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
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The New NCC Website

NCC: North American Coordinating Council on Japanese Library Resources

NCC Services provide access to Japanese resources through:
- The Global ILL Framework, a network of over 240 institutions in Japan, the US, and Canada (click for more info)
- 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 Yetsu-ken, a collection of over 49,000 items, many not held elsewhere.
- The Japan-de Catalog Projects collect 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.
- NCC Team-Building Workshops
- NCC's Information Literacy Portal (re-naming)
- NCC's Guides Node in Japanese Studies
- NCC's Webinar Service (in progress)

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 closer collaboration and communication among librarians, the academic community and bi-national funding agencies
- A partial list of organizations with which NCC collaborates is listed (link).

This key to the NCC's ability to effectively serve the field of Japanese studies is the dedication of support from the NCC who are active in the field and work on a voluntary basis.

NCC programs and services receive funding for US and Japan, and from donations from private individuals. Please consider making a tax-deductible contribution to the NCC which depends on your participation and support.

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

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

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Hitotsubashi University

Overview

The Hitotsubashi University Library was first built in 1885 as the library of the Tokyo Commercial School, Tokyo (今御成学院: 旧御成学校). As the volume of holdings grew, the library was renovated and added a new section. The main library was first built and opened at the Kunitachi campus in 1996. The first renovation of the main library was completed in 2003.

Today, the University Library holds about 1,200,000 books, 15,000 periodical titles, as well as 6,000 e-journals and more than 30 databases, mainly focused on Social Sciences fields. The location of the library is on the top floor of the main building, and the library schedule is available in the "LIBRARY SCHEDULE" section.

Library Schedule

- Hours (Japanese)
- CMSS/CAMSS

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

Visititation Procedure

Short-term Research (up to 90 days)

1. Contact Methods

   - By mail:
     - Address: Hitotsubashi University Library, 2-1 Molimachi, Kunitachi, Tokyo 186-8502
     - Phone: 03-5880-6091
     - Email: library@hit-u.ac.jp

   - Personal ID:
     - The applicant will receive permission notice on the reply card. Please attach with a personal ID to the Library.

   - Introduction Letter:
     - Introduce your affiliated institution and the letter along with your ID. A sample of the letter is available at the "Welcome" section of the Library.

2. Upon Arrival

   - Fill out "Library Registration Form for the Graduate School". Please make sure to attach "Material Requested" and "Present a Personal ID".

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

   - Post-doctoral Fellowship may be available through JSPS Postdoctoral Fellowships.

   - Major sources of funding are research grants and post-doctoral research is also provided by:
     - Fulbright
     - The Japan Foundation
     - National Endowment for the Humanities (JUFU program)

   - For information on visas, please visit the "Ministry of Foreign Affairs Visa Information" page.

   - To use the library, visitors 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 its study and research on the global economy (especially in Asian countries) and other social studies.

     As with applying for long-term research, research affiliation is a highly personalized process that usually includes direct contact and approval by the key faculty with whom a researcher plans to work. Such affiliation is generally arranged in advance and may require elaborations and elaborate procedures.
<table>
<thead>
<tr>
<th>Principal Institutions and Research Facilities</th>
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<td><strong>Center for Historical Social Science Literature</strong></td>
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<td><strong>Institute of Innovation Research</strong></td>
</tr>
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<td><strong>International Corporate Strategy Library</strong></td>
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***Locations of the Materials*** portion on their web page explains types of sources the library carries and their locations. For the library classification number please go to the "UnhCCodes" page.

**Library Schedule**

- **Hours (Japanese)**
- **Closed (Japanese)**

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

**Validation Procedure**

**Short-term Research (up to 90 days)**

1. **Contact Methods**
   - By appointment (pronounced Shoki Hagi; the Japanese version of a double postcard with a signed postcard attached. The letter should include:
     - Name,
     - Address,
     - Phone number,
     - Requested materials,
   - and send it to:

   **Leading Unit, Information Service Division**
   Hitotsubashi University Library

   **Remarks**
   - The Hitotsubashi University online catalog does not yet allow users to search books, periodicals.
Search Box

YOUR GUIDE TO JAPANESE LIBRARY AND INFORMATION RESOURCES

Hitotsubashi University Tags: asian economies, global economies, social sciences

Search: economic

Overview

The Hitotsubashi University Library was first built in 1885 as the library of the Tokyo Commercial School, Tokyo Shōgaku (東京商業学校). 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, 15,000 periodical titles, as well as 6,300 E-Journals and more than 30 database, mainly focused on Social Science fields. The “Locations of the Materials” section on their web page explains how to access 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.

Summary of Collections

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

- Fukuda Tokuzō papers (福田徳二関連資料)
- Pre-war Asia, photos (戦前アジア諸国写真コレクション)
- Portraits of faculty and graduates (院生図書館所属画像コレクション)
- Former German currency collection (旧ドイツ紙幣等コレクション) collected by Hs. Hanya (井原半策), the first university president
- The Burt Franklin collection (ブラート・フレンチン文庫)
Search Box Results

Search function is still under development; It still cannot retrieve Japanese characters or diacritics.
Other Examples
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