

CEAL Committee on Technical Processing Annual Report, March 2016-March 2017

Prepared by Charlene Chou (Chair)

I. Introduction

This report covers activities of the CEAL Committee on Technical Processing (CTP), its subcommittees and working groups and related activities from April 2016 to March 2017. CTP has followed its proposed goals and work plans to the CEAL Executive Board for its activities in the past year. The chief goals of CTP are to keep CTP and CEAL members synchronized with major developments in the areas of cataloging/metadata (e.g. RDA/NACO/SACO), acquisitions (e.g. DDA), linked data as well as e-resource management; and to communicate and collaborate with other groups to prepare trainings and establish CJK best practices and standards for various kinds of data.

II. Committee members

Erica Chang (University of Hawaii, chair, -October 2015)
Erminia Chao (Brigham Young University)
Charlene Chou (University of Washington Libraries, chair, March 2016-March 2017)
TJ Kao (Claremont Colleges)
Hyun Chu Kim (Kennesaw State University, webmaster)
Philip Melzer (retired, co-chair, November, 2015-March 2016)
Keiko Suzuki (The New School, co-chair, November, 2015-March 2016)
Chiharu Watsky (Princeton University)
Karen Yu (University of Chicago)

III. CTP Committee Activities

In response to CEAL members' requests, CTP has collaborated with the OCLC CJK Users Group and ERMB (CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources) to organize training webinars for four topics from November 2016 to May 2017. Most of them are related to cataloging special materials and e-resources. We especially appreciate strong technical support from OCLC for all dry runs and live webinars. All the presentation slides and recordings are available on the CTP webinar website at: <http://www.eastasianlib.org/ctp/webinars.htm>

Four training webinars: planning & implementation

Webinar on **LCGFT (LC Genre/Form Terms) for CJK Resources** (*presented by Adam Schiff (University of Washington) on Tuesday, Nov. 29, 2016*)

This is a follow-up webinar from the 2016 CEAL Cataloging Workshop which Adam Schiff, ALA SAC Subcommittee on Genre/Form Implementation, Chair, presented “LC Genre Terms (LCGFT & LCDGT).” Since Library of Congress just published Library of Congress Genre/Form Terms Manual, LC has accepted proposals for literature, religion, and general genre/form terms beginning on September 1, 2016. Adam provided more detailed instructions for using the existing LCGFT and how to propose new genre terms for CJK resources through SACO. Using genre terms is crucial for facet searching in the online catalog and highly related to the development of linked data. In the long run, proposing new CJK genre terms should be done by CEAL members through SACO funnel. We had a great turnout (approximately 70 participants) for this webinar.

Webinar on **Build CJK Collections in WorldShare Collection Manager** (*presented by Josh Benson (OCLC) on Jan. 31, 2017*)

Due to the questions and training needs from the CEAL Cooperative Cataloging E-resources Project to build CJK e-collections, OCLC provided this webinar for CEAL members, including how to use Collection Manager to create and update collections to share with participating member libraries, e.g. a cooperative cataloging project on CJK e-resources; what are known limitations/drawbacks, e.g. ongoing updates; what are future developments in functionalities; how to do batch-loading to Collection Manager. The OCLC WorldShare Collection Manager is usually used by the metadata librarians or e-resources cataloging librarians; therefore, we had around 30 participants. However, using this platform is crucial for the future CEAL Cooperative Cataloging E-resources Project to share record sets in OCLC and Josh is a great presenter with great expertise, as he has been the Implementation Manager for WorldShare Collection Manager since April, 2015.

Webinar on **Cataloging CJK Audiovisual Materials** (*presented by Erminia Chao (Brigham Young University) on Feb. 23, 2017*)

This topic has been suggested by the cataloging workshop participants in the past two years, and Erminia Chao from BYU has been a resource person in CEAL for years. The turnout was amazingly great—101 participants in this webinar. She provided instructions on both RDA and OLAC best practices for DVDs with many great CJK examples.

Webinar on **Cataloging Cartographic Materials** (*presented by Paige Andrew (Penn State University) on May 1 & May 2, 2017*)

Training on cataloging maps has been a popular demand in CEAL for years. Paige Andrew is the presenter of ALCTS webinar entitled RDA and Cartographic Materials in 2011, the author of RDA

and Cartographic Resources in 2005 and helped with BIBCO training documentation. We really appreciate that he has agreed to teach and started preparing CJK examples for us. Due to the length of contents, he will provide training in two sessions on May 1st and May 2nd.

BIBFRAME & linked data

CTP was committed to provide the updates on linked data from 2015 to 2016. In the past year, the chair forwarded the message of ALA training series on BIBFRAME and linked data to eastlib last fall; therefore, we will not duplicate training efforts for the same topics.

CJK CONSER Funnel Project: planning & implementation

Several CEAL members shared their suggestions with CTP that CEAL needs to establish a CJK CONSER funnel group by following a successful model of the CJK NACO funnel project. When the CTP chair sent out an email to eastlib for volunteers, quite a lot of responses happened in a few days. The CTP chair submitted the application form before the ALA Midwinter, and Les Hawkins, CONSER Coordinator from LC, has informed us that “the PCC Steering Committee very enthusiastically approved the formation of the CJK CONSER Funnel.” So far, nineteen CJK librarians from twelve institutions have volunteered and they are:

Claremont Colleges, Getty Research Institute, George Washington University, Rutgers University, San Diego State University, UC Berkeley, East Asian Library, UCLA, East Asian Library, UC San Diego, University of Hawaii at Manoa Library, University of Maryland, University of Washington and Yale University

In the 2017 CEAL conference, we’ll provide more information on this project and outreach for more CEAL members. After the CEAL conference, Les Hawkins will provide a training webinar for all participants by the end of March, and will set up a CJK CONSER Funnel page for us at LC later.

IV. 2017 CTP Annual Meeting: Program

Based on the discussions of CTP members, the **theme** is “*Creative Solutions for Effective Technical Processing.*”

With the constraint of budget and manpower, the Technical Processing Units have to adopt more creative strategies, e.g. batch processing, collaborative project or automated acquisitions, for meeting the increasing demand of users and organizations.

For details, go to CTP Meetings website at: <http://www.eastasianlib.org/ctp/meetings.htm>

Below is the outline of the program:

- 1) **Opening & chair's report** *presented by Charlene Chou (U Washington)*
- 2) **LC annual report** *presented by Randy Barry (LC)*

In addition to the highlights of LC Asian Division's activities, it will cover the LC experiences with exchange partnership, which is one of the important models for collaborative collection development.

- 3) **Collaborative e-collection management: CEAL cooperative cataloging project for e-collections** *presented by Bie-Hwa Ma (UCSD)*

With the longstanding issues of poor metadata provided by vendors, users often have difficulties in finding e-resources which are crucial for research. The CEAL cooperative cataloging project for e-collections will adopt a new strategy by using the OCLC WorldShare Collection Manager for the e-collection data creation and management. When the entire e-collection is fully cataloged, each institute can download the records of each e-collection to its ILS.

- 4) **Automated acquisitions & collaborative projects** *presented by Shi Deng (UCSD) and Sarah Elman (Columbia)*

The strategies of batch loading, shelf-ready services and collaborative projects have been used to expedite processing and control backlog. Case studies will be presented in this session.

5) **Q & A**

V. **2017 CTP Preconference Workshops**

CEAL Cataloging Workshop

This workshop is co-sponsored by CEAL Committee on Technical Processing (CTP), CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources (ERMB), and University of Toronto Libraries. The 2017 workshop will be held on March 14th, 2017 from 8:15am to 11:45am at the University of Toronto. It will cover reports on the highlights of recent RDA updates from the RDA Subcommittee, as well as NACO updates. In addition to these reports, the workshop will include a group discussion of CEAL best practices concerning CJK numerals (especially non-numeral characters) and CJK relationship designators. With the increasing demand of cataloging e-resources, we are pleased to have Steve Shadle, CONSER e-serials trainer, provide training on the PCC Provider-Neutral Guidelines of e-serials, integrating

resources and e-monographs. For detailed information about this workshop, go to its wiki at: <http://rdaandcjkworkshop.pbworks.com/w/page/113939005/2017%20CEAL%20Cataloging%20Workshop>

There are seventy six participants registered for this workshop. We look forward to having active discussion on CJK best practices in this workshop for the CEAL community.

CEAL ERMB Workshop: OpenURL, COUNTER, and SUSHI

This workshop is co-sponsored by CEAL Task Force on Metadata Standards and Best Practices for East Asian Electronic Resources (ERMB), CEAL Committee on Technical Processing (CTP), and University of Toronto Libraries. It will be held from 12:45-2:45pm at the University of Toronto. The first presentation on OpenURL provides information on how publisher metadata is used to support Open URL full-text article linking. East Asian online resource examples will illustrate how link resolution works. The 2nd presentation on COUNTER/SUSHI will introduce librarians and vendors to the COUNTER Code of Practice for usage statistics and the Standardized Usage Statistics Harvesting Initiative (SUSHI).

VI. Subcommittees and Working Group Reports

Subcommittee on LC-CEAL Cataloging Internship Program *(prepared by Philip Melzer, Chair)*

Membership:

Philip Melzer (chair)
Erminia Chao
Keiko Suzuki

In September 2016, the Subcommittee announced the 2017 Library of Congress C-CEAL Cataloging Internship Program and asked for applications. Three CEAL members applied, and the Subcommittee nominated two people and sent their names forward to LC. In February 2017, one person was selected by the Library to be a 2017 intern: Yan He of George Washington University.

The Subcommittee wishes to recommend that CEAL member(s) who served as cataloging interns the previous year be asked to address the annual meeting of the Technical Processing Committee. We realize that the schedule for the annual committee meeting is always full, but we believe that a brief, 2-5 minute report about the content of the internship and perceived benefits of the program would do more to promote the program than an email announcement. Perhaps the 2016 and 2017 interns could be given a brief amount of time at the 2018 CTP annual session.

Because CEAL's two-year Internship Agreement with the Library will end in 2017, the Executive Board will need to determine how best to proceed. The Subcommittee recommends that the

agreement be renewed for another two-year term.

The Subcommittee also recommends that the following modifications to the Agreement should be considered:

1) The nomination and decision-making process should take much less time than it does at present. The current time-lapse between the deadline for submission of applications and notification of acceptance is between three and four months. We believe that candidates should be told within weeks, and not months, whether they have been selected. This would require the Library of Congress to reach a decision much more promptly than it does now, but we see no reason why it could not agree to do so.

2) We believe that the minimum amount of time an intern would be required to serve at the Library of Congress. For the program to work for both LC and the intern(s), the interns must receive a substantial amount of training and work experience, and LC must receive a certain amount of work in return. The current minimum length of an internship is one month, which will be, in most instances, too little time for either of the above goals to be met. Therefore, we recommend that the CEAL negotiator(s) should propose that the minimum length of an internship be extended to either 6 or 8 weeks.

CTP/CJM Joint Working Group on ALA-LC Japanese Romanization Table Report *(prepared by co-chair, Chiharu Watsky & Yukari Sugiyama)*

Membership:

Keiko Suzuki (New School, co-chair till 9/2016)
Rob Britt (University of Washington)
Ryuta Komaki (Washington University, St. Louis)
Fabiano Rocha (University of Toronto)
Chiaki Sakai (Japan Foundation)
Koji Takeuchi (Library of Congress)
Yukari Sugiyama (Yale University, co-chair)
Chiharu Watsky (Princeton University, co-chair)

We had our first initial meeting as a group at the CEAL 2016 and since then, we have been holding a regular meeting, usually every two weeks, via Google Hangouts.

The first major issues we worked on are the revision of the Romanization chart and creation of an English-Japanese glossary of grammatical terms. The members were divided into two subgroups and each subgroup worked on its assigned project by frequent meetings and email correspondence.

These projects were completed in the fall of 2016, except for the ongoing need for the glossary

group to updates the list when we encounter a new term that needs to be added as the whole WG continues revising the RT.

After the two projects were completed, the Group started working on one of the bigger issues: The Long Vowels. Keiko Suzuki took an initiative and drafted the rules since she has been in the Japanese Romanization project for the longest time and she is most familiar with the problem regarding the long vowels. On our regular meetings, we discussed and worked on the long vowels based on Keiko's draft. After holding a few meetings and agreeing on the basic revisions of the rules, the Group decided to form a subgroup to complete the revision. The subgroup members are Keiko, Fabiano, Chiharu and Rob. Keiko, Fabiano, and Chiharu are working on the texts of the rules and Rob, as an editorial chief, oversees the style of the entire RT. Rob has already reorganized the current table into a very helpful and useful style for the users.

Along with the work on the long vowels, the Group formed another subgroup to work on the two other issues: capitalization and punctuations. Again these subgroups met independently and worked on its assigned project. The Group still needs to meet and discuss and finalize the projects but both projects are almost complete and Rob incorporated all the proposed revisions into his proposed draft of the new RT.

The remaining issues for the Group to tackle for the rest of the term are:

- シンポジウム = Shinpoju(macron)mu problem---decide whether to request global correction of the romanization of the term from shinpoju (macron)mu to shinpjiumu according to the new Revised JR rules. Yukari is already in contact with OCLC and LC.
- Word division section---identify any problems if still unresolved and work on them.
- Revision of the section for numerals

We hope to summarize our work this fall and submit a proposal for the revisions of the RT by the end of our term.

CTP/CCM Working Group on Taiwanese Access Points *(prepared by Charlene Chou, chair)*

The CTP and CCM chairs have proposed a new working group on Taiwanese Access Points to the CEAL Executive Board and this was approved in March 2016. This new group would examine issues related to Taiwanese access points in the LC/National Authority File, OCLC and online catalogs (i.e. mixed practices, confusing and problematic headings that hamper access). The proposal is for the group to include several experienced librarians, and achieve its objectives in a one-year term.

Membership:

Charlene Chou (U Washington), Chair
Shi Deng (UCSD), CJK NACO Coordinator
Sarah Elman (Columbia)
Jia Xu (Yale)
Hsi-chu Bolick (U North Carolina)
Ex-Officio: CCM chair (Hong Cheng, UCLA) & CTP chair (Charlene Chou, U Washington)
LC liaison: Jessalyn Zoom

In the past year, two major issues discussed and studied are Taiwanese place names in BGN and geographic qualifiers for corporate bodies (both governments and non-governmental agencies). Due to the complexity of various options and politically sensitive issues, the working group members would like to extend its term for two more years and the proposal was submitted to the CEAL Executive Board for approval on January 31, 2017. Because of membership including two ex-officio: CTP and CCM chairs, EB decided to postpone its approval for term extension after the CEAL election in March, 2017.

CTP Subcommittee on RDA (*prepared by Charlene Chou, chair*)

The subcommittee term will end in March 2017. This report will cover the activities for the past year and the next steps of remaining issues. In addition to organizing the RDA workshops in the past years, the subcommittee has established five study groups to investigate and propose best practices/revised rules for cataloging CJK numerals, series numbering, edition statements, serials title changes, CJK relationship designators, geographic names, rare books guidelines, etc.

Members of the CTP Subcommittee on RDA:

Charlene Chou (Chair, U Washington),
Erminia Chao (BYU, AV materials),
Jee-Young Park (Chicago),
Mieko Mazza (Stanford),
Rob Britt (U Washington, laws & public services),
Shi Deng (UC San Diego),
TJ Kao (Claremont Colleges)
Ex-officio:
Erica Chang (U of Hawaii, Mar. 2014-Oct. 2015)
Keiko Suzuki (The New School, Nov. 2015-Mar. 2016)
Philip Melzer (retired, Nov. 2015-Mar. 2016)
Consultant:
Hideyuki Morimoto (Columbia)
Liaisons:
Sarah Elman (Columbia, CJK NACO Project liaison)
Jessalyn Zoom (LC, LC liaison)

RDA & CJK Workshop Website cited by the PCC Standing Committee on Training

This website was intended to assist our trainers in communicating and designing the contents of RDA & CJK Materials Workshop on 3/13/12. After the workshop, we've received many requests to access this website. The subcommittee members have kept some information of this wiki up-to-date such as "What's new?" and new workshop information, and hopefully this website could be an effective training tool for CJK community in the long run.

In January 2017, the [Program for Cooperative Cataloging Standing Committee on Training](#) has included the [RDA & CJK Workshop](#) website in their list of [RDA Special Formats Training](#) for CJK-related training resources and best practices, and this provides great evidence for CTP to play a leadership role for CJK-specific issues with a wider community consistently.

Five Study Groups

CJK Examples, co-led by Mieko Mazza and Charlene Chou

Membership: Erminia Chao for audiovisual materials, Shi Deng and TJ Kao for serials, Eunseung Oh and Jee-Young Park for Korean, Yukari Sugiyama for Japanese and Jessalyn Zoom as LC liaison.

According to the 2014 survey, the number one request is CJK examples. That's why this study group is established to compile examples. The example file was organized in RSC format and released for comments in February 2016, and full-record examples were released to CEAL members for comments in February 2017 already. The finalized version will be announced before the CTP Cataloging workshop.

CJK Numerals, led by Shi Deng

With CTP and CEAL members' continuous efforts, a CEAL proposal got accepted by LC/PCC and a new PS (policy statement)--1.8.2. First alternative was added to for numerals in non-Latin scripts in the RDA Toolkit in September 2015, but this policy statement has only covered some major categories. There are several remaining issues unresolved, e.g. series numbering with non-numeral characters and ordinal numbers, publication dates, contents notes, etc. In the 2016 Cataloging Workshop, Charlene Chou led a group discussion on various options for each category and discussions were very lively and brought up different perspectives. It ran out of time; therefore, the consensus was to have a follow-up survey for more comments in CEAL community. In the 2017 Cataloging workshop, Shi Deng will lead group discussion on this topic for best practices and possible CEAL proposals to revise RDA rules.

CJK Serials, led by Shi Deng

Shi Deng worked with OCLC to run a file of CJK serials with major and minor title changes in 2016. With the support of Japanese examples examined by Mieko Mazza and Korean examples examined by Jee-Young Park, Shi Deng gave a report on various issues of CJK serials title for major changes as phase 1, especially related revised ISSN guidelines, in the 2016 Cataloging workshop. The next steps will be phase 2 for minor changes studies and to develop best practices for major and minor changes with examples. Shi Deng plans to report on phase 2 in the 2018 cataloging workshop.

Taiwanese Place Names Conversion from Wade-Giles to Pinyin, co-led by Jessalyn Zoom and Jia Xu

Jessalyn gave a status report on Taiwan place names in the 2016 Cataloging workshop. The working group consisted of Sarah Elman, Jia Xu, and Jessalyn Zoom submitted its study result on the scope of the Taiwanese place names conversion to LC Policy and Standards Division and the Asian and Middle East Division Chief of LC. Between November 2015 and March 2016, the working group communicated with the above two parties. In March 2016, PSD formally agreed on conducting a project to systematically update the authority records in the LC/NACO Authority File for place names in Taiwan to conform to the current BGN conventional or approved forms listed for these places. The affected authority records and bibliographic records would be updated as part of the maintenance during the project. The group members have joined the new group--CTP/CCM Working Group on Taiwanese Access Points for their knowledge and experiences.

Chinese Rare Books, co-led by Sarah Elman and Shuwen Cao

This group focuses on revising **CGCRB (Cataloging Guidelines for Creating Chinese Rare Book Records in Machine Readable Form)** to be synchronized with RDA if possible. Both Sarah and Shuwen are also members of the CCM Subcommittee on Chinese Rare Books and Classics, and have worked with the NLC and the National Central Library (NCL) in Taiwan to develop and implement RDA rules for cataloging rare books. They submitted the Revised Cataloging Guidelines for Chinese Rare Books in March 2016 to solicit comments, and hosted a discussion during AAS/CEAL conference in Seattle in March 2016. Sarah and Shuwen revised the rules based on comments collected and shared it again in June 2016. Additional revisions are being incorporated and another version will be released for final comments before the 2017 CEAL Meeting.

Remaining Issues

Since the RDA Subcommittee will end its term by March, 2017, we recommend that the remaining issues be resolved by the next Committee on Technical Processing, which may establish some ad-hoc groups for certain specific issues with more members from broader

communities to work on them later.

VII. Next Steps

CTP should continue playing a leadership role for establishing CJK best practices in RDA and other metadata standards including linked data, especially voicing our specific needs for the discovery of CJK resources in a wider community consistently. Consequently, the collaboration between CTP and ERMB is very crucial for cataloging e-resources, e.g. CEAL Cooperative Cataloging Project for e-resources and CJK metadata management.

Because of the increasing demand of digitizing unique resources, CTP needs to work with stakeholders to provide quality metadata for the access of digital resources. With the training sessions of LCGFT/LCDGT provided in the past year, CTP may consider planning the formation of a CJK SACO Funnel Project, which can contribute new CJK terms (controlled vocabularies) to increase the discovery of CJK resources through facet searching and linked data.