Survey on the Current Operations and Organization of East Asian Collections in North America

January 2010

This survey has four parts. Answers to the first two will be confidential, but please include your full name and affiliation, as it will help in the analysis of the data. The answers to this survey will be the basis for the report on trends in East Asian collections at the CEAL Plenary on "The Future of Foreign Languages Collections in Transformational Times: What is at stake?"

To try to assess whether East Asian collections are being differentially impacted (either positively or negatively), there are questions in sections one and two about the effects of the financial crisis on the budget for collections and services for both your university library and the East Asian collection/library).

- “Your university library” refers to the library system on your campus and the libraries which belong to it, including the East Asian library, but not any independent libraries with their own financing.
- “East Asian collection/library” refers to the funds allocated directly to and managed by the East Asian Library/collections including any endowments. If there are subscription or database titles on central funds that you had to recommend for cancellation, please make a note.

Name: _______________________

Position: ________________________

Affiliation: ________________________
Part One: Budget Conditions

1.1 In FY 2009-10, how has your university library budget changed in comparison with FY 2008-09?
   a) _____ Increased
   b) _____ Decreased
   c) _____ No change

1.2 In FY 2009-10, did the East Asian collection receive a budget increase?
   a) Yes ___________ go to 1.3
   b) No___________ answer 1.4, 1.5 and 1.6.

1.3 If the answer in 1.2 is yes, please describe the source of increase:
   a) _____ Appropriations
   b) _____ Grants
   c) _____ East Asian Program support
   d) _____ Endowment
   e) Other source of funding (please specify) ____________________________

1.4 If your university library experienced a budget cut, how did that budget cut affect East Asian collection/library’s centrally appropriated funds (exclude grant, endowment or program support that will be dealt with separately in 1.6 below)?
   a) East Asian collections’ budget (central appropriations):
      a. _______ more
      b. _______ the same
      c. _______ less
   b) Personnel budget (central appropriations):
      a. _______ more
      b. _______ the same
      c. _______ less

1.5 For the East Asian collections/library, please estimate the loss of budget revenue, as compared with the previous year in the following categories:
   a) For collections _______(%)
   b) For operations and personnel ________(%)

1.6 For E.A. collections, which of the following sources of support experienced a cut:
   a) Appropriations _____ (%)
   b) Endowment income _______(%)
   c) Grants _______(%)
   d) East Asian Program support __________(%)
   e) Other source of funding _____(%)

1.7 In FY 2010-2011, what is the most likely budget scenario?
   a) _____ Budget increase
b) _______ No change  
c) _______ Budget decrease  

1.8 Other comments on your current budget:

Part Two: Changes in Operations and Organization

2.1 In FY 2009-10, has budget loss of your university library resulted in one or more of the following (check all that are relevant) throughout the university library system?

   a) ______ staff layoff  
   b) ______ early retirement initiative  
   c) ______ staff furlough/reduction of pay  
   d) ______ Hiring freeze  
   e) ______ Permanent elimination of staff positions  
   f) ______ Temporary elimination of staff positions  
   g) ______ No staff change  

2.2 In FY 2009-10, has your university library’s budget loss affected East Asian staffing in one or more of the following ways (check all that are relevant)?

   a) ______ staff layoff  
   b) ______ early retirement initiative  
   c) ______ staff furlough/reduction of pay  
   d) ______ Hiring freeze  
   e) ______ Permanent elimination of staff positions  
   f) ______ Temporary elimination of staff positions  
   g) ______ No staff change  

2.3 If you have experienced staff loss for East Asian collection/library operations, how many FTE’s were cut? Total loss of E.A. staff_______ Total percentage of loss of E.A. staff _____

   Breakdown  
   a) Professional ________  
   b) Support staff ________  
   c) Student ________  

2.4 How many East Asian collection/library FTE’s did you report to CEAL for FY 2008-09.  
   a) Professional ________  
   b) Support staff ________  
   c) Student ________  

3
2.5 In your East Asian collection/library, have your budget woes resulted in one or more of the following (check all that are relevant)
   a) _______ Reassignment of responsibilities
   b) _______ Reduced library hours
   c) _______ Other service reductions, please describe:

2.6 What organizational changes has your East Asian library/collection experienced in the past three years?
   a) _______ Expansion of the space allocated to East Asian library/collection for collections and services
   b) _______ Expansion of staff positions
   c) _______ Elimination of the East Asian Library/collection as a separate administrative unit
   d) _______ Integration of the East Asian Library/collection with another unit in parent library
   e) _______ Integration of one or more units (such as technical services) of the East Asian Library/collection into parent library
   f) _______ Reduction of East Asian library’s services and staff
   g) _______ No organizational change has affected the East Asian /collection in the past three years

2.7 Do you anticipate an organizational change to your East Asian library/collection in one or more of the following ways in the next three years? Please check all that applies to your library/collection.
   a) _______ Expansion of the space allocated to East Asian library/collection for collections and services
   b) _______ Expansion of staff positions
   c) _______ Elimination of the East Asian Library/collection as a separate administrative unit
   d) _______ Integration of the East Asian Library/collection with another unit in parent library
   e) _______ Integration of one or more units (such as technical services) of the East Asian Library/collection into parent library
   f) _______ Reduction of East Asian library’s services and staff
   g) _______ No organizational change will affect the East Asian library/collection in the next three years

2.8 If a re-organization will occur in another form that does not fall into any of the above descriptions, please describe:
2.9 What do you see as the most serious threat to East Asian collections in North America? Please evaluate the following threats along a scale of 1-5, with 1 indicating very likely and 5 very unlikely.

a) _______ Lack of budgetary resources
b) _______ High cost of East Asian e-resources in proportion to collection budget and user population
c) _______ Library and campus administration lack interest in the East Asian collection
d) _______ Perception that technology and e-everything movement have made the East Asian Library obsolete
e) _______ Academic programs and patrons related to East Asia lack political influence at the university level.
f) _______ Foreign language materials, especially non-Roman ones, are viewed as a luxury as they are of interest to only a small number of people in times of financial difficulty
g) _______ Shortage of adequate manpower
h) _______ Use of outsourcing for processing and collection development will reduce costs but sacrifice quality
i) _______ Less diversity among collections, especially small and medium sized collections
j) Other threats, please specify:

2.10 If operations have been cut, how has this affected money for staff development or professional travel for East Asian staff?

a) Book buying trips
   a. _____ no change
   b. _____ fewer trips
   c. _____ no trips
b) Professional conferences
   a. _____ funding reduced for everyone
   b. _____ only active participants funded
   c. _____ no travel funds, time off for administrative leave only
   d. _____ no time off for administrative leave
c) Training
   a. _____ More in house training
   b. _____ Cooperation with nearby institutions on training

2.11 In general, my feelings about the future of East Asian collections in North America are (please choose one only)

a) _______ Very optimistic
b) _______ Relatively optimistic
c) _______ Not so optimistic
d) _______ Pessimistic
e) _______ Very pessimistic
Part Three: New Directions and Services

3.1 Has your university library participated in mass digitization initiatives in recent years?
a) ___ Yes  
b) ___ No

3.2 If yes, what mass digitization projects has your library/collection participated in?
a) _____ Google Books  
b) _____ HathiTrust  
c) _____ Microsoft Book Digitization  
d) _____ Digitization of rare books funded by foundations or outside organizations  
e) _____ Mass digitization conducted locally at your own institution (please specify):

3.3 If yes, what languages were digitized?
a) _____ Western languages 
b) _____ Chinese  
c) _____ Japanese  
d) _____ Korean  
e) _____ Other

3.4 Approximately what percentage of your general East Asian language books have already been digitized? _________(%)

3.5 If your library has digitized some East Asian materials locally, what types of local digitization projects has your library done?
a) _____ Rare books 
b) _____ Photographs 
c) _____ Posters and other types of images 
d) _____ Maps  
e) _____ Journals  
f) _____ Manuscripts  
g) _____ Moving images 
h) _____ Sound recordings  
g) _____ Other

3.6 Is your digitized East Asian general book collection accessible in full-text form in one or more of the following ways?

a) _______Not accessible to patrons 
b) _______Accessible to patrons of your own university/institution only 
c) _______Accessible to the general public 
d) _______Currently not accessible, but it will be accessible in the near future. Please specify in which way(s) it will be accessible:
e) Other comments if any:
3.7 Is your digitized East Asian rare book collection accessible in full-text form in one or more of the following ways?

a) _______ Not accessible to patrons
b) _______ Accessible to patrons of own university/institution only
c) _______ Accessible to the general public
d) _______ Currently not accessible, but it will be accessible in the near future. Please specify

e) Other comments if any:

3.8 Is your university library providing the following non-traditional services?

a) _______ E-reference/Virtual reference
b) _______ Electronic course reserve
c) _______ Electronic book reader (please specify)
d) _______ Web-archiving (please specify)

e) _______ Perpetual archiving of digital commercial content (such as LOCKSS; please specify)

f) _______ Archiving of faculty research notes, data, photographs

g) _______ Patron driven acquisitions

h) If your East Asian library or staff also provide such non-traditional services, please specify:

Part Four: Existing and Future Strategies -- shelf ready services, cooperation within consortiums. These may be implemented to cope with budget woes and retrenchment but they may be implemented for other reasons – efficiency, speed, better use of resources and other considerations.

A) Shelf-ready and other vendor services

4.1 Does your East Asian library/collection use one or more of the following vendor-provided shelf-ready or other services (such as MARC records)? Feel free to annotate your answers (for instance, only selected subjects such as literature or EOCR or copy cataloging).

a) _______ OCLC TechPro service
b) _______ Kinokuniya shelf-ready service
c) _______ CIBTC shelf-ready service
d) _______ WorldCat select
e) _______ Other vendor provided service(s), please specify:
4.2 Will your East Asian Library/Collection begin to use, continue or increase its use of vendor-
provided services in the near future? Feel free to annotate your answers (for instance, if you
are only doing selected subjects such as literature or only EOCR or copy cataloging).
   a) _______ Yes
   b) _______ No
   c) _______ Yes, but limited
   d) _______ Not sure

B) Cooperation and consortia

4.3 Does your East Asian collections/library participate in one or more of the following
arrangements?
   a) Shared book selection with another university or campus for
      ____ Chinese books
      ____ Japanese books
      ____ Korean books
      ____ Other materials (please specify)
   b) Shared cataloging with another university or campus for
      ____ Chinese books
      ____ Japanese books
      ____ Korean books
      ____ Other materials (please specify)
   c) Shared public services (in-depth reference and instruction) with another university or
campus for
      ____ Chinese books
      ____ Japanese books
      ____ Korean books
      ____ Other materials (please specify)
   d) Consortial purchases of
      ____ Chinese electronic resources
      ____ Japanese electronic resources
      ____ Korean electronic resources
   e) Patron initiated and/or expedited ILL (such as Borrow Direct) service with another
      university or campus __________________
   f) Other --please specify other cooperative arrangement(s) aimed at cutting cost and
      streamlining operations between your collection/library and other library(ies); this may
      include efforts to reduce duplication of holdings or other initiatives: