- Added “Frequently Asked Questions for RLIN Users”
  http://www.rlg.org/eas/pinyinfaq.html

- Created “Status of RLG Union Catalog Record Conversions”
  http://www.rlg.org/eas/pinyinstatus.html
Mr. Peter Zhou led a discussion regarding LC’s memo containing two proposed changes to the Chinese Romanization Guidelines. The memo was sent for comments to the CEAL community via Eastlib right before the Chicago Meeting. Mr. Zhou expressed thanks to members of the CEAL Pinyin Liaison Group for their hard work. Based on LC’s memo, Mr. Zhou presented the arguments for and against the changes as well as the final options for each.

**Proposal One: add an umlaut over the letter “u” in the syllables “lue” and “nue”**

- e.g. lue => lüe 略       nue => nue 喆

**Arguments for the change:**

- Conformity to ISO, Han Yu Pin Yin Fang An, US Board on Geographic Names standards
- Convenience for data storage, transmission and data exchange
- Since an umlaut is already used in syllables “lǔ” and “nǚ” which occur more frequently than “lue” and “nue”, the practice should be kept consistently across board

**Arguments against the change:**

- “Lue” and “nue” without an umlaut do not conflict with other syllables, thus are not ambiguous
- Absence of diacritic marks is convenient for user

**Options:**

1. No change
2. Make the change on an “as encountered” basis now and in the future
3. Option 2 plus going back to authority and bibliographic records to add the umlaut

**Proposal two: Use of apostrophe in joined syllables containing “n” and “g”**

- e.g. Zhang Zhan’gang 张占岗

**Arguments for the change:**

- Conformity to ISO, Han Yu Pin Yin Fang An, US Board of Geographic Names standards
- Convenience for data storage, transmission and data exchange
- This rule is not necessary, as there is almost no confusion without it

**Arguments against the change:**

- It is convenient for readers to distinguish the syllable break
- Omitting apostrophe shall end in confusion as in Fang’an (scheme) vs. Fangan (aversion)
Arguments against the change:

- It is convenient for readers to distinguish the syllable break
- Omitting apostrophe shall end in confusion as in Fang'an (scheme) vs. Fangan (aversion)
- (Counter argument: No. Since there is already a rule requiring putting an apostrophe before a, e, and o, when it is adjacent to another syllable, this requirement is redundant.)

Options

1. No change
2. Cease the practice, and remove this apostrophe on authority and bibliographic records on an “as encountered” basis

IV. Questions, Answers, and Discussion

One question was raised on the release of the rare book project records in the RLIN database. Ms. Karen Yoshimura answered that records are in the save mode. It is up to individual libraries to complete their records in the production mode.

As for the two proposed changes on Chinese romanization, Mr. Zhou conducted informal votes for these two proposals; however, several concerns and comments were raised:

- Authority file needs to be changed first, as it is project-based
- Is it possible to do a global change?
- There are inconsistent opinions on romanization from end users
- We have to consider the cost
- LC practice vs. international practice
- Should follow the Han Yu Pin Yin Fang An and drop the diacritic symbol (for Proposal 2)
- We need more time and preparation to discuss these proposed changes within institutions because CEAL received the memo only a week before the meeting

Finally, Mr. Zhou urged individuals to contact LC regarding submitting comments on these two proposed changes.

The program adjourned at 4:00 p.m.

Reporters:
Teresa Mei, Cornell University
Taemin Park, Indiana University
Fung-yin Simpson, University of Illinois at Urbana-Champaign