



YOUR GUIDE TO JAPANESE
LIBRARY AND INFORMATION RESOURCES



Introducing the NCC Guide to Research Access in Japanese Museums, Libraries, and Archives (MLAs)

Fabiano Takashi Rocha
Japan Studies Librarian
University of Toronto Libraries
EAJRS – Newcastle, UK
7 September 2011

The New NCC Website



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LIBRARY AND INFORMATION RESOURCES



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NCC: North American Coordinating Council on Japanese Library Resources

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NCC Information Literary Resources

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Navigating NCC's Site

Choose your path:

- Faculty
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NCC Your Clearinghouse to Japanese Resources

NCC creates programs and online services to support the research needs of the field of Japanese studies.

NCC Services provide **access** to Japanese resources through:

- The Global ILL Framework, a network of over 240 institutions in Japan, the US and Canada (link to their page);
- The Image Use Protocol Website, a guide to best practices for locating and legally using visual images from Japan;
- the Digital Resources Committee, providing assistance with use and navigation of Japanese databases and helping institutions to work more effectively with database creators and vendors who license their products.

NCC Develops **collections** through grants and resource exchanges:

- The Multi-Volume Sets Grants fund a circulating national collection of over 40,000 items, many not held elsewhere;
- The Japan Art Catalog Project's collections are rare, often privately published materials open to scholars and students on site and through ILL;
- The Cooperative Collections Working Group strives to ensure that periodicals needed for research are held in North America;

NCC Services promote **Information Literacy** at all levels within Japanese studies through:

- NCC Team-Building Workshops;
- NCC's Information Literacy Portal (renaming);
- NCC's LibGuides Node in Japanese Studies;
- NCC's Webinar Series (in process);

NCC's international **collaborations** bridge global networks throughout the field of Japanese studies that:

- Advocate for the needs of faculty and students in smaller institutions;
- Develop new strategies for resources sharing;
- Offer specialized training to librarians at all levels of professional development, by promoting information literacy at all levels within the field, and by fostering close collaboration and consultation among librarians, the academic community and bi-national funding agencies;
- A partial list of organizations with which NCC collaborates is here (link).

The key to the NCC's ability to effectively serve the field of Japanese studies is the devoted group of Japanese studies librarians and faculty who serve on the Council, and provide the intellectual vision for NCC's growing number of services.

The North American Coordinating Council on Japanese Library Resources (NCC) is an

About the NCC

- [About the NCC](#)
- [Council Members](#)
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NCC's Nonprofit Status

The NCC is a tax-exempt 501-C-3 organization and a public charity in the Commonwealth of Massachusetts where its headquarters are located. NCC programs and services are managed by a small part time staff working with a large group of international professionals who donate their services on a pro bono basis.

NCC programs and services receive funding for US and Japanese foundations and from donations from private individuals. Please consider making a fully tax deductible contribution to the NCC which depends on grants and your contributions for its support. [Download Contribution Form.](#)

[Comments \(0\)](#)

Why Redesign?

- **Feedback from the NCC 3-D Conference in Philadelphia**
- **NCC as a clearinghouse for Japanese studies library and information access**
- **Grant from the Center for Global Partnership**
- **Decision to use the content management software called LibGuides as the new platform for the NCC website**

Why LibGuides?

- **Librarians across North America already using LibGuides to create their own content**
- **Share instead of creating from scratch**
- **Simple to use; several people may be granted access to edit**
- **Allows the use of multimedia, social network tools**
- **Mobile and Smartphones friendly**

Online Guide (beta version)

ZUO

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Hitotsubashi University Tags: asian economies, global economies, social sciences
 一橋大学

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Overview

In 1875, Hitotsubashi University began as the Commercial Training School (*Shōhō Kōshūjō*). The school was founded by Arinori Mori with the support of Eiichi Shibusawa, the father of modern Japanese industry, and Takashi Masuda, the founder of Mitsui & Co., Ltd.

Today, Hitotsubashi University is known as one of Japan's leading schools in the social sciences. The university has four divisions: the Faculties of Commerce and Management, Economics, Law, and Social Sciences. There are seven graduate schools: Commerce and Management, Economics, Law, Social Sciences, Language and Society, International Corporate Strategy, and the Hitotsubashi School of International and Public Policy. Hitotsubashi University School of Law was newly established in 2004.

There are two campuses at Kunitachi and Kodaira. In addition, the Graduate School of International Corporate Strategy (ICS) is located in the National Center of Sciences building in Kanda.

[Comments \(0\)](#)

Hitotsubashi University

Founded: 1920
 Type: National University
 Location: Kunitachi, Tokyo
 Website: hit-u.ac.jp

[Comments \(0\)](#)

Contents

- [Main Library](#)
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- [Research Centre for Information and Statistics of Social Science](#)
社会科学統計情報センター
- [Center for Historical Social Science Literature](#)
一橋大学社会科学古典資料センター
- [Institute of Innovation Research](#)
一橋大学イノベーション研究センター
- [International Corporate Strategy Library](#)
一橋大学院 国際企業戦略研究科図書館

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Note: The beta version is for demonstration purposes only! The content of the pages has not yet been vetted by the institutions



Typical Layout

Contact Information	Overview	Summary of Collections
Map	Visitation Procedure	Related Links
Directions		



Hitotsubashi University

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Hitotsubashi University Tags: [asian economies](#), [global economies](#), [social sciences](#)

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Contact Information



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Contact Info:

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Major Faculty List

Under Construction

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Map



Overview

The **Hitotsubashi University Library** was first built in 1885 as the library of the Tokyo Commercial School, *Tōkyō Shōgō Gakkaō* (京商学校). As the volume of holdings grew, the library renovated and added a new section. The main library was first built and opened at the Kunitachi campus in 1996. The last renovation of the main library was completed in 2000.

Today, the University Library holds about 1,820,000 books, 16,000 periodical titles, as well as 5,300 E-Journals and more than 90 database, mainly focused on Social Science fields. The "Locations of the Materials" section on their web page explains types of sources the library carries and their locations. For the library classification number please go to the "Shelf Code" page

Library Schedule

- [Hours \(Japanese\)](#)
- [Closed \(Japanese\)](#)

The Library Schedule is also available in English in the "LIBRARY SCHEDULE" section.

[Comments \(0\)](#)

Visitation Procedure

Short-term Research (up to 90 days)

1. Contact Methods

- **By 往復葉書** (pronounces *ōfuku hagaki*, the Japanese version of a double postcard with a replied postcard attached): The letter should include:
 - Name,
 - Address,
 - Phone number,
 - Requested materials
 - Requested date of visit

and send it to:

Lending Unit, Information Service Division
Hitotsubashi University Library
2-1 Naka Kunitachi, Tokyo 186-8602

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Directions

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[English](#)

Comments (0)

Campus Map

[Japanese](#)

[English](#)

Comments (0)

Template Form

Comments (0)

Lending Unit, Information Service Division Hitotsubashi University Library 2-1 Naka Kunitachi, Tokyo 186-8602

The applicant will receive permission notice on the reply card. Please present it with a personal ID at the Library

- **Introduction Letter from an individual's affiliated institution:** Bring the letter along with your ID. A sample of the letter is available at "Template Form" on this page.

2. Upon Arrival

- Fill out "学外者図書館利用票" (Application Form for the Guest). Please make sure to fillout "Material Requested."
- Present a Personal ID

For more information, please read the "WHO CAN USE THE LIBRARY" or "学外の方へ" (non-university affiliates) (Japanese) section.

Long-term Research

Long-term research for graduate students and post doctoral researchers is generally negotiated in conjunction with the research institution, relevant faculty members, and funding agencies, please see the [Guides home page](#) for links to the specific procedures of different funding agencies. In some cases, the actual application process may simply be the renewal of the kind of short-term access, described above.

Post doctoral Fellowship may be available through [JSPS Postdoctoral Fellowships](#).

Major sources of funding for graduate students and post doctoral research is also provided by:

[Fulbright](#)

[The Japan Foundation](#)

[National Endowment for the Humanities \(JUSFC program\)](#)

For information on visas necessary for long-term stay as a researcher please visit the [Ministry of Foreign Affairs visa information page](#).

For using the library, visiting researchers need a University ID card and must register at the main library counter to obtain the library card.

Research Affiliation

Hitotsubashi University is well known for their study and research on the global economy (especially Asian countries) and other social studies fields.

As with applying for long term research, research affiliation is a highly personalized process that usually includes direct contact and approval of the key faculty with whom a researcher plans to work. Such affiliation is generally arranged in advance and may require introductions and elaborate procedures.

Comments (0)

HERMES

The Hitotsubashi University online catalog allows users to search books, periodicals held by the main library as well as E-resources, and other materials from subsidiary facilities.

HERMES IR

The HERMES-IR (Hitotsubashi Educational and Research Media Service-Institutional Repository), contains digitized materials possessed by the University, including research & educational resources and special collections.

所蔵コレクション (Japanese)

An index of special collections. Some of the collections are searchable with the HERMES. The abstract of each collection is available by clicking the button before the title.

Comments (0)

Links to NCC Services

The NCC Guide to Research Access in Japanese Museums, Libraries, and Archives

by Takumi Ohata - last updated on Aug 29th, 2011
日本研究のためのMLAアクセスガイド

Finding Digital Resources

by Chiaki Sakai - last updated on Aug 26th, 2011
This guide is prepared by the Digital Resources Committee of the North American Coordinating Council on Japanese Library Resources, the NCC.

Tips for Interlibrary Loan

by Michiko Ito - last updated on Aug 29th, 2011
SMART WAYS TO REQUEST INTERLIBRARY LOAN AND DOCUMENT DELIVERY SERVICES FROM YOUR LIBRARY

Image Use Protocol

by Fabiano Rocha - last updated on Aug 29th, 2011

Comments (0)

Contact Us

For all comments and questions on this webpage, please e-mail us:

MLAGuide@nccjapan.org

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一橋大学

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Main Library (一橋大学附属図書館)

Contact Information


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Contact Info:
[Send Email](#)

Major Faculty List

Under Construction

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Principal Institutes and Research Facilities

- Institute of Economic Research (一橋経済研究所)**
- Research Centre for Information and Statistics of Social Science (社会科学統計情報センター)**
- Center for Historical Social Science Literature (一橋大学社会科学古典資料センター)**
- Institute of Innovation Research (一橋大学イノベーション研究センター)**
- International Corporate Strategy Library (一橋大学院国際企業戦略研究科図書室)**

was first built in 1888 as the school, *Tōkyō Shōgyō Gakko* (東京商工学校). The main library was first opened in 1996. The last completed in 2000.

about 1,820,000 books, 5,300 E-Journals and more.

"Locations of the Materials" section on their web page explains types of sources the library carries and their locations. For the library classification number please go to the "Shelf Code" page.

Library Schedule

- [Hours \(Japanese\)](#)
- [Closed \(Japanese\)](#)

The Library Schedule is also available in English in the "LIBRARY SCHEDULE" section.

[Comments \(0\)](#)


Summary of Collections

Highlights of Hitotsubashi's more than 60 special collections include:

- Fukuda Tokuzō papers (福田徳三関係資料)
- Pre-war Asia, photos (戦前期アジア諸国写真コレクション)
- Portraits of faculty and graduates (附属図書館所在肖像画等コレクション)
- Former Germany currency collection (旧蔵ドイツ紙幣等コレクション) collected by Itō Hanyū (井藤半彌), the first university president
- The Burt Franklin collection (フランクリン文庫)

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Map



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Visitation Procedure

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Hitotsubashi University Library**


Related Links

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- [HERMES](#)
The Hitotsubashi University online catalog allows users to search books, periodicals

Search Box



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- [Closed](#) (Japanese)

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[Comments \(0\)](#)


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- The Burt Franklin collection (フランクリン文庫)

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These pages in the **Hitotsubashi University** guide contain your search term:

- [Institute of Economic Research \(一橋経済研究所\)](#)
- [Home](#)
- [Research Centre for Information and Statistics of Social Science \(社会科学統計情報センター\)](#)
- [Center for Historical Social Science Literature \(一橋大学社会科学古典資料センター\)](#)
- [Principal Institutes and Research Facilities](#)
- [Institute of Innovation Research \(一橋大学イノベーション研究センター\)](#)
- [International Corporate Strategy Library \(一橋大学院 国際企業戦略研究科図書館\)](#)
- [Main Library \(一橋大学附属図書館\)](#)

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Other Examples

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Kokubunken

国文学研究資料館

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Contact Information



XXXXXXXXXXXXXXXXXXXX

Contact Info:

Kokubungaku shiryokan
Joho Sabitsu Daiichi Gakari
10-3 Midori-cho Tachikawa, Tokyo
190-0014
Phone: (050)-5533-2926
+ 81-50-5533-2926
(from outside Japan)
[Send Email](#)

Overview

The [National Institute of Japanese Literature](#), also known as Kokubunken, was established in May, 1972 under supervision the Ministry of Education, Culture, Sports, Science and Technology. The Kokubunken holds manuscripts and books that are related to the study of Japanese literature.

Kokubunken was located near Togoshi Koen in Shinagawa-ku Tokyo until 2008 when it moved to its current location in Tachikawa (please see the map for direction).

Library Schedule

- Hours: Weekdays: 9:00 - 18:00, Saturday: 9:30 - 17:00
- Closed: Sundays, National Holidays, second and fourth Wednesdays, and other dates as noted on the "Library" page (Japanese)

[Comments \(0\)](#)

Visitation Procedure

Short-term Research (up to 90 days)

Visiting researchers have to ask for permission to use the library.

English	Japanese
Kokubungaku Kenkyu Shiryokan	国文学研究資料館 情報サービス係宛
Information Service Department	〒190-0014 東京都立川市緑町10-3
10-3 Midori-cho, Tachikawa Tokyo, 190-0014	電話: 050-5533-2926 FAX: 042-526-8607
Japan	E-mail: etsuran@nijl.ac.jp
TEL: +81-50-5533-2926	
FAX: +81-42-526-8607	
E-mail: etsuran@nijl.ac.jp	

Saturday Use: Reservation is required for the Saturday viewing of historical documents, rare books, special collections and deposited materials.

- Please make reservations before Wednesday of the

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Shiseido Corporate Museum

資生堂企業資料館

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Contact Information



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Contact Info:

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Overview

The [Shiseido Corporate Museum](#) was opened to the public in 1992. Their collections include company intellectual properties such as product packages, newspaper, and magazine advertisements, television commercials and posters, which provide important resources about the changes in cosmetics and women's culture since 1872. The Museum presents [permanent displays](#) and special exhibits.

Shiseido established a distinctive style sometimes called the "Shiseido Style." The Collection consists of [posters](#) (1925-2008) and [products displays](#) (1897-2009).

Museum Schedule

- [Hours](#)
- [Closed](#)

[Comments \(0\)](#)

Map



[Comments \(0\)](#)

Visitation Procedure

Admission is Free

For a Group of 10 or more people, contact the Museum at least one week prior to the visit by calling, faxing or using the [online form](#).

[Comments \(0\)](#)

Summary of Collections

Permanent Displays

- The Development of Corporate Culture: A chronological display of Shiseido's development, from Japan's first Western style pharmacy to a giant cosmetics company
- Advertisement collection: From 1872 including promotional materials for Eudermie "オイルデミン" (Shiseido's first beauty product) and fragrances produced in the Taisho period (1912-1925).
- Package Designs: Various Shiseido Artworks. Artwork after 1972 are displayed using the following categories: Skin care, Makeup and Summer sun care.
- Storefront Posters: Including cotton posters (positive film display with fluorescent tube installed inside)
- Typefaces and company logos
- CM display (CM Theater): Nine different genre over the past 40 years

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Related Links

- [資生堂企業資料館 \(Shiseido Kigyō Shiryō Kan\)](#)
Japanese site
- [資生堂企業資料館 archives at MIT Visualizing Cultures](#)
Shiseido Collections available at MIT VC. They consist of Visual Narratives and Image Galleries and Essay by Professor Jennifer Weisenfeld, Duke University.
- [資生堂企業資料館 \(Shiseido Kigyō Shiryō Kan\)](#)

Map



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Currently Being Developed

- **Hitotsubashi University**
 - Library and Affiliated Institutes
- **Keio University**
- **Nichibunken**
- **Kokubunken**
- **Shiseido Corporate Museum**
- **Among others**

Expanding the Guide

- **Expected first publication in time for CEAL/AAS in Toronto in 2012**
- **Online publication will allow contents to be updated often**
- **Future expansion based on requests from researchers, institutions wishing to be listed, professional groups, and public and private sector agencies**

Online Guide Team

- **Japan:**
 - **Izumi Koide (Shibusawa Eiichi Memorial Foundation) as Senior Advisor**
 - **Hitoshi Kamada (NCC part-time staff)**
- **North America:**
 - **Takumi Ohata (NCC part-time staff)**
 - **Brigid Laffey (NCC webmaster)**
 - **Vickey Bestor (NCC Executive Director)**

Your Feedback

Please tell NCC what you think!

**Comments and suggestions to
Vickey Bestor:**

vbestor@fas.harvard.edu

