CEAL Committee Activities

Hideyuki Morimoto

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CEAL COMMITTEE ACTIVITIES
COMMITTEE ON TECHNICAL PROCESSING
ANNUAL REPORT, 2002

Introduction

Following the recent pattern, this present annual report of the CEAL Committee on Technical Processing (CTP) covers entire calendar year 2002, i.e., from January 2002 to December 2002, irrespective of the fact that the current Committee term started in April 2002.

As is the case with all CEAL committees, calendar year 2002 was a transition year for CTP with the previous one completing its term with carefully-planned final activities and the current one starting its operations with new members as well as future plans in place. The previous Committee successfully completed its ambitious tasks; and the current one, despite various hindrances, has made tangible progress in several ways.

This present CTP annual report from 2002 is organized around the following topics: (1) Committee membership; (2) Committee annual sessions; (3) Committee workshops; (4) Committee activities; (5) functions within CEAL; and (6) collaboration with relevant external individuals and organizations.

1. Committee Membership

The previous CTP membership structure remained intact until the completion in April 2002 of Committee cycle 1999-2002. It was:

Sarah Su-erh Elman, University of California, Los Angeles;
Tomoko Goto, University of British Columbia;
James K. Lin, Harvard University;
Wen-ling Diana Liu, Indiana University;
William B. McCloy (Ex Officio), University of Washington;
Teresa Mei, Cornell University;
Philip Melzer (Consultant), Library of Congress;
Seunghki Paek, Harvard University;
Taemin Kim Park, Indiana University;
Fung-yin Simpson, University of Illinois at Urbana-Champaign;
Charles Wu, Columbia University;
Reiko Yoshimura, Freer Gallery of Art; and
Abraham J. Yu (Chair), University of California, Irvine.

A CEAL election took place in spring 2002; and Hideyuki Morimoto assumed responsibility as Chair at the conclusion of the 2002 AAS Annual Conference. He immediately began the process of assembling appropriate individuals to be members of the Committee. One CEAL member who had volunteered to be a CTP member subsequently found it difficult to fully participate in CTP activities,
immediately after the initial membership proposal had been approved by the CEAL Executive Committee. Another CTP membership proposal was submitted in summer 2002. In the middle of the calendar year, one member changed institutional affiliation. The resulting Committee membership for cycle 2002-2005 approved by the CEAL Executive Committee is:

Shiok Abdelmessih, Queens Borough Public Library;
Kio Kanda, Library of Congress;
William B. McCloy (Ex Officio, until March 2003), University of Washington;
Philip Melzer (Recent Past Chair), Library of Congress;
Hideyuki Morimoto (Chair), New York University, subsequently Columbia University;
Hee-sook Shin, Ohio State University;
Hisami Konishi Springer, University of Hawaii at Manoa;
Daphne Hsu-Kuang Wang, University of Oregon;
Iping King Wei, Princeton University; and
Abraham J. Yu (Recent Past Chair; Ex Officio, March 2003-spring 2005), University of California, Irvine.

2. Committee Annual Sessions


CTP for cycle 2002-2005 laid out the agenda for the 2003 CTP session. As of the end of December 2002 it was as follows.

AACR2, 2002 rev., Chapter 12--new aspects (major points, reference sources): speaker arrangements not yet finalized;
Brief Update regarding CJK-related Cataloging at LC: Mr. Kio Kanda;
Cataloging of Electronic Resources, including Internet Resources--Dublin Core and Other Metadata Schemes, Management, etc.: speaker arrangements not yet finalized; and
CTP General Reports.

3. Committee Workshops

The LC-CEAL Cataloging Workshop was held at the Library of Congress on 1 and 2 April 2002. The following lectures were offered:
A detailed report by Mr. Kio Kanda was published in *JEAL*, no. 127 (June 2002).

The participants in the Workshop have filed their positive evaluative comments with the organizer. The current cycle of CTP, which assumed responsibilities after the Workshop was offered, received requests from CEAL members for additional workshop offerings. Due to the time elapsed by the moment when the current CTP membership was in place, it was decided that no sufficient time was left for planning and implementation of workshops on most topics suggested by CEAL members.

However, CTP also found that it was still feasible to offer a workshop on one topic specified by participants in the 2002 Workshop through their completed evaluation questionnaire, *i.e.*, Buddhist material cataloging. The following workshop:

**CEAL-LC Cataloging Workshop: Buddhism**

will be held on Monday and Tuesday, 24 (afternoon) and 25 (full day) March 2003 at Columbia University prior immediately to the 2003 CEAL annual meetings to be held in Manhattan. The lecturer, Mr. Kio Kanda from the Library of Congress, will cover the following topics: history of Buddhism and Buddhist literature; descriptive cataloging of Buddhist sacred books; subject headings for Buddhist titles; and LC Buddhism classification schedule. The Workshop will conclude with discussion of actual application to Buddhist material cataloging and exercises. A preliminary announcement was distributed to CEAL members through an Eastlib message in October 2002; and actual registration arrangements were being made thereafter.

### 4. Committee Activities

The previous CTP projects structure remained intact until the completion in April 2002 of Committee cycle 1999-2002. It was:

- Preparation of *AACR2 Workbook for East Asian Publications*, 2nd ed. (focal point: Philip Melzer);
- Collection from CEAL members of East Asian materials cataloging for ensuring receipt from LC of authoritative answers (focal point: James Lin);
- Establishment/maintenance of a Web site for the Committee, 1999-2002 (focal points: Sarah S. Elman (Web page development) and Abraham J. Yu (Web site management);
- Compilation of East Asian period subdivisions lists (focal points: Fung-yin Simpson and Sarah S. Elman (Chinese); Reiko Yoshimura (Japanese); Seunghi Paek (Korean); and
- Compilation of East Asian literary authors name lists (focal points: Wen-ling Liu, Charles Wu, Teresa Mei, and Sarah Elman (Chinese); Tomoko Goto (Japanese); and Taemin Park (Korean)).

All but the first project related to AACR2 Workbook for East Asian Publications were completed by the time of the conclusion of the Committee cycle 1999-2002.

In response to CEAL member input and at the instruction of the CEAL Executive Committee, supplemented by new member interest, the following committee activities with specific responsibilities assigned were then set up for the current CTP cycle.

2. Considering relevance of (a) Committee workshop(s), and, if deemed significant and feasible, planning/preparation for such (a) workshop(s);
3. Further work with AACR2 Workbook for East Asian Publications, 2nd ed. (focal point: Philip Melzer; collaborators: Shiok Abdelmessih, Hee-sook Shin, and Hisami Springer);
4. Maintenance of the Committee Web site (contents manager: Hee-sook Shin; site manager: Abraham Yu);
5. Collecting/organizing pinyin romanization questions (excluding those related to Chinese geographic names) from CEAL members for securing answers from LC (focal point: Daphne Wang);
6. Collecting/organizing questions related to Chinese geographic names from CEAL members for securing answers from LC (focal point: Iping Wei);
7. Exploring the ways to ensure that general CJK cataloging questions (excluding those related to pinyin romanization and Chinese geographic names) of CEAL members submitted to CPSO receive timely responses;
8. 053 addition in literary author name authority records, based on the lists previously compiled by the Committee, cycle 1999-2002 (focal points: Daphne Wang [for Chinese literary authors]; Hisami Springer [for Japanese literary authors]; and Hideyuki Morimoto, with help of Shiok Abdelmessih [for Korean literary authors]); and
9. 053 addition proposal submission to LC in subject authority records, based on the CJK period subdivisions lists previously compiled by the Committee, cycle 1999-2002 (focal point: Hideyuki Morimoto)

Items (1), (2), and (4) are obviously ongoing. Beside these, tangible and positive results were already generated with activities (3), (6), (7), and (8). In addition, CTP collaborated with the CEAL Committee on Chinese Materials in spring 2002, immediately after conclusion of the 2002 CEAL annual meetings, in collecting questions and comments from CEAL members on the pinyin romanization guideline drafts that LC had released in March 2002. CTP compiled in an organized manner collected questions and comments for submission to the CEAL Executive Committee, which CEAL President subsequently filed with LC. LC's response to the CEAL questions/comments were then received in summer 2002. CTP members, Daphne Wang and Iping Wei, have further been analyzing LC's responses, in conjunction with current CTP projects (5) and (6) enumerated above.
5. Functions within CEAL

CTP Chair for cycle 1999-2002, Abraham J. Yu, continued to represent CTP in the CEAL Executive Committee until April 2002. In addition, as a result of the CEAL election of spring 2002, Yu continued to be on the CEAL Executive Committee beyond April 2002, as new President-Elect.

New CTP Chair assumed in April 2002 the responsibility of CTP representation in the CEAL Executive Committee. Between April 2002 and December 2002, he submitted to the Executive Committee, in cooperation with the CEAL Committee on Chinese Materials, a document synthesizing questions and comments of CEAL members pertaining to pinyin romanization draft guidelines that LC had released in March 2002; reported to the Executive Committee that CEAL members wished CTP to plan and offer other workshops; reported to and sought approval of a proposed CTP membership for 2002-2005; and offered input with regard to CEAL business, including 2003 meeting time allocation to each committee within CEAL, collection of CEAL statistics, and CEAL bylaws revision efforts.

6. Collaboration with Relevant External Individuals and Organizations

CTP Chair for cycle 1999-2002, Abraham Yu, continued to represent CEAL in planning and implementation of the 2002 Workshop cosponsored by LC.

CTP also tried to develop and maintain collaborating relationship with other external individuals and organizations than LC. Such activities included: continuing with representative responsibility of CEAL in MARBI; expansion of professional channels with librarians in East Asia supportive of CJK cataloging activities, such as HKCAN project participants; and close monitoring of development with the proposed workshop on Japanese rare book cataloging to be offered by the National Institute of Japanese Literature (Tokyo). A member, Kio Kanda, and Chair assisted in August 2002 the North American Coordinating Council on Japanese Library Resources (NCC) in offering, at its NCC Junior Japanese Studies Librarians Professional Training Workshop, sessions on subject cataloging, monographs cataloging, and general cataloging/classification. CTP Chair, together with two other CEAL members, also made a trip in December 2002 to Japan to seize every possible opportunity to solicit from NDL as well as NII officials their making readily available to the general public their machine-readable authority records. He also continued with his responsibility as elected Secretary of the Asian, African, and Middle Eastern Section within ACRL.

7. Conclusion

This present report of the CEAL Committee on Technical Processing summarized the activities from period January 2002 to December 2002, in reference to CEAL reporting regulations, although there was a committee cycle change in April 2002. The report covered the following topics: (1) Committee Membership; (2) Committee Annual Sessions; (3) Committee Workshops; (4) Committee Activities; (5) Functions within CEAL; and (6) Collaboration with Relevant External Individuals and Organizations. CTP for cycle 1999-2002 successfully completed its term with offering of the LC-CEAL Workshop in April 2002. Newly formed CTP for term 2002-2005 started its activities immediately thereafter with solid progress. It is anticipated that, through further
engagement in Committee activities by current Committee members, the Committee will continue beyond calendar year 2002 to be effective in anticipating and proactively responding to ever-changing needs of CEAL members within the realm of CJK technical services operations.

Hideyuki Morimoto
Chair, CEAL Committee on Technical Processing

CEAL EXECUTIVE COMMITTEE

Meeting I
9:00 a.m. to 12:00 noon, Wednesday April 3, 2002
Marriott Wardman Park Hotel, Washington, DC.

Present: Bill McCloy (Washington Law) [President]; Doris Seely (Minnesota) [Secretary]; Wen-ling Liu (Indiana) [Treasurer]; Executive Committee Members-at-Large: Hsi-chu Bolick (North Carolina at Chapel Hill); Vickie Fu Doll (Kansas); Sarah Elman (UCLA); Sachié Noguchi (Pittsburgh); Anna U (Toronto); Karen Wei (Illinois at Urbana Champaign); Committee Chairs: Yuan Zhou (Chicago) [Chinese Materials]; Hideyuki Morimoto (NYU Berkeley) [Japanese Materials]; Joy Kim (USC) [Korean Materials]; Abraham Yu (UC Irvine) [Technical Processing]; Rob Britt (Washington Law) [Library Technology]; Cathy Chiu (UC Santa Barbara) [Public Services].

I. AGENDA REVIEW – McCloy

We added a report by Joy Kim on the manual Korean Librarianship outside Korea under old business and in the same section, under CEAL Directory on-line, we added the question of character sets.

II. CEAL ELECTION RESULTS – Sachié Noguchi

Noguchi and Seely counted the CEAL ballots before the meeting and Noguchi announced the election of the following officers:

Vice President/President Elect: Abraham Yu
Chair, Committee on Chinese Materials: Karen Wei
Chair, Committee on Japanese Materials: Kuniko Yamada McVey
Chair, Committee on Korean Materials: Hyokyoung Lee
Chair, Committee on Technical Processing: Hideyuki Morimoto
Chair, Committee on Library Technology: Woosob Jeong
Chair, Committee on Public Services: Sharon Domier
Executive Committee Members-at-Large: Zhijia Shen and Amy Tsiang
Executive Committee Member-at-Large to serve out the remaining two years of Karen Wei’s term, since she will resign to devote her attentions to the Committee on Chinese Materials: David Hickey
III. RECOGNITION OF OUTGOING MEMBERS – Bill McCloy

Outgoing Executive Committee members Sarah Elman, Anna U and Karen Wei and outgoing committee chairs Yuan Zhou, Hideyuki Morimoto, Joy Kim, Abraham Yu, Rob Britt and Cathy Chiu were recognized and thanked for their services.

IV. APPROVAL OF MINUTES – Doris Seely

The minutes of the 2001 meetings were approved.

V. TREASURER’S REPORT – Wen-ling Liu

The Treasurer’s report, circulated before the meeting, was approved. It was agreed that Liu would give a short report at the Plenary Session and urge members to renew their membership. Liu will resume the sending of CEAL renewal invoices, which should be sent to both personal members and institutional subscribers who subscribe directly whenever their subscriptions expire, which usually means every year.

In the past, most CEAL subscriptions ran from June through February, so the most practical way to distribute the invoices was by enclosing them with the June issue of JEAL. Now, because there are so many exceptions, perhaps another mode of distribution would serve better.

VI. PRECONFERENCE WORKSHOPS – Abraham Yu

The preconference workshops on East Asian art cataloging, questions and answers on Chinese and Japanese rare book cataloging and Korean romanization issues went very well. There were 137 participants, 92 from CEAL and 45 LC staff members. McCloy will send letters to LC to thank them for their contributions to these preconferences.

VII. KOREAN LIBRARIANSHIP MANUAL STATUS REPORT – Joy Kim

The manual Korean Librarianship outside Korea has been completed and 400 copies printed. 350 of these have been ordered and will be supplied free to those who requested them. About 100 of these were to be distributed at the CEAL meetings to expedite the process and save shipping costs to the East Coast and overseas. The remaining 50 copies will be sold at $20 each, plus shipping and handling.

VII. CEAL GRANTS TO COMMITTEES – Bill McCloy

Cathy Chiu asked that CEAL reimburse Frank Shulman’s expenses for his CEAL presentation even though he is a current CEAL member, since he is now retired and receives no institutional support.
for his CEAL activities. This was approved and Cathy will submit the bills to Wen-ling Liu, CEAL Treasurer, for reimbursement.

VIII. Joy Kim needs money to cover shipping costs for the Korean manual. It was approved that she request a check for $500 from Liu. Any money not used for postage will be returned to CEAL.

McCloy presented a draft of procedures for processing grants to committees, which was discussed, revised and approved. These procedures will be posted on the CEAL Web site.

**Procedures For Disbursing Funds To CEAL Committees**

1. A maximum of one CEAL-funded grant per committee will be given within each three-year period, i.e., each regular election cycle.

2. Committees may seek and accept additional grants from outside CEAL. Normally these funds will be deposited in CEAL accounts and designated for use according to the donor’s request.

3. Grants will be for $500 or less, this amount to be reassessed periodically in relation to the financial health of CEAL.

4. Requests for funding must be submitted by the chair of the requesting committee to the Executive Committee for approval and must be tied to a specific project and budget. The deadline for submissions of requests shall be December 1. The deadline for decisions by the Executive Committee shall be December 15.

5. Allowable uses for grants include, but are not limited to, honoraria for speakers, committee publications and workshop expenses. Travel support and honoraria may not be provided to current CEAL members, except for retirees and members from outside North America.

6. One or two grants will be funded per year. In some years, no grants will be awarded.

7. Proposals will be evaluated on their merits and the schedule of rotation.

8. Schedule of rotation – Any committee chair is eligible to apply any year, but two designated committees per year will have priority. Rotation shall be in alphabetical order:


9. If a committee has received a CEAL-funded grant of any amount outside the normal rotation schedule, no more grants will be awarded during that three-year regular election cycle.
10. These guidelines and the schedule of rotation will be published on the CEAL Web site with the dates and amounts awarded and the projects to which they relate. The schedule will be updated as needed.

CEAL EXECUTIVE COMMITTEE

Meeting II
7:00 to 9:00 p.m., Friday April 5, 2002
Marriott Wardman Park Hotel, Washington, DC.

Present: Bill McCloy (Washington Law) [President]; Abraham Yu (UC Irvine) [Vice President/President-Elect]; Doris Seely (Minnesota) [Secretary]; Wen-ling Liu (Indiana) [Treasurer]; Executive Committee Members-at-Large: Hsi-chu Bolick (North Carolina at Chapel Hill); Vickie Fu Doll (Kansas); David Hickey (Florida); Sachié Noguchi (Pittsburgh); Zhijia Shen (Pittsburgh); Amy Tsiang (UCLA); Committee Chairs: Karen Wei (Illinois at Urbana-Champaign) [Chinese Materials]; Kuniko Yamada McVey (Harvard) [Japanese Materials]; Hideyuki Morimoto (NYU) [Technical Processing]; Wooseob Jeong (Wisconsin at Madison) [Library Technology]; Sharon Domier (Massachusetts) [Public Services].

I. ASIAN LIBRARIANS LIAISON GROUP (ALL) MEETING – Bill McCloy

Sharon Domier agreed to attend this meeting on Saturday with Bill McCloy as the second CEAL representative.

II. APPOINTMENT OF EQUIPMENT COORDINATOR FOR CEAL 2003 – Bill McCloy

Sun Yoon Lee had already volunteered to serve as equipment coordinator again in 2003.

III. CEAL REPRESENTATIVE TO NCC – Bill McCloy

As Chair of the Committee on Japanese Materials, Kuniko Yamada McVey agreed to serve as CEAL representative to NCC.

IV. REPORT OF THE AD HOC CEAL TASK FORCE ON ALTERNATIVE FUNDING – Wen-ling Liu

The AAS Comptroller cautioned that because CEAL is a not-for-profit organization, we would need to consult an attorney about selling ads in JEAL or on our Web site. Ads would have to be in compliance with CEAL mission; revenues would be taxed. We would have to comply with AAS requirements for accounting for, banking, and dispersing such funds.
The safest ways to raise funds would be by asking for member donations or applying for grants.

We decided that the current task force would be extended and expanded and the members will look for agencies that we might approach for grants. Wen-ling Liu will revise the membership form to include a line for a donation to CEAL. They will consult with other not-for-profits that have ads in their publications to see how they handle this issue.

V. CEAL DIRECTORY ON-LINE

JIM CHENG’S REPORT

Jim Cheng has set up his MS Access tables for the on-line CEAL Directory and had a demo version ready for the committee members to try before the CEAL meetings. The directory will include East Asian libraries and their affiliated personnel, as well as JEAL subscriptions for institutional and individual subscribers.

Issues Of Privacy And Integrity Of Subscription/Mailing Lists

There was a complaint about invasion of privacy when we published a home address in the Web version of the Directory. For this and other reasons, putting the CEAL subscription lists on-line will pose some challenges. There are about 150 home mailing address on the CEAL subscription list for individual members who prefer to receive their CEAL mailings at home. The challenge here will be to remove the 150 home addresses from the on-line Directory to protect privacy, while at the same time preserving them in the CEAL mailing list, so that these 150 members can continue to receive their CEAL mailings at home. We also need to identify those retired CEAL members or independent scholars who have no office address to substitute for a home address in the Directory and very much want their home addresses included, as opposed to those who do not.

For those individuals who receive CEAL mailings at the office, we need to keep in the mailing list those office addresses which we have there now, rather than substitute incomplete and sometimes inaccurate addresses from the Directory, since people at the same institution often have different mailing addresses. The institutional subscription list includes dozens of mailing addresses which consist of an order number and the address of a vendor like EBSCO or Swets Blackwell or a serial records department. These addresses are of no reference value in the Directory and probably should be deleted there, but must be maintained in the CEAL mailing list so that mailings of JEAL and JEAL invoices go to the proper destinations.

In short, we need to make sure that we can put the subscription lists on-line for the Directory without invasion of privacy, but also without destroying their utility as subscription mailing lists. The members of the Ad Hoc Membership Committee assured us that they will address these issues.
VI. JEAL ON THE WEB – Bill McCloy

Committee members had a chance to look at the test JEAL database mounted by Brigham Young before the CEAL meetings and were very favorably impressed. Both the Roman and the character texts looked good. We agreed that Gail King and BYU should proceed with the project to mount all the back issues on the Web. There should be a gap of one calendar year between publication and mounting on the Web. Some of the issues already mounted were in PDF and some in html; we preferred the PDF versions.

The issue of copyright was brought up. Since CEAL has never copyrighted any of its publications, we thought that this was probably not an issue. If anyone complains about anything in the back issues being mounted, we will delete that material. We will ask Gail King to get authors of new material to sign releases for mounting on the Web from now on.

Do we need an index? The question was raised in passing, but not discussed at any length.

VII. CHINESE RARE BOOKS PROJECT REMINDER – Hideyuki Morimoto

We are reminded once again that if we have records in RLIN that were created for this project and which are still in save mode, it would be good to change them to production mode.

VIII. BYLAWS COMMITTEE – Bill McCloy

Vice President/President-Elect Abraham Yu will chair this ad hoc committee and appoint other members. They will consider the following possible additions and changes to the CEAL Procedures:

- Procedures for filling a vacancy among the Members-at-Large when someone resigns before the end of the term of office.
- Duties and responsibilities of the Secretary and Treasurer
- Policy concerning CEAL Web site
- Should JEAL editor continue to be a non-voting member of Executive Committee?
- Should all committee chairs and memberships continue to turn over at the same time?
- Should we ask for short statements from candidates for CEAL offices?
- Should we have permanent nominating committee and membership committee?