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Committee Activities

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COMMITTEE ACTIVITIES

COMMITTEE ON TECHNICAL PROCESSING

Annual Meeting
Wednesday, March 3, 2004
San Diego, California

I. Welcome; Introduction of Committee Members (Hideyuki Morimoto)

The 2003 annual meeting of the Council on East Asian Libraries (CEAL) Committee on Technical Processing (CTP) was held on Wednesday, March 3, 2004, in Garden Salon 1, Town and Country Resort & Convention Center in San Diego, California. The session began with the chair of the committee, Mr. Hideyuki Morimoto, welcoming participants to the meeting and introducing the current CTP members. Mr. Morimoto introduced the outline of the session program, which consisted of three presentations and a committee report, including previously received cataloging questions and general remarks. The session was followed by three presentations:

II. Serials Control Project at the University of Washington (Seattle) East Asia Library (Ms. Xiaoli Li, University of California, Davis)

Ms. Xiaoli Li presented an overview of the serial project, which was designed in order to provide full cataloging records, and accurate holdings and item information of approximately 10,000 serial titles at the University of Washington East Asia Library. The project was launched in 2001 and is estimated to be completed in 2005.

The East Asian Library at University of Washington holds approximately 10,000 serials, including Chinese, Japanese and Korean, which are shelved into 6 locations. Before 2001, 80% of Chinese and Korean serials were not fully cataloged; and holding and item records were also not completed. Therefore, the project was initiated in 2001 in order to bring the library in line with other libraries in using Pinyin transliteration of Chinese materials; to improve access to library collection; and to facilitate collection development, interlibrary loan services, circulation, and technical services.

The tasks of the project are: cataloging entire serial collection in-house; updating holding records; providing online item information; re-labeling volumes with Library of Congress Classification (=LCC) numbers; and re-shelving the collection in LCC number order. The project has evolved through three phases. Phase one was finished last year; Phase two is being conducted now and expected to be done in the early next year; Phase three is under planning. In order to implement the project, the project team outlined the project and a formal process (=workflow) was developed. The steps include: 1) retrieving a record; 2) enhancing or cataloging the record if necessary; 3) reviewing the record against the item; 4) binding or re-labeling a spine label; and 5) re-shelving the item.
Lastly, she summarized the findings from the project. They are the following. Average processing time per title for cataloging was ½ hour; for adding volumes, time was 3 minutes per volume. 6% of the serials were original cataloging; 62% of the serials were copy cataloging; and 32% were record enhancement. The valuable experience the project team learned was that effective student training reduced staff review time significantly; students can be very helpful in searching OCLC database and imputing CJK scripts; quality control can be done cooperatively with staff who are responsible for binding and receipts. She also emphasized the five important components which are cooperation, collaboration, coordination, communication, and consideration for the success of the project.

III. A New Way to Add Chinese Characters with Pinyin on Chinese Bound Periodicals (Mr. Jinfu Lu, University of Pittsburgh)

The second presentation by Mr. Jinfu Lu was about a new way to add Chinese characters with Pinyin on Chinese bound serials. In order to enhance accessibility and make browsing easier, the East Asian Library of the University of Pittsburgh decided to add Chinese characters with Pinyin on Chinese bound journals to resolve the issue between the bound journals in Wade-Giles before October 1, 2000 and in Pinyin after October 1, 2000.

To do so, the library used Chinese Microsoft Word to enter the Chinese characters and Pinyin in the format as designed and printed the titles on acid-free self-adhesive archival labels which can be easily peeled off and applied onto the spines of bound journals. The library kept Pinyin for shelving purposes and kept it sideways to follow the Pinyin application rules by the Library of Congress.

This project was done in collaboration with Wert Bookbinding, Inc., which prints title labels for the library. As the company had nobody who knew Chinese, the library created two files: one was the master reference file with number of labels to be printed and the other was the master file for printing the labels. For the previously bound journals either in Wade-Giles or Pinyin, the library used the title labels in Chinese characters with Pinyin to cover it. For newly bound journals, Wert Bookbinding, Inc. printed the Chinese characters with Pinyin directly on the spine with laminated long lasting durable finish.

In conclusion, Mr. Lu pointed out that the final product of this project was very attractive and impressive and that this method can also be applied to Japanese and Korean bound journals. He also offered the files for any interested East Asian libraries to view; they may also contact Wert Bookbinding, Inc. for a printed copy of the master reference file to add the titles that are not covered.

IV. Update: CJK-Related Cataloging at LC (Mr. Kio Kanda, Library of Congress)

Mr. Kanda gave a report which included the following issues:

1. Unicode at LC:
The Library of Congress is working on Unicode. Beta version has been tested with satisfaction, and the LC is now waiting for the implementation of Unicode for Non-roman bibliographic records in Voyager. Non-Roman script variants in authority records and original scripts in BQ and Chinese law schedules are going to be indexed, making them searchable. LC is also working on Unicode sort tables for filing/display order, and expanded languages will also be provided beyond JACKPHY.

2. Chinese special collection and collection level cataloging:

LC has created a collection level cataloging for special collections, and a sample of CLC is “Macau Handover Collection.” The title “Macau Handover Collection” is added in 710 field in the bibliographic record and 50 titles of the collection are added in 505 field (=content notes) which is searchable. “Hong Kong Ephemera Collection,” “Taiwan Election Collections” and “China Dissident Collection” are also examples of CLC.

3. Japanese and Korean cataloging:

4,600 titles of the Japanese Rare Book Collection were cataloged, and there are about 600 titles remaining to be cataloged. The title, “Beikoku Gikai Toshokanzo Nihon kotenseki mokuroku” was published in 2003 by Beikoku Gikai Toshokanzo Nihon Kotenseki Mokuroku Kankokai. Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books is completed and will be available through CPSO and Rare book webpage. 11,000 color slides, playbills and indexes of Kabuki during 1956-78 are available through LC OPAC and will be digitized eventually.

About 100 videocassettes of North Korea were cataloged, and they are available through LC OPAC. A suffix, “VAJ” is added in 050 field which is searchable by keyword.

4. Pinyin Conversion and cleanup

10,000 bibliographic records of 146 most frequently used Chinese headings were cleaned up, and 900 serial records were marked for review and cleanup. Chinese subject heading in non-Chinese bibliographic records and names of geographical features in bibliographic and authority records also have been cleaned up. 1500 records for instrumental music were newly converted to Pinyin. Documentations for New Chinese Romanization Guidelines and Romanization Policies for Cataloging Chinese Materials have been updated and they are available via http://lcweb.loc.gov/catdir/pinyin.

5. Chinese Geographic Names

Romanization of Chinese geographic names in descriptive and subject headings updated in May 15, 2003 is being reviewed in terms of the difference between headings for administrative districts and populated places, and more representative examples will be added. Headings for cities may be in two NARs: one for the administrative unit (municipality); and another for the populated place.
6. Orientalists, Asianists, Oriental…

The LCSH “Orientalists” has been approved by CPSO to change to two headings, “Asianists” and “Middle East specialists,” while LCSH “Oriental languages” and “Oriental literature” have been changed to “Asian languages,” and “Asian literature.”

7. NACO/SACO funnel projects

CEAL members are interested in reviewing authority records related to East Asian subjects. Therefore, the task force at CEAL has been launched and a study will be conducted regarding the feasibility of CEAL members carrying out this project under CEAL auspices. There is a webpage on frequently asked questions about funnel projects, and the URL is http://www.loc.gov/catdir/pcc/naco/funnelfaq.html.

8. LCCOPYCAT with encoding level 7

LC is exploring a new mode of cataloging called “LCCOPYCAT with encoding Level 7” and more information on this issue is available at http://lcweb.loc.gov/catdir/cpso/el7.html.

Mr. Kanda lastly stated that OCLC, Die Deutsche Bibliothek, and LC are conducting a joint project, the Virtual International Authority File (VIAF), which has been in progress. For stage 1, all of personal names will be loaded into VIAF as national headings. CJK Workbook has been reviewed by many divisions at LC. Some changes were made in the workbook, and completed chapters will be available through the LC webpage.

V. Committee Report; Cataloging Questions Received; General Remarks

Mr. Morimoto reported firstly committee activities as follows: 1) planning/preparation for committee sessions at 2003/2004/2005 annual meetings; 2) considering relevance of committee workshops, and, if deemed significant and feasible, planning/preparation for such workshops, for example, in 2003: CEAL-LC Cataloging Workshop on Buddhism; 3) further work on AACR2 Workbook for East Asian publications, 2nd ed; 4) maintenance of the committee web site; 5) collecting/organizing pinyin Romanization questions from CEAL members for securing answers from LC; 6) exploring the ways to ensure that general CJK cataloging questions (excluding those related to pinyin Romanization and Chinese geographic names) by CEAL members submitted to CPSO receive timely responses; 7) 053 addition in literary author name authority records, based on the lists previously compiled by the committee members of the 1999-2002 cycle; 8) 053 addition proposal submission to LC in subject authority records, based on the CJK period subdivisions lists previously compiled by the committee members of the 1999-2002 cycle; 9) LC Class/Subject correlations search; and 10) participation in HKCAN trial. He then continued on answering with examples for cataloging questions received by the Committee.

Question 1: Shouldn’t republications of serials be cataloged as serials? Why are some serial republications cataloged as monographs, while other serials republications are cataloged as serials?
Answer: According to Library of Congress Rule Interpretation, 1.0, section five “republications,” part (a) “republication of a serial,” a republication of a serial is generally cataloged as a serial. However, it is cataloged as a monograph if it is a republication of a single issue or a limited number of issues, and also if it is a collection of bibliographically unrelated serials or articles.

Question 2: Do you have any suggestion on how to proceed with a case where a numbered main series encompasses a numbered sub-series?

Answer: According to Library of Congress Rule Interpretation, 21.30L, no. 2 “Main series is numbered,” under “Main series and Indirectly Entered Sub-series,” the LC practice says to give two series added entries: one for the main series and one for the main series/sub-series combination.

Finally, the chair opened up for questions from the public. A question was raised about shelving bound serials after changing the spine labels. Mr. Li answered that the EA library has to follow the main library practice in which bound journals are shelved by call numbers. A participant asked as to where a list of the most frequently used Chinese headings in bibliographic records may be found. It was pointed out that such a list was included in "Library of Congress Pinyin Conversion Project: Conversion Cleanup Tasks: Status Report" (Dec. 30, 2003) placed at the LC Pinyin Web site. Another question was raised about outsourcing of CJK cataloging by LC and there was no comment on this question. There was an additional comment on the republication of serials pointing out that, according to LCRL, if the republication is filling the gap, it should be cataloged as an original serial. It was reported that, in the bibliographic record for the PDF version of Ren min ri bao, the Stanford University Libraries changed the date coding under field 008 to reflect the data pertaining to the original hard copy version, and not the PDF version.

The meeting adjourned at 20:47 p.m.

Hee-sook Shin, Columbia University, Recorder

CEAL COMMITTEE ON TECHNICAL PROCESSING
ANNUAL REPORT, 2004 ; WITH,
TASK FORCE FOR 2005 CATALOGING WORKSHOPS LOGISTICS ARRANGEMENTS
ANNUAL REPORT, 2004

Introduction

Following the recent pattern, this present annual report of the CEAL Committee on Technical Processing (CTP) covers entire calendar year 2004, i.e., from January 2004 to December 2004.

In its third year of the Committee cycle, CTP has made progress in several ways. This present CTP annual report from 2004 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. In connection with topic (3) above, CTP established in summer 2004 the Task Force for 2005 Cataloging Workshops Logistics Arrangements, an annual report of which to cover its activities of calendar year 2004 is also included in this 2004 CTP annual report.

1. Committee Membership

The CTP membership structure remained intact during the entire calendar year 2004, the period covered by this present annual report, as was initially approved for cycle 2002-2005 by the CEAL Executive Committee in summer 2002. It was:

Kio Kanda, Library of Congress;
Shiok Lim, Queens Borough Public Library, etc.;
Philip Melzer (Recent Past Chair), Library of Congress;
Hideyuki Morimoto (Chair), Columbia University;
Hee-sook Shin, Columbia 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), University of California, Irvine.

2. Committee Annual Sessions

The 2004 CTP annual session was held on 3 March 2004 in San Diego, Calif. Presentations included: "Serials Control Project at the University of Washington (Seattle) East Asia Library," Ms. Xiaoli Li, University of California, Davis; "A New Way to Add Chinese Characters with Pinyin on Chinese Bound Periodicals," Mr. Jinfu Lu, University of Pittsburgh; and "Update: CJK-Related Cataloging at LC," Mr. Kio Kanda, LC. Those were followed by a Committee Chair report; and a summary of cataloging questions and answers. A detailed written report of the 2004 CTP annual session was prepared by Ms. Hee-sook Shin and placed at URL: http://cealctp.lib.uci.edu/meeting04.htm.

CTP also worked on agenda for the 2005 CTP session. A plan as it stood as of the end of December 2004 is as follows.

VIAF, LEAF, and Inclusion of References in Original Scripts in Authority Records: Dr. Barbara B. Tillett;
Latest Developments of HKCAN: Mr. Patrick Lo, Ms. Maria Laiche Lau, and Mr. Owen M.L. Tam;
Cataloging Questions Received and Answers: Committee Members;
Update: CJK-Related Cataloging at LC: Mr. Kio Kanda; and
CTP General Reports.
Since CTP is eligible for funding, with priority within CEAL, for the 2005 CEAL annual meetings, as long as approved by the CEAL Executive Board, CTP submitted in summer 2004 a funding request to support one of the non-CEAL member guest speakers in travel expenses, of which the Board approved.

3. Committee Workshop

The following workshops:

- SCCTP Electronic Serials Cataloging Workshop
  Monday, 28 March 2005 (full day)
  Prof. Margaret Mering, University of Nebraska-Lincoln

- SCCTP Integrating Resources Cataloging Workshop
  Tuesday, 29 March 2005 (full day)
  Prof. Debra Shapiro, University of Wisconsin--Madison

will be held at the University of Chicago immediately prior to the 2005 CEAL annual meetings to be held in Chicago.

The University of Chicago Library has been extending generous and strong support during the course of preparation for the Workshops and will play a pivotal role in the actual Workshops as well as during the immediately preceding days. Nonetheless, since the Workshops will be held in Chicago, away from any CTP member's work, and because SCCTP workshops call for a variety of logistics arrangements, to which few CTP members could spend time, CTP requested in summer 2004 from the CEAL Executive Board approval for establishment, within CTP, the Task Force for 2005 Cataloging Workshops Logistics Arrangements, with the following membership:

Sarah Su-erh Elman, Yale University;
Hideyuki Morimoto (Chair), Columbia University;
Setsuko Noguchi, University of Illinois at Urbana-Champaign;
Keiko Suzuki, Yale University;
Iping King Wei, Princeton University; and
Abraham J. Yu (Ex Officio), University of California, Irvine.

The CEAL Executive Board approved of this request. In addition, the East Asia Library at Yale University provided technological support to Task Force activities, beyond the Task Force membership enumerated above.

An announcement was distributed to CEAL members through Eastlib in September 2004; and actual registration arrangements were made thereafter. Despite assessed fees to cover necessary expenses, such as instructional materials replication right charges for the sufficient number of copies, photoduplication/binding/shipment of instructional materials, and travel expense reimbursement and honoraria to instructors, strong interest in these workshops was apparent among CEAL members, as CTP had anticipated. As per SCCTP guidelines as to the maximum
number of participants in each SCCTP workshop, some twenty CEAL members were admitted to both Workshops, while some others wishing to attend could not be accommodated in the final participants lists.

Registration fees were collected from those on the final participants lists for deposit with the CEAL account within AAS. Through the attendance application process, all had indicated their understanding that some funds from the collected registration fees will be set aside for contingency, that there are some expenses, such as instructor travel expenses, that cannot exactly be pre-planned, and that any unspent funds out of the collected registration fees will remain in the CEAL coffers for future CEAL activities that the CEAL Executive Board would deem beneficial.

A needs assessment questionnaire form for each of the two Workshops was finalized and distributed, in December 2004, to all participants in the 28-29 March 2005 Workshops. Responses will be summarized for submission to each Workshop instructor in advance of the Workshops.

A Task Force member conducted in summer 2004 research as to options for photoduplication/binding/shipment of instructional materials. At an appropriate time in early 2005, Workshop instruction materials will be ordered from LC's Cataloging Distribution Service; and arrangements for actual photoduplication/binding/shipment will be made.

4. Committee Activities

CTP members Daphne Wang and Iping Wei, in cooperation with Philip Melzer, made concerted efforts to further work on the Chinese romanization guidelines so that confusions among CEAL members may be minimized.

In addition, CTP continued to work on the following committee activities with a specific focal point assigned to each initially 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 Lim, Heesook Shin, and Hisami Springer);
(4) Maintenance of the Committee Web site (contents manager: Heesook Shin; site manager: Abraham Yu);
(5)-(6) Collecting/organizing pinyin romanization questions from CEAL members for securing answers from LC (focal points: Daphne Wang; and Iping Wei);
(7) Exploring 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 Lim (for Korean literary authors--Korean author project component completed in 2002)); 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)

A report regarding items (1) and (2) was presented in previous sections above. As to item (3), some chapters were released to the general public within the LC web site. Item (4) is obviously ongoing. Beside these, tangible and positive results were already generated with activities (5)-(6), (7), and (8).

5. Functions within CEAL

CTP members Heesook Shin, Hisami Konishi Springer, Iping King Wei, Abraham J. Yu, and Hideyuki Morimoto attended the 2004 CEAL preconference workshop, XML for East Asian Librarians, held in San Diego on 2 March 2004 by the CEAL Committee on Library Technology.

CTP Chair continued to represent CTP in the CEAL Executive Board. In 2004, he: assumed responsibility to work on studying the proposal, submitted by CEAL members, for comprehensive review of LCSH/NAR/SAR entries for East Asian studies materials; and offered input with regard to CEAL business, including the CEAL web site location, future of JEAL, 2005 CEAL election procedure set-up, and CEAL funding disbursement.

6. Collaboration with Relevant External Individuals and Organizations

CTP tried to develop and maintain a collaborative relationship with external individuals and organizations other than LC. Such activities included: expansion of professional channels with librarians in East Asia supportive of CJK cataloging activities, such as direct involvement in access to the HKCAN authority file; and continued monitoring of developments at Japan National Diet Library (NDL) and National Institute of Informatics (NII) regarding release to the general public of their machine-readable authority records.

CTP Chair also continued with his responsibility as elected Secretary of the Asian, African, and Middle Eastern Section within ACRL and assumed his responsibility as appointed member of the Subject Access Committee within ALCTS' Cataloging and Classification Section. He maintained communication with the Cataloging and Classification Committee for Asian and African Materials within ALCTS' Cataloging and Classification Section and provided some background information regarding CEAL's collaboration with LC on Chinese romanization guidelines.

Hisami Konishi Springer and Hideyuki Morimoto attended the Practical Workshop for Overseas Librarians on Early Japanese Books held at the National Institute of Japanese Literature in Tokyo.

7. Conclusion

This present report of the CEAL Committee on Technical Processing summarized the activities of the period from January 2004 to December 2004, in reference to CEAL reporting regulations. 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. CTP for term 2002-2005 made much progress in its activities, with new initiatives and modifications necessitated by shifting external factors, in 2004. It is anticipated that, through further engagement in Committee activities by current Committee members, the Committee will continue to respond to ever-changing and additional needs of CEAL members within the realm of CJK technical services operations.

Hideyuki Morimoto, Chair
CEAL Committee on Technical Processing