CEAL Committee on Technical Processing Annual Report, 2013-2014
Prepared by Shi Deng (Chair)

Introduction

This report covers activities of the CEAL Committee on Technical Processing (CTP) from Mar. 2013 to Mar. 2014. It also includes reports from CTP subcommittees and working groups. CTP led another productive year with many activities and accomplishments this last year. I want to thank the members of CTP, CTP subcommittees and working groups, and CEAL members who have been actively involved and contributed to the CTP activities.

I also want to thank our webmasters, Dongyun Ni (2012-2014) and Shu Yue (2011-2012) for updating and maintaining CTP website and ensure CEAL members access to CTP information in a timely manner in these three years.

CTP Membership, 2011-2014
- Erica Soonyoung Chang (Librarian, Korean Language Specialist, Original Cataloging, University of Hawaii at Manoa)
- Hyun Chu Kim (2013-2014) (Librarian, Horace W. Sturgis Library)
- Yoko Kudo (Metadata and Media Cataloging Librarian, University of California, Riverside)
- Mieko Mazza (Nov. 2012-2014: Japanese Technical Services Librarian, Stanford University; 2011-Sept. 2012: Japanese Cataloging Librarian, Yale University)
- EunHee Nah (2011-Sep 2012)(Korean Cataloger, Harvard University)
- Dongyun Ni (Librarian, Original Cataloging, University of Hawaii at Manoa)
- Yue Shu (Chinese Librarian, Smithsonian Institution Libraries)
- Jai-hsya Tsao (Head, East Asian Technical Services, University of Chicago)

With approval by the CEAL Executive Board, we were able to recruit Hyun Chu Kim in Apr. 2013 to fill the vacancy left by EunHee Nah.

CTP Committee Activities

In addition to the routine business of brainstorming and planning 2014 annual program topics and pre-conference workshops, CTP members had been also very actively working on numerous projects, such as completing the CTP website redesign in June 2013, completing the CEAL Technical Services Expert list as a joint effort with the CEAL Membership Committee in Feb. 2014. CTP also established several subcommittees and working groups to focus on specific issues or topics. For example, CTP Subcommittee on RDA was established in Dec. 2013 to work on the accumulated CJK RDA specific known issues; CTP/CJM Joint Working Group on ALA-LC Japanese Romanization Table was formed in Sept. 2013 to work on the issues identified and recommended by the former CTP/CJM joint Task Force on the LC Proposal for Japanese Romanization; CTP/CCM Joint Working Group on ISO 7098 Romanization of Chinese was

formed in Oct. 2013 to comment on the revised international Romanization guidelines, ISO/CD 7098; and also CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources was formed in November 2013 to have CEAL catalogers, bibliographers, and vendor work together to be compliant with established metadata standards and best practices.

Some of the CTP activities were initially brought up by CEAL members: CEAL Technical Services Expert List were brought up by Charlene Chou, the Task Force to work on metadata standards and best practices for East Asian electronic resources were brought up by Bie-Hwa Ma, and many RDA related issues were brought up by CEAL members. We thank our CEAL members for their suggestions and contributions, and for making CTP a strong organization within the CEAL community to support our services for our end users!

For details of the CEAL activities, please refer to them in each section listed below in this report.

CTP 2014 Annual Program

There were three programs that CTP brainstormed and was involved in planning. The theme for the CEAL 2014 Annual Conference was: "Scholarly Networking, Inter-disciplinary Research and e-Scholarship: Implications for East Asian Libraries." For plenary program, click here. For details and presentation files of the CTP sessions, click the link under "CTP 2014 Annual Program."

1. **CEAL CPS/CTP Joint Plenary Session: A Forum on Area Studies Scholarship and Librarianship in the Age of Globalization**
2. **CTP Work Session: RDA Implementation: Current Status and Known Issues**
3. **CEAL Session: Electronic Resources: Librarian and Vendors Round Table**

CTP 2014 Pre-conference Workshops

The CTP members brainstormed possible topics for 2014 pre-conference workshops, and sent a survey to the CEAL community via eastlib to find out about members' interests and preference among the potential topics:

- E-resources Metadata Standards & Best Practices (one-day on Tuesday)
- Non-MARC Metadata Standards & Application (two-day on Monday & Tuesday)
- Cataloging East Asian Legal Material (2-hours). Possibly add general RDA panel discussion at the end (half or one day on Tuesday)

We received 38 responses, 23 (61%) on E-Resources Metadata Standards and Best Practice, 9 (24%) on Non-MARC Metadata Standards & Application, 5 (13%) on Legal Materials.

We also asked a question on if members were interested in NACO training, we had 12 (32%) response say yes.

As a result, CTP organized two one-day workshops, one was on Advanced NACO training held on Monday, March 24 in conjunction with the PCC CJK NACO Project, the other was on Electronic Resources Standards and Best Practices: What Do Bibliographers, Catalogers, Publishers, and
Vendors Need to Know? The workshop was jointly sponsored with CEAL Committee on Chinese Materials, Committee on Japanese Materials, and Committee on Korean Materials.

Both workshops were hosted by the Van Pelt Library of the University of Pennsylvania. The classroom was the Class of 1978 Pavilion on sixth floor of the Library, surround by a beautiful terrace setting. Brian Vivier, Chinese studies librarian of the Library, was the coordinator for the local arrangement and hospitality. We appreciate all the time and effort he and other library staff made to make both workshops successful!

We also want to thank Hyun Chu Kim who was in charge of the workshops' registration and payment process, as well as to the CTP members who helped with the on-site registration and notes-taking so that the workshop information can be shared widely with the CEAL community.

We attempted to sponsor a 2 hour workshop on East Asian Legal Materials with Rob Britt as the trainer. With several workshops held at the same time during CEAL conference, we decided not to add another one for the already conflicted schedule for CEAL members. We hope to sponsor this workshop either onsite or as a webinar in the near future.

1. **Workshop on Advanced NACO Training (Monday, March 24, 2014)**

The CTP collaborated with the PCC CJK NACO Coordinator Sarah Elman and Jessalyn Zoom from LC to organize the Advanced NACO training. With assistance of Sarah Elman, Hideyuki Morimoto, Erica Chang, Charlene Chou, and Shi Deng, Jessalyn prepared training materials and presented the training. This one-day workshop was designed to provide in-depth study in the areas of CJK name authorities. Based on a survey to registered participants, the workshop covered the RDA updates on name authorities since the last CEAL workshop in 2013. Name authorities in the areas of personal names, corporate body names, place names, and works and expressions were discussed, along with group exercises. The CJK best practices on several issues were also discussed which are now posted on the PCC CJK NACO Project page. For details about the workshop and training materials, click here.

In addition to the training, Keiko Suzuki of CTP/CJM Joint Working Group on ALA-LC Japanese Romanization Table gave a short presentation and asked CJK NACO participants to help clean up the "alif" in the NACO authority records for Japanese names.

The workshop registration fee was $25 for CEAL members, $30 for non-CEAL members. We had total 41 participants.

Evaluation: Among 41 participants, 29 filled out the workshop evaluation after the workshop, either onsite or online, a very good response rate at 71%. Among the evaluation questions, 29
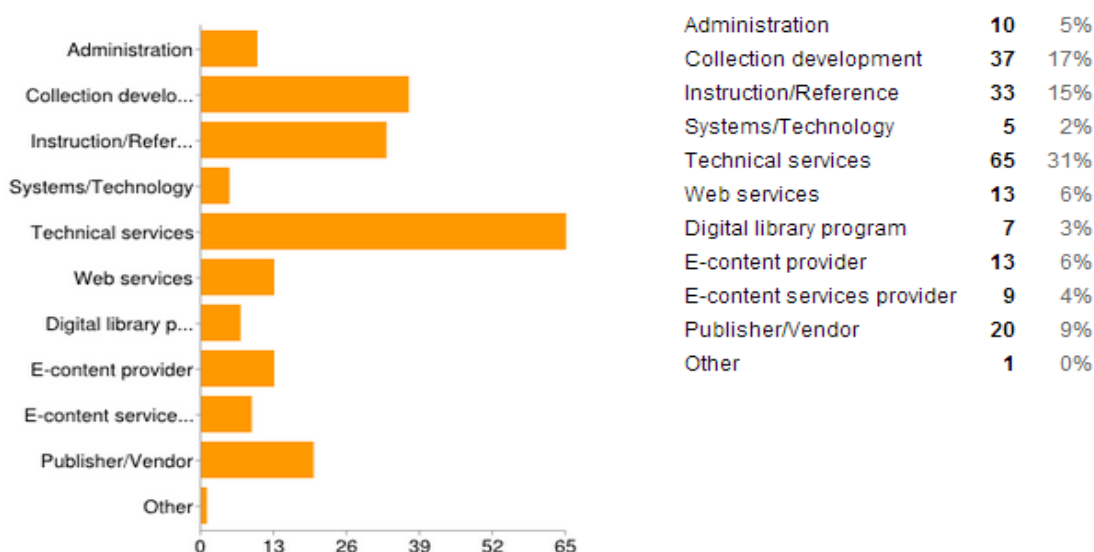
(100%) think that the presenter presented her information effectively, 27 (93%) think the workshop met their training expectation, 26 (90%) think the content of the workshop was about right, for the overall rating for the workshop, 27 (93%) rated excellent or good. We also received some feedback including requests to send training materials earlier prior to the workshop so participants have ample time to read and prepare, allocate more time for exercise and review answers, expand the workshop into more specific areas/topics such as religions, music, geographic names, relationship designators, etc.

2. Workshop on Electronic Resources Standards and Best Practices: What Do Bibliographers, Catalogers, Publishers, and Vendors Need to Know? (Tuesday, March 25, 2014)

The workshop contents were designed and developed by the CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources under the leadership of Bie-Hwa Ma and Chengzhi Wang. Two well-known speakers Nettie Lagace and Regina R. Reynold were invited to speak about established metadata standards and best practices: OpenURL, DOI, KBART, IOTA, ISSN, PIE-J, ISNI, and ORCID. The TF members also did environmental scan to see where we are by presenting some issues and challenges identified with CJK e-resources, a survey result of CEAL members and vendors' current practice as well as awareness of these established standards and best practices were also presented and discussed at the workshop. For details about the workshop and training materials, click here.

The workshop registration fee was $35 for CEAL members, $42 for non-CEAL members. We had total 87 registered participants. On the day of the workshop, 5 vendors who registered didn't show up, and we also had 7 onsite registrations, so the total number of the actual onsite attendees was 89. The workshop attendees had very good representation of areas of responsibilities as shown below:

Areas of responsibility (check all that apply)

Administration	10	5%
Collection development	37	17%
Instruction/Reference	33	15%
Systems/Technology	5	2%
Technical services	65	31%
Web services	13	6%
Digital library program	7	3%
E-content provider	13	6%
E-content services provider	9	4%
Publisher/Vendor	20	9%
Other	1	0%

Evaluation: Among 89 participants, 40 filled out the workshop evaluation after the workshop, either onsite or online, a good response rate of 45%. Among the evaluation questions, 40 (100%) think that the presenters presented information effectively, 39 (98%) think the workshop met their training expectation, 38 (95%) think the content of the workshop was about right, the overall rating for the workshop, 37 (93%) rated excellent or good. We also receive some feedback including requests to have more workshops on like this or in webinar format, and to get more vendors involved. Some participants also wished that the workshop training materials were sent prior to the workshop with ample time for participants to read and prepare, more time allocated for discussion after two speakers' presentations, consolidate the issues and survey results for all CJK languages to avoid redundancy, etc.

CTP Projects, Subcommittees, Task Force Reports

I.   CTP Projects:

CTP was very active this past year working on numerous projects in addition to planning the pre-conference workshops, annual programs, and online training. All activities were reported on the CTP web site under the page [Committee Projects for 2011-2014](#).

1. CTP Website Redesign

One major task was to re-arrange the CTP web site including the review and update of the reference tools on the CTP web site. Dongyun Ni provided some suggestions on updating the reference tools. Yoko Kudo prepared a blue print for the re-arrangement of the CTP web site structure, which was used for the CTP member discussion. After some discussion, a subgroup was formed by three CTP members: Dongyun Ni, Shi Deng, and Yoko Kudo (chair) after the CEAL 2012 annual meeting. In this last year, the group discussed and decided to use CEAL web page templates in combination with Yoko's suggestions in her blue print. Dongyun, the CTP webmaster, undertook huge amount of work organizing and migrating contents using the new templates. The redesigned webpages were approved by the CTP members and officially launched in June 2013.

2. CEAL Technical Services Expert List (Prepared by Mieko Mazza)

At the 2013 CEAL Workshop on Creating RDA Bibliographic Records for CJK Materials, Charlene Chou raised the idea that the CTP should gather cataloging expertise information from CEAL members, so that it would be easier for CEAL members to find colleagues with special skills for consultation or collaboration. It was initially discussed within CTP, however the group decided to work with the CEAL Membership Committee as CMC maintains the CEAL directory, and it was thought to be best if we worked together. Mieko Mazza volunteered to take the lead on

this item. She contacted Sarah Elman, and later worked with Keiko Suzuki, CMC member, on this project, in consultation with Sarah Elman, chair of the CMC and Shi Deng, chair of CTP, and Rob Britt, chair of Library Technology Committee.

CTP worked with CMC to gather information on the technical services expertise of CEAL members. The survey was created accordingly and posted to Eastlib on Nov. 12, 2013 and 60 responses were received. The survey was closed on December 20, 2013, and the results have been posted in spreadsheet format on the CEAL Membership [website](#) with the technical support by Rob Britt, as well as linked on CTP website.

In order to focus on special skills, the following **preconditions** were set for the survey:
1. Include only areas members can handle confidently and can provide advice/guidance to fellow colleagues.
2. Knowledge/skills in cataloging monographs are assumed.
3. Knowledge/skills in using Connexion as well as common word-processing and spread sheet applications are assumed

CTP and CMC decided to keep the survey open. If anyone wants to be included or wants to update their information, they can do so from the website by clicking the designated link. CTP and CMC have been monitoring the list and will update it periodically as needed.

This is another example of successful collaboration between CTP and the various CEAL committees, in this case, namely, CMC and the Library Technology Committee.

II.   CTP subcommittee and working group reports

1. CTP Subcommittee on LC-CEAL Internship Program (Report prepared by Yue Shu, 3/20/2014)

Introduction of the program and the subcommittee:

June 11, 2011, Council on the East Asian Libraries (CEAL) and the Library of Congress (LC) signed an agreement for the development of a cataloging internship program to provide training opportunities to eligible individuals who may not have access to adequate cataloging training support in their own institutions, or to those who have been assigned to catalog materials in a language with which they are not entirely conversant. The interns selected will receive substantial training at the Library of Congress from their catalogers.

October, 2011, a LC-CEAL CJK Cataloging Internship Program Subcommittee was formed under Committee on Technical Processing (CTP) by the request of Shi Deng, Chair of CTP. The subcommittee consists of Yue Shu (Chair) of the Smithsonian Libraries, Yoko Kudo of University of California, Riverside and EunHee Nah of Harvard University, whom was replaced by Erica Soonyoung Chang of University of Hawaii at Manoa in 2012.   Shi Deng is the ex-officio of the subcommittee and CEAL day to day liaison to communicate to the CEAL Executive Board and the community as well as LC.

Activity Summary

Here is a brief summary of the internship program during our tenure from 2011 to 2014. Announcements for the program were sent to several listservs including eastlib-l, autocat-l, and pcclist-l in three consecutive years from October, 2011-2013. It was also sent to 92 libraries with CJK collections in October 2012 and October 2013. The subcommittee successfully recruited 5 candidates and recommended four to the Library of Congress. Mr. Tom Yee, acting chief of Asian and Middle Eastern Division and Policy and Standards Division who was in charge of the program until the end of 2013, selected two interns, Ms. Chiaki Aita of University of Maryland for the 2012 program and Ms. Wei Wang of University of Virginia for the 2013 program. Due to visa issues, Ms. Aita had to abort the program at the very early stage of her internship. Ms. Wang finished her internship in June 2013 after four weeks of training. By the positive feedback from both Ms. Wang and the China Section at LC where her training took place, we believe the internship program was a praiseworthy endeavor that benefited the intern tremendously. We didn't have a qualified candidate to endorse for the 2014 program. Here we'd like to thank Hee-Sook Shin of Columbia University and CEAL treasurer and Hikaru Nakano of University of Florida and Chair of the CEAL Membership Committee for taking a great effort in compiling a master list of libraries with their primary contact information. This was an effort to promote our program to libraries that aren't typically represented by the CEAL members, like public libraries, think tanks and other academic institutes.

Recommendations:

- A short survey could be conducted to see how much need for this kind of training in our community;
- Submission of a written report from the intern should be added to the LC-CEAL agreement;
- The program at LC could expand to other sections for other media formats, not just textual materials;
- CEAL EB could raise the amount of cash award to ease the burdens on interns and their sponsoring libraries

Acknowledgement
We'd like to express our extreme gratitude for LC's efforts and professionalism to provide well thought-out cataloging training programs that tailored to interns' particular needs. We are deeply indebted to those LC professionals who helped our interns to become well-rounded catalogers at their workplaces. Without their dedications and hardworking, the program won't be a success!

2. CTP Subcommittee on RDA (report prepared by Charlene Chou, April 21, 2014)

The Subcommittee was established and approved by the Executive Board of CEAL on December 5th, 2013, and the major charge is to propose RDA instructions or best practices that may facilitate and enhance the user discovery; communicate with ALA, LC, PCC, OCLC and/or other stakeholders on behalf of the CEAL CTP and CEAL community with the approval of CEAL Executive Board. The membership consists of Charlene Chou (Chair, U Washington), Erica Chang (Hawaii), Erminia Chao (BYU, AV materials), Jee-Young Park (Chicago), Mieko Mazza (Stanford), Rob Britt (U Washington, laws & public services), Shi Deng (UC San Diego), T.J. Kao (Yale) with Ex-officio: CTP chair, Consultant: Hideyuki Morimoto

(Columbia), Liaisons**:** Sarah Elman (Columbia, CJK NACO Project liaison), Jessalyn Zoom (LC, LC liaison). The term is from December 2013 to November 2015.

In the past four months, the primary task done by the Subcommittee was to conduct the RDA survey in the CEAL community. The survey form is very concise with only five questions to have a survey concerning RDA implementation status and the prioritization of known issues. It was done in March for 12 days. Ninety two responses were received worldwide. At the day one, fifty one responses were received from most libraries implemented RDA already, which seemed to have a very positive implication that there are quite a lot CJK catalogers have implemented RDA already and are fully aware of RDA updates and developments. The last response came from South Africa. Based on the survey results, the Chair of Subcommittee gave a presentation on "RDA Implementation: Current Status & Known Issues" at the CTP meeting on March 27th, 2014 and it is available at CTP website. Some of key findings are summarized as follows.

The summary of survey is listed as follows:
1. Most libraries have created bibliographic records in RDA (61%) and only 23% of libraries have contributed authority records in RDA.
2. If not implemented RDA yet, 41% of libraries plan to implement it in one year but 59% of libraries are still uncertain or have other issues.
3. If not implemented yet, the major obstacles are no man power to do training and review (26%), to wait for RDA more stable and best practices are more available and other reasons (24%) and no support from the top management for RDA implementation (13%)
4. Top five issues of popular votes are CJK examples (65%), CJK numerals (52%), serials-major/minor changes (48%), Chinese geographic names (26%) and rare books (20%).
5. The participants include TS librarians (60%), CJK studies librarians (18%), others (12%), PS librarians (6%) and Administrators (4%). In addition to TS librarians, we were very delighted to receive responses from non-TS librarians (40%), with the perspectives of public services or administration especially.

Some observations of survey prioritization are listed as follows:
1. CJK examples are so important for us!!!
2. General issues gain more attention such as CJK numerals.
3. Authority records seem to gain less attention, esp. best practices for authorized access points.
4. Serials and rare books still received many votes for their significant value of collections.

Next steps:
Based on the survey results, the Subcommittee members have decided to establish five study groups for the top five issues. Each study group is paired with two leaders with invited group members. The progress of each group's discussions will be posted and updated on the wiki, so all the subcommittee members would have opportunities to review and comment. The Chair of Subcommittee has set up a wiki for subcommittee members to communicate and to compile related documents in this workroom. The tentative timeline of the preliminary report will be due by the end of this year. The subcommittee attempts to get the first draft done for some study groups before the next CEAL conference.

3. CTP/CJM Working Group on ALA-LC Japanese Romanization Table (report prepared by Yoko Kudo, April 16, 2014)

To address the Japanese Romanization issues that were identified in the final report of the Task Force on the LC Proposal Regarding Japanese Romanization, CTP and CJM jointly formed the Working Group on Japanese Romanization Table (WG).

Charges: see http://www.eastasianlib.org/ctp/Subcommittees/sub_JpnRT.htm

Membership:
Yoko Kudo, University of California Riverside, Chair
Rob Britt, University of Washington
Mieko Mazza, Stanford University
Hikaru Nakano, University of Florida
Chiaki Sakai, University of Iowa
Keiko Suzuki, Yale University

Shi Deng, University of California San Diego, ex officio (CTP Chair)
Setsuko Noguchi, Princeton University, ex officio (CJM chair)
Bruce Johnson, LC, advisor
Hisako Kotaka, OCLC, collaborator

Since its kickoff in September 2013, WG has been focusing its efforts to help the CEAL community understand and implement the changes that occurred in the revised Romanization Table. As of Mar. 31, 2014, WG has achieved the following:

- Created group's shared work space using PBWorks (https://my.pbworks.com/).
- Created a Google group account to archive WG's email communication.
- Had 10 conference call meetings using ReadyTalk and Google Hangout (Oct. 14, 2013-Mar. 10, 2014).
- Had a business meeting during the CEAL annual conference in Philadelphia.
- Developed and distributed an announcement/instruction on the update of authority records to replace the diacritic alif to apostrophe (Dec. 2013).
- Created an authority records update request form for non-NACO institutions, and distributed it along with the above instruction (Dec. 2014).
- Created the "Japanese Romanization Table: significant changes in the 2012 revision (Mar. 2014).
- Developed a draft survey on the utility of the Japanese Romanization Table.

WG plans to finalize and send out the survey to the community in early May 2014.

4. CTP/CCM Joint Working Group on ISO 7098 Romanization of Chinese (report prepared by Shi Deng, April 21, 2014)

In September 2013, ALA NISO representative post a call for reviewing and commenting on the committee draft of ISO 7098 (ISO/CD 7098), Romanization of Chinese. After noticed several suggested practices differ from ALA-LC Chinese Romanization Table, CTP chair called to form a review working group in conjunction with the Committee on Chinese Materials (CCM) in consultation with LC.

The CTP/CCM Joint Working Group on ISO 7098 Romanization of Chinese was established and approved by CEAL Executive Board with the following charge and membership on in Oct 7, 2013:

Charges
- Review the draft revision of ISO 7098 in comparison with the ALA-LC Romanization Table for Chinese.
- Gather additional input from interested CEAL members.
- Prepare final set of suggestions and obtain approval from the CEAL Executive Broad.
- Send official CEAL response to NISO via ALA.

Membership
- Shi Deng, Chair (UC San Diego)
- Vickie Doll (U. Kansas)
- Sarah Elman (Columbia)
- T.J. Kao (Yale)
- Dongyun Ni (U. Hawai'i)
- Ming-sun Poon (LC)
- Jia Xu (U. Iowa)
- Susan Xue (UC Berkeley)

The WG put out call to CEAL members via eastlib to solicit comments, meanwhile, reviewed the revised draft in comparison with ALA-LC Chinese Romanization Table, provided comments and suggestions focusing on the revision section 11 on Transcription rules for personal names and geographic names. Based on the comments and suggestions provided by WG members and some of CEAL members, we made it into a CEAL response with the proposed changes. With approval of CEAL Executive Board, the CEAL response was submitted to NISO via ALA NISO representative. It was submitted to ISO via NISO.

Next Step
ISO TC46 will release the final draft (ISO/DIS 7098) after ISO WG review comments received last fall and/or revise the draft of ISO/CD 7098. The final draft is expected to release for vote between summer and fall of 2014. The WG will review the final draft with input from CEAL community.

5. **CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources (report prepared by Bie-Hwa Ma and Chengzhi Wang, April 25, 2014)**

Formation of the Task Force

In order to improve user experience in discovering e-contents and accessing e-resources, on Nov. 4, 2013, Ms. Shi Deng, Chair of CTP and Bie-hwa Ma proposed to the CEAL Executive Board (EB) to form a group to promote established e-resources related metadata standards and best practices. On Nov. 19, The CEAL EB approved the formation and charges of the new group named CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources (CEAL ERMB Task Force or ERMB).

Membership: Bie-Hwa Ma (co-Chair, UCSD, for technical services), Chengzhi Wang (co-Chair, Columbia, for collections and public services), Susan Xue (UCB), Haruko Nakamura (Yale), Miree Ku (Duke), Connie Lam (HKU), Charlene Chou (U. Washington), Mieko Mazza (Stanford), Erica Chang (U. Hawai'i), Shi Deng (UCSD)

Task Force Charges: Investigate best practices; address issues; promotes compliance with well-established metadata standards and best practices; liaison with national and international working groups; organize training workshops and educational programs. For complete charges, click here to the ERMB website.

CEAL ERMB Task Report, Nov. 2013 – March 2014

1. **CEAL Preconference Workshop on Electronic Resources Standards and Best Practices," March 25, 2014, 9:00-4:30**
-   **Program description :** This kick-off program was designed to provide introduction to major e-resources related metadata standards and best practices in hope that vendors would see the benefits from compliance with the standards and best practices and follow them to improve user experience in resource discovery and access as well as to increase their sales of e-resources.
-   **Participant demographics:** 89 out of 94 registered attended. Among the registered were 20 vendors, 30+ librarians/support staff responsible for collection development and/or public services, 13 from web services, 7 from digital library program, as well as 65 involved with technical services, CTP's typical workshop participants.
-   **Covered topics and speakers:**
    o   OpenURL, DOI, KBART, and IOTA (Nettie Lagace, Associate Director for Programs, National Information Standards Organization (NISO))
    o   CJK E-resources metadata and presentation problems that cause access and discovery issues (ERMB members)
    o   PIE-J, ISSN, ISNI, and ORCID (Regina Romano Reynolds, Head, ISSN Section and Director, U.S. ISSN Center)
    o   Survey results on vendor and librarian awareness of the E-resources standards and best practices (ERMB members)
-   For **Workshop presentations** files, click here.

- **Workshop Evaluation**: Evaluation results show that almost all of the participants had very positive experience with the Workshop. For evaluation details, see CEAL Committee on Technical Processing Annual Report, 2013-2014.

2. **Pre-workshop Surveys - Survey on Metadata Standards and Best Practices for E-Resources, Vendor/Publisher Version and Library Version**
   The main purpose of this survey was to preliminarily understand the level of librarian and vendor/publisher awareness of established metadata standards and best practices for e-resources, one of the preconference workshop topics. Other survey goals were: to have an environmental scan; to identify the awareness gap between librarians and vendors; and to find ways to bridge the gaps.
- **Survey Design**
  In the beginning of December, Bie-Hwa initiated, and all ERMB members participated in, the design of the English surveys (Library and Vendor versions) which were translated into four language versions, including Japanese, Korean, Chinese simplified, and Chinese traditional scripts. All versions were carefully reviewed by metadata services and non-metadata services professionals in the U.S. and Asia. Google form was used as the primary tool for survey designing and basic analysis. Library version was longer and more detailed.
- **Survey Distribution**
  At the end of Jan. 2014, library survey invitation was sent to listservs of CEAL, CALA, Asian library associations, and library consortia in Asia. The invitation was also posted to Facebook groups in Mainland China, Taiwan, Hon Kong, and Macau. ERMB members along with CCM, CJM and CKM distributed the vendor/publisher survey to Asian e-resources providers through varieties of channels.
- **Participant Demographics:**
  o Vendor/Publisher version: 22 participants (8 from China and Taiwan, 7 from Japan, 6 from Korea, and 1 from North America)
  o Library version: 73 librarians/support staff participated (33 from Mainland China, Hong Kong, and Taiwan; 11 from Japan, 1 from Korea, 1 from Europe, and 1 from Australia)
- **Preliminary Results** (click on one of the hyperlinks below for individual version)
  o [Vendor/publisher Version](#) (See also the [survey result presentations](#))
  o [Library Version](#) (See also the [survey result presentations](#))

3. **CEAL Electronic Resources: Librarians and Vendors Round Table, March 27, 2014**
MERB members participated in the session. Shi Deng, Chengzhi Wang, and Bie-Hwa Ma shared the MERB background information, charge and goals, and brief results of MERB surveys, and MERB next-step plans were reported. Chairs of CCM, CJM, CKM, and CPS discussed the needs and requirements, followed by discussion among participants. MERB members took minutes of the round table, and the minutes have been posted online at [here](#).

4. Next Steps

With the given charges, ERMB members identified the following tasks as focuses for the time period of 2013-2016. 1) Sets up communication channels such as email lists, Listservs, and/or Wiki page to

open dialogues among librarians, E-resources publishers, and providers Creates cheat sheets of Standards and Best Practices; 2) Gathers comments in response to calls for reviewing standards or best practices; 3) Holds CJK language Webinars on specific standards and best practices; 4) organizes preconference Workshops; 5) Creates information HUB at the CEAL ERMB Task Force Website; 6) Promotes Collaboration by initiating projects, connecting colleagues, brainstorming for ideas, etc.