
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

❑ 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

❑ Program Content

Arranged between the intern and the Library, flexible by design

❑ Financial Support by CEAL

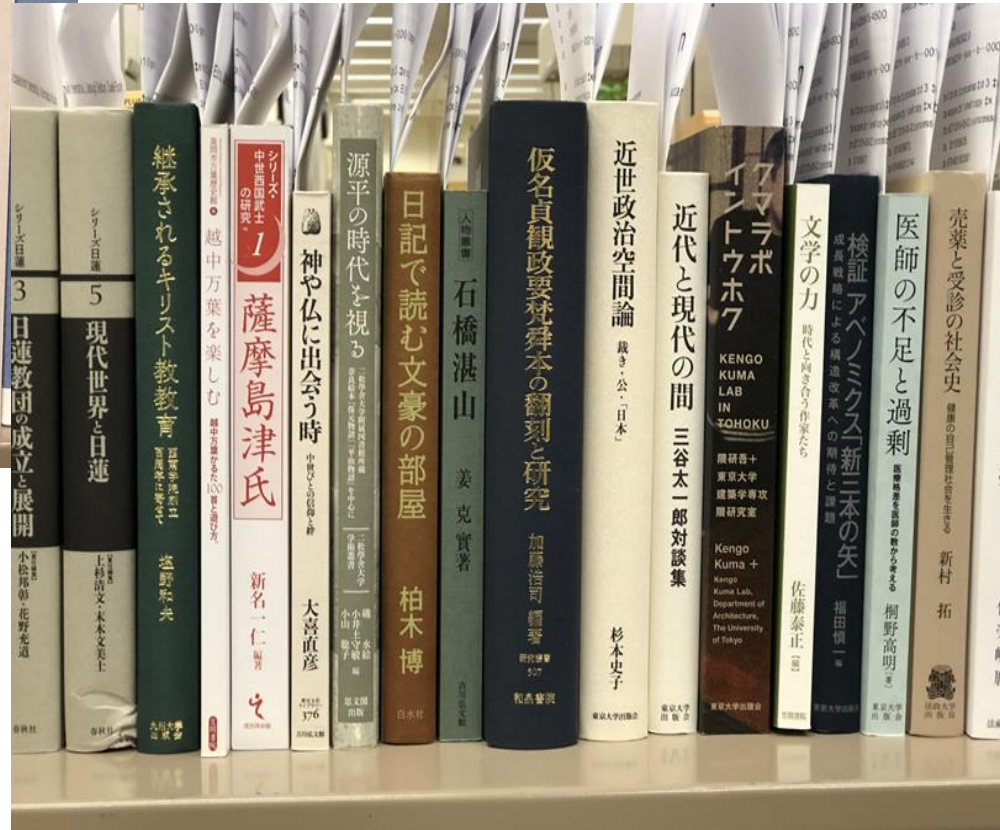
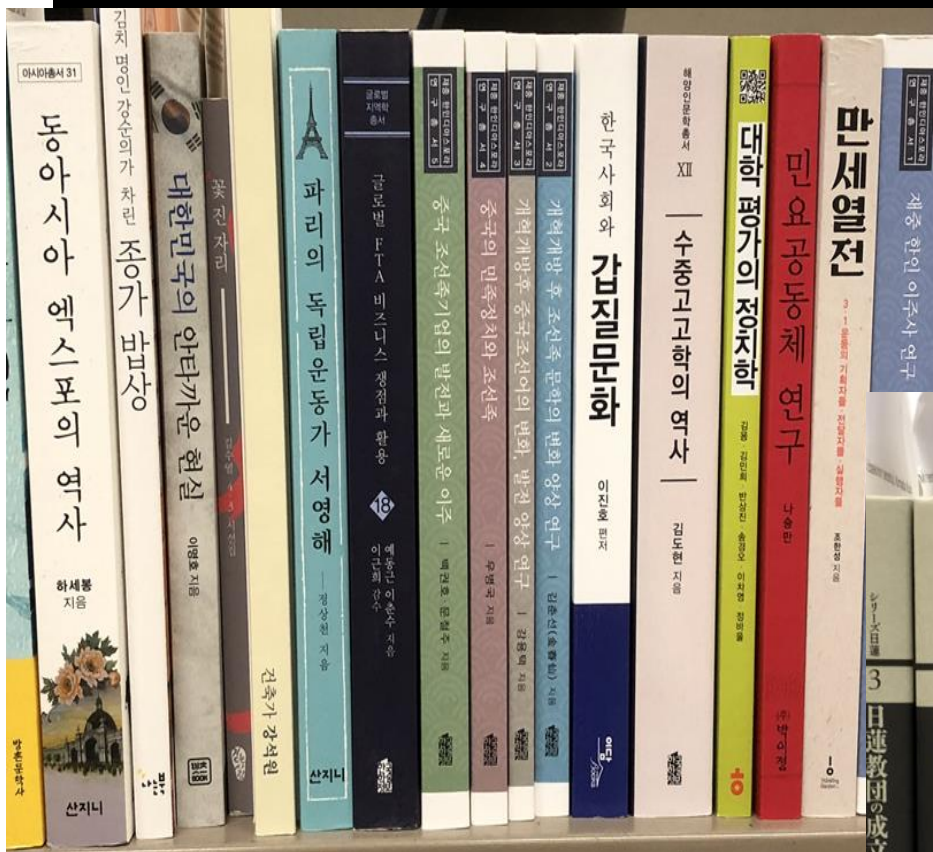
\$1,000 grant for the expense

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**
 - Health related issues
 - Connectivity issues
- **Operating under the ‘Regular Telework’ policy**
 - Juggling trainers’ schedules
 - Juggling different staff members’ skills
 - Coordinating specialists from other divisions

Learning Objectives:

General workflow of LC cataloging operations

ALA-LC Romanization/Word division rules

Basic cataloging rules, bibliographic systems, and software programs commonly used in the LC

Copy cataloging and creating original PCC level bibliographic records, and creating name authority records.

Introduction to LC collection management, the new information system, and special formats cataloging (Music, P&P and G&M materials)

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

2022 Cataloging Internship Program (April-June)

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
 - LC's best practices for Japanese
 - 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
 - Secure funding
 - Paid-leave options
 - 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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