

Unhidden the Makino Collection/Archive on History of Japanese Cinema with the CLIR Grant Support

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C.V. Starr East Asian Library, Columbia University



A. Background information:

1. Collection Introduction

- Columbia University Library purchased the Makino Collection From Mr. Mamoru Makino in Japan, 2006.
- The Makino Collection consists of 906 boxes and over 80,000 items in approximately 906 cubic feet, which include:
 - 14,576 volumes of books
 - 10,028 volumes of magazines
 - 8,000 film programs,
 - 1,805 miscellaneous files,
 - 341 items in various formats – VHS (291), posters (60), sound recordings (8)



Photo: C.V. Starr East Asian Library, Columbia University



A. Background information:

2. Processing status before CLIR Grant

- Processing before the CLIR Grant started in September 2008 and ended in March 2014 by Dr. Beth Katzoff, Archivist/Public Service Librarian.
- Over 95% boxes opened and an extensive series of Excel files created.
- A Makino Film Poster Exhibition in December 2009.
- Makino Collection Website:
http://library.columbia.edu/indiv/eastasian/special_collections/makino_mamoru.html
- Makino Collection Blog:
<https://blogs.cul.columbia.edu/makino/>
- Makino Collection International Symposium, November 2011
http://library.columbia.edu/indiv/eastasian/special_collections/makino_mamoru/symposium.html



B. CLIR Grant

1. \$380,500 received in December 2013, as one of 22 winners among 75 applications

2. Project Staff:

PI (Principal Investigator):	Jim Cheng (Director)	3%
Project Cataloger:	Chisato Jimura (9/2014-6/2017)	100% (33 m.)
Project Supervisor:	Sarah Elman (Head of Technical Service)	5%
	Hideyuki Morimoto (Japanese Cataloger)	17%
Project Archivist:	Miki Masuda (9/2014-2/2016)	100% (18 m.)
Project Supervisor:	Ria Koopmans (Head of Public Service)	3%
Student Assistants:	\$20/per hour	392 hours
Grant Officer:	Deborah Farre	

3. Project Data and Reporting:

- A monthly statistics reporting and quarterly meeting system



B. CLIR Grant

4. Targeted materials for Project Archivist and GA:

- Process 26 un-opened boxes in ReCAP.
- Process estimated 3,600 post-war film programs/hand bills and consolidate them with another 3,000 pre-war film programs/hand bills that are already archived by the director in the existing Excel files.
- Improve the existing Excel Files.
- **Create a standard MARC record and EAD based Online Finding Aid, with additional links to the detailed Excel files.**



B. CLIR Grant

5. Targeted materials for Project Cataloger to create the standard MARC records in CLIO and WorldCat:

- Catalog estimated 14,576 vols. of monographs, of which about 25% will need original cataloging.
- Catalog 250 Japanese serials titles, some of which are not available in Japan, such as 89 titles of campus coterie film group magazines during the 1920s and 1930s.
- Catalog 6,600 film programs/hand bills.



C. Archival Processing: Overview

The Project Archivist, Miki Masuda, started her assignment in September 2014 and finished the project in February 2016.

The primary focus was on processing material for *Series XIV: Post-war Ephemera*

- Physical processing (sorting and arranging)
- Housing the material in archival quality containers
- Identifying conservation needs
- Solving physical and data discrepancies

Ms. Masuda also processed
Series XX: Audio-visual Materials



Japanese film programs/hand bills, Makino Collection



C. Archival Processing: Outreach

While archival processing was Ms. Masuda's primary responsibility, she also:

- Provided reference services related to the Makino Collection
- Presented at introductory sessions for film students
- Networked with film scholars and students, both at Columbia and beyond
- Created extensive blog posts



C. Archival Processing: Statistics

1. Series XIV: Post-war Ephemera

5,539 post-war fliers, film programs, film stills, leaflets, etc.

of those: * 1,584 items relate to Japanese film

* 102 items relate to other parts of East Asia (China, Korea)

* 57 items relate to South and Southeast Asia and Oceania

* 2,450 items relate to North American film

* 1,297 items relate to European film

* 49 items relate to films from South America, the Middle East, and South Africa

The post-war ephemera collection is the largest of its kind outside Japan



C. Archival Processing: Statistics

2.Ms. Masuda, with the assistance of a graduate student, was able to complete processing series XIV and XX, and finalized both the MARC record and finding aid for the entire Makino Collection. This completed the processing of the archival part of the collection.

Total size of the entire Makino archive: 743 boxes (370.11 linear feet)

Newly processed material: 61 boxes (39.77 linear feet)

Re-organized and re-labeled material: 70 boxes (29.19 linear feet)

Languages included in the archive: Japanese, some English, Chinese, Korean, and a small amount in various other languages

Primary subjects covered by the archival material: Japanese Studies, Media Studies, Film Studies, Advertising, Business, and Industry



C. Archival Processing: Improvements

1. Ms. Masuda collaborated with colleagues from CUL's Libraries Digital Program Division (LDPD) to improve the usability of the finding aid:

- Improved on the standard template used at Columbia
- Developed a number of changes specifically for this finding aid
- Improved the format of the spreadsheets

2. She further made enhancements to the finding aid to improve accuracy and consistency:

- Identified and corrected minor typing errors
- Identified and corrected inconsistencies of series numbers and titles
- Identified and corrected discrepancies of box numbers and contents



C. Archival Processing: Access

- A detailed standard MARC record was updated and expanded in Voyager:

<https://clio/columbia.edu/catalog/7755896>

- An EAD finding aid for the entire collection, including links to 80 detailed spreadsheets, was edited and finalized in Oxygen XML Editor:

http://findingaids.cul.columbia.edu/ead/nnc-ea/ldpd_7755896/summary



C. Archival Processing: Exposure

Ms. Masuda left us with some suggestions for further ways to give the Collection public exposure:

- Create and/or link to relevant Wikipedia listings
- Post on social media such as Twitter, Facebook, Tumbler, Flickr, Pinterest

While these are interesting suggestions, Starr Library would not have the manpower to keep up with such activities, nor are social media considered the most desirable forms of communication by our immediate constituents.



C. Archival Processing: What we have learned

- The Makino Collection continues to be among the most actively used Special Collections.
- The extremely detailed finding aid and spreadsheets are very helpful to identify individual items in this giant collection.
- That level of detail is, however, not sustainable with the limited manpower and resources available.
- Going forward, we will therefore most likely follow the **More Product Less Process** policy used in other departments of the Columbia University Libraries.



D. Cataloging -- Overview

- Project Cataloger started on September 25, 2014 (six months later than original schedule--2 searches)
- Training:
 - Trainers:
 - Hideyuki Morimoto (Japanese Cataloger): Chief trainer
 - Sarah Elman (Head of Technical Services): Provided supplemental training and answered questions
 - Training process:
 - Carried out in stages according to material types: monographs, serials, collection level records, and AV, etc.
- Project completed: June 30, 2017



D. Cataloging -- Workflow

1. Boxes were requested from ReCAP in batches and sorted by subject and language.
2. Titles not directly related to film studies were set aside initially.
3. Titles for copycataloging were handled by a Library Assistant and two graduate student assistants.
4. Western language materials were sent to the main library.
5. Duplicates were boxed and sent back to ReCAP.
6. Materials of similar nature were grouped together and cataloged in batches in the following sequence:
 - 1) Monographs
 - 2) Serials
 - 3) Directors' files
 - 4) Film programs/Hand bills.
 - 5) Audio-visual materials



D. Cataloging -- Workflow

7. Serials:

- Titles with substantial runs were cataloged separately.
- Some were added to fill gaps of library's existing collections.
- Others were filed with archival materials by topics.

8. Film programs/handbills: Cataloged at collection level.

9. Local notes and access points added:

- Books autographed by important authors were cataloged for Special Collections with a local note.
- Additional fields for every record:

580 Forms part of the Makino Mamoru Collection on the History of East Asian Film.

773 1_#7 p1pc #a Makino, Mamoru, 1930- #t Makino Mamoru Collection on the History of East Asian Film #w (NNC)7755896



D. Cataloging -- Statistics (1)

- Total number of publications reviewed and processed (including some monographic series and serials): **14,127 vols.** (917.93 linear feet)
- Duplicates: **6,140 vols.** (43.43%) + 6 boxes of archival materials
- Monographs cataloged: **7,408 titles; 7,963 vols.** (40.28% original cataloging)

Language	Title	Volume
Chinese	104	105
Japanese*	7,046	7,575
Korean	43	57
Western languages	215	226

* Done by the Project Cataloger: 3,093 titles, 3,236 vols.



D. Cataloging -- Statistics (2)

- Serials cataloged: **183 titles; 851 volumes**

Language	Title	Volume
Chinese	5	18
Japanese*	159	762
Korean	6	57
Western languages	13	14

* Done by the Project Cataloger: 73 title, 282 vols.

- Archival collection-level records: **40** for directors' files; **2** for theater programs/handbills—in Japan and China
- AV materials: **133 titles, 139 pieces** (*Records drafted by the Project Cataloger: 96 titles*)

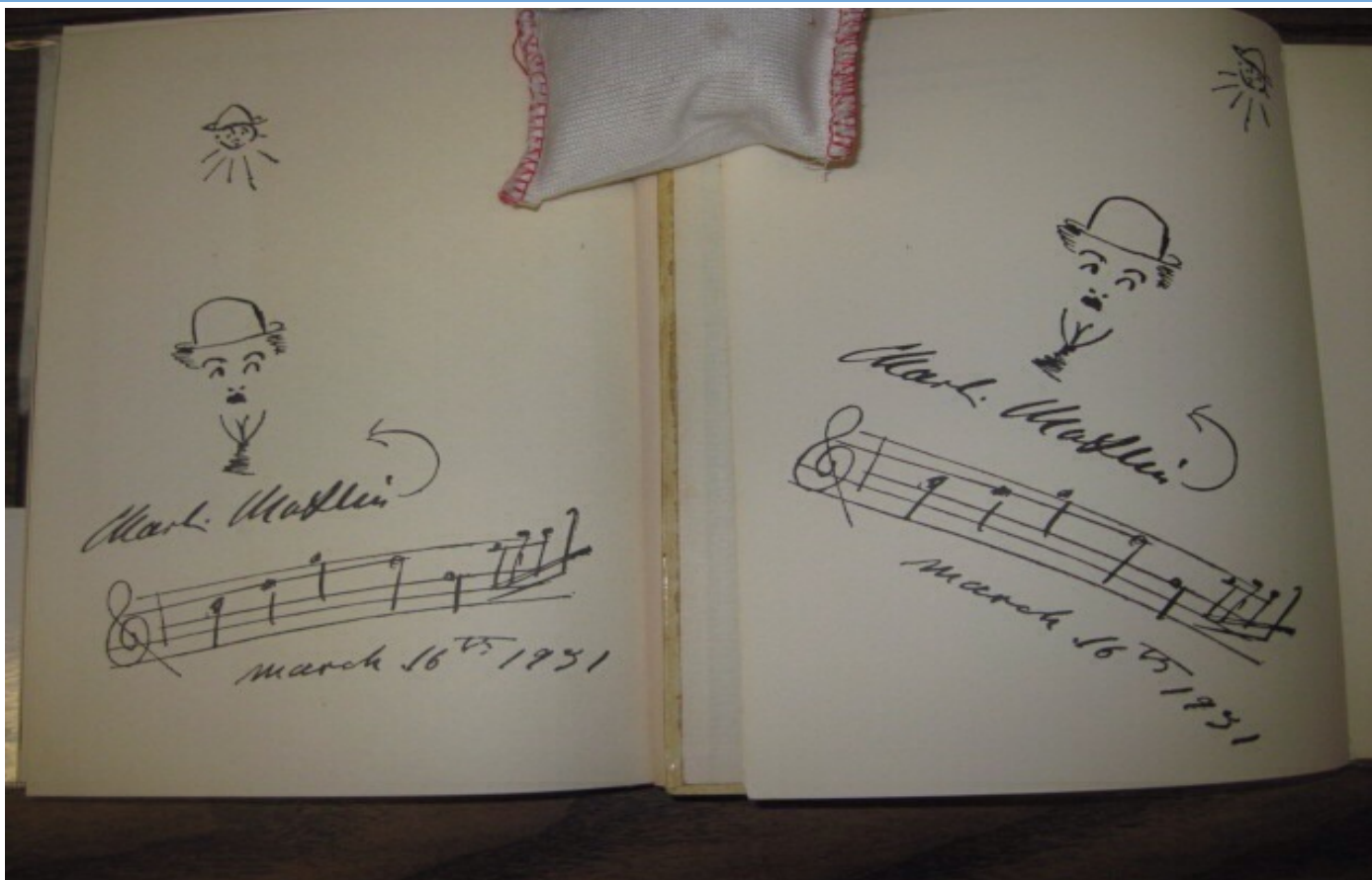
Primary subject areas: Film studies, Theaters, Performing arts, Literature, etc.



D. Cataloging -- What we have learned

- Make plans in advance but maintain an open mind.
- Be flexible and ready to modify plans as needed.
- Reserve ample time and patience for staff recruitment & training.
- Team work and good communication are essential.
- Reach out to other colleagues for help when necessary.
- Before acquiring private collections, duplication issue should be considered.





Introductory Books of Charlie Chaplin's films in German published in 1957 with Charlie Chaplin's personal seal on March 16, 1951

End

