Enduring Partnership

A Hybrid Model of the LC-CEAL Internship Program
Early Years of the Program

2000
First internship offered to a library school student at a small college in Pennsylvania

2006-11
Working on details to formalize the Program

2012
Internship Program Agreement formalized
Purpose of the Program

Providing an educational experience through sharing Library of Congress expertise for East Asian materials
Program Details

- **Length, Timing, Format**
  Unpaid, with the length, timing, and format of the internship negotiable, usually 2-3 months

- **Program Content**
  Arranged between the intern and the Library, flexible by design

- **Intern Eligibility Requirements**
  CEAL member; have a responsibility for East Asian resources; must be a permanent resident or hold a valid J-1 or F-1 visa for non-U.S. citizens

- **Financial Support by CEAL**
  $1,000 grant for the expense
Future Plan

- Expand the scope of program content
- Support a broader spectrum of Technical Services librarians
Northeast Asia Section
The Hybrid Model

Challenges:

• Unpredictable Covid environments
  o Health related issues
  o Connectivity issues

• Operating under the ‘Regular Telework’ policy
  o Juggling trainers’ schedules
  o Juggling different staff members’ skills
  o Coordinating specialists from other divisions
Learning Objectives:

<table>
<thead>
<tr>
<th>General workflow of LC cataloging operations</th>
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<tbody>
<tr>
<td>ALA-LC Romanization/Word division rules</td>
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<tr>
<td>Basic cataloging rules, bibliographic systems, and software programs commonly used in the LC</td>
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<td>Copy cataloging and creating original PCC level bibliographic records, and creating name authority records.</td>
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<tr>
<td>Introduction to LC collection management, the new information system, and special formats cataloging (Music, P&amp;P and G&amp;M materials)</td>
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Training Plan:

- Involved the entire NEA Section staff
- Tailored to the intern’s needs
- Focused on introducing:
  - LC operations & history (Jefferson bldg., Asian Div.)
  - Cataloging resources & documentations
  - LC Collection management
  - Expertise in different LC areas (cataloging specialists in Music and G&M divisions)

Schedule:

- Prep week: Online resources
- Week 1-4: Onsite cataloging training
- Week 5-8: Virtual follow-up
Prep Week: Online Resources

• LC Classification: https://www.loc.gov/catworkshop/lcc/index.html
• LCSH: https://www.loc.gov/catworkshop/lcsh/index.html
• Basic Subject Cataloging using LCSH: https://www.loc.gov/catworkshop/courses/basicsubject/pdf/LCSH_Trainee_2011.pdf
• Basic Creation of Name and Title Authorities: https://www.loc.gov/catworkshop/courses/nametitleauth/pdf/Name>Title_Trnee_Manual.pdf
• RDA: https://www.loc.gov/catworkshop/RDA%20training%20materials/index.html
• BIBFRAME: https://www.loc.gov/bibframe/
• PCC: https://www.loc.gov/aba/pcc/
Week 1-4: Onsite Cataloging Practices

Tuesday, April 12, 2022 (LC procedures for Japanese cataloging processing)
9-12 INTRODUCTION TO SEARCHING TECHNIQUE, IBC AND COPY CATALOGING (by Fuki Tsujikawa)
1-3 Practice

Wednesday, April 13, 2022 (Descriptive cataloging)
9-12 TITLE AREA (by Yoko Shimojo)
1-3 STATEMENT OF RESPONSIBILITY AREA (by Yoko Shimojo)

Thursday, April 14, 2022 (Descriptive cataloging)
9-12 EDITION AREA, PUBLICATION, DISTRIBUTION, ETC., AREA (by Koji Takeuchi)
1-3 PHYSICAL DESCRIPTION AREA (by Koji Takeuchi)

Friday, April 15, 2022 (Descriptive cataloging)
9-12 SERIES AREA, NOTE AREA (by Koji Takeuchi)
1-3 CHOICE OF ACCESS POINTS, STANDARD NUMBER, etc. (by Koji Takeuchi)

WEEK 2 (Japanese Cataloging), April 18-22, 2022

Monday, April 18, 2022 (Name Authority)
9-12 HEADING FOR PERSONS (by Yoko Shimojo)
1-3 Asian Division tour with Sonya Lee and Cameron Penwell
Intern’s goals

• Develop skills as solo librarian for CJK cataloging at Indiana University and Big Ten Academic Alliance
• Improve IU’s CJK cataloging workflow based on learning outcomes
  o LC’s best practices for Japanese
  o Basic Korean cataloging workflow
In-person Training and Virtual Review Experience

**Japanese**
- Hands-on practices: LC local practices, original-cataloging, authority/NACO
- Use of tools: RDA Toolkit, ClassWeb, Desktop (CSM, DCM, SHM…)
- IU’s backlogs (e.g., early 20th-century publications) and NACO creation/revision

**Korean**
- Romanization table, searching methods, descriptive cataloging, authority control, subject cataloging & classification
**Miscellaneous (cataloging)**
- Serials
- Maps
- Music (non-CJK)
- BIBFRAME Marva

**Miscellaneous (general)**
- Asian Division
- Geography and Map Division
- Music Division
- Card catalogs

https://www.loc.gov/collections/
Tips for Future Applicants and Interns

• Discuss with your folks
• Time and money
  o Secure funding
  o Paid-leave options
  o Timing
• Specific objectives
• Prepare for the program

Any question? Feel free to contact me at kreiche@iu.edu
Thank you very much!

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