

**CEAL 2006 Executive Board Meeting II**  
**Thursday, April 6, 2006 4:00 pm – 5:50 pm**  
**Sierra Suite E, San Francisco Marriott**

**Attending:** Keiko Yokota Carter (Committee on Japanese Materials), Jim Cheng (Membership), Vickie Doll (Statistics), Ellen Hammond (Member-at-Large), Martin Heijdra (Member-at-Large), David Hickey (Committee on Public Services), Mikyung Kang (Committee on Korean Materials), Gail King (Committee on Publications), Mary Lin (Committee on Technical Processing), Toshie Marra (Treasurer), Ellen McGill (Secretary), Kuniko Yamada McVey (Member-at-Large), Philip Melzer (President), Hideyuki Morimoto (Member-at-Large), Zhijia Shen (Committee on Chinese Materials), Kristina Troost (Vice-President), Xian Wu (Committee on Library Technology), Hong Xu (Member-at-Large), AbrahamYu (Outgoing President)

**I. Introductions and Welcome to New Board Members**

Philip Melzer asked Board members to introduce themselves and welcome the following new members:

Toshie Marra (UCLA)  
Ellen McGill (Harvard University)  
Kuniko Yamada McVey (Harvard University)  
Hong Xu (University of Pittsburgh)

**II. Possible additions to the agenda were reviewed.**

1. CEAL funding for an IFLA pre-conference dinner was added to the agenda as item 4.
2. The question of whether and how to record changed data in the statistics had been raised at the last meeting. Martin Heijdra and Vickie Doll reported that the problem was due to a misunderstanding and had been solved. Published data will not be changed, but small numbers of changes can be accommodated in the new system. Since previous data is greyed out, changes will have to go through the Committee on Statistics.
3. Standing Committee Reports were made agenda item 5.

**III. Announcement.**

AbrahamYu announced that at the CEAL fellowship dinner, CJK Committee chairs will introduce overseas guests in groups where appropriate in order to save time. He had a list of guests.

**IV. Email list**

Philip Melzer circulated a list for Board members' email addresses. It was requested that the list be sent to all members for convenience, that the web site be updated as soon as possible to avoid confusion, and that the list be formally submitted to the Committee on Library Technology.

*Agenda items:*

**1. Welcome.**

**2. CEAL cataloguing internship at Library of Congress**

Philip Melzer reported that a CEAL cataloguing internship had been raised as a possibility last spring. Mary Lin had agreed to look into this. The Committee on Technical Processing will coordinate an internship if it is created; funding is the primary issue. Philip Melzer has discussed the possibility of an internship with his superiors at Library of Congress, as well as with the CJK cataloguers and the cooperative cataloguing team. They are flexible about the number of interns and could even handle one person per team. Library of Congress has a program for cooperative cataloguing and a successful history with other internships; it would be willing to house the internship and provide training and instructional materials, etc., but outside funding will be needed.

*Funding:* Kris Troost asked how other interns at Library of Congress are funded. It is usually via internship programs of various sorts or through support from library schools which support internships as part of MLS programs. Several people suggested that universities are often willing to come up with at least part of the cost of training if it is needed. Also, if candidates could get some funds from CEAL as an honor or award, it might facilitate the process of getting institutional funding. David Hickey described it as seed money. Martin Heijdra noted that CEAL has recently has some extra income which could be dedicated to funding the intership.

*Nature of the Internship:* This internship should be individually tailored to the participants and must last for 2-3 months. This will give interns the opportunity for hands-on experience, the chance to have their work evaluated, and provide a balance between learning and work. Upon completion, interns could be given a certificate which they can put on their resume.

*Benefits to CEAL and to Profession:* Some discussion revolved around the likelihood of the profession benefiting from such an internship. Mary Lin noted that it takes time to train cataloguers, and many people then switch to a different field or profession. On the other hand, Jim Cheng noted that UCSD had had two people trained by Library of Congress, and both the people and the university library have benefited greatly. Vickie Doll also expressed concern about CEAL benefiting. Perhaps instead of library students, the internship could provide extra training to people who are already in the field.

*Eligibility:* Martin Heijdra asked whether these internships would be for people already with jobs or people who are training as librarians. Philip Melzer noted that this was something the Board needs to decide. At the Small Collections round table, several people indicated interest if they could get funding. He would like to target people at small collections who may not have been trained as CJK cataloguers, or who may be dealing with languages they don't know. Martin suggested that non-CEAL members should also be eligible. Philip commented that Library of Congress internships focus on

underserved populations, so we could concentrate on figuring out who in our field is underserved.

*Role of CEAL:* Philip Melzer asked what the role of CEAL should be if we want to support such a program with Library of Congress. Martin Heijdra suggested that if CEAL's name is used, we should be directly involved in some fashion. We might offer a limited grant or award of perhaps \$500 or \$1,000 to help cover costs and provide recognition. Zhijia Shen argued that the internship was really more an individual relationship between a school and Library of Congress. CEAL's role might be to help with advertising, to support the internship and to promote it, but not to fund. Would the investment be worth it?

Kris Troost raised the issue of whether CEAL would review candidates. Ellen Hammond thought we should review applicants and perhaps come up with guidelines; we could consult with Library of Congress on appropriate standards. A subcommittee could look at criteria used in other Library of Congress internships to help ensure there won't be problems with candidate selection. Mary Lin suggested a committee which could set up guidelines and then review and recommend candidates. If Library of Congress doesn't accept CEAL's recommendations, they can give us feedback on selection.

*Institutionalization:* Vickie Doll noted that while we benefit from Philip Melzer's presence at Library of Congress, the program might increase his responsibilities, especially if there are problems. Ellen Hammond suggested that we see this as a pilot program for about 2 years while we evaluate its success and usefulness to the profession. Martin Heijdra emphasized a goal of institutionalization within 3 years so that the program doesn't depend on Philip's position in CEAL and Library of Congress.

*Proposal:* Philip Melzer agreed to write a proposal and send it to the Board for review. He will draw up categories for candidates; Board members can comment and suggest other possibilities. If approved, he will take it to his director and find out how to proceed.

## **2. Task Force on Multiscript Capabilities in Local Systems**

Martin Heijdra followed up on his report at the Plenary Session by asking how to proceed with the Task Force. Philip Melzer noted that according to the bylaws, this should be a special committee rather than a task force, since the latter is part of a standing committee. He reviewed the bylaws with the Board; the chair of a special committee is appointed by the president with the approval of the Board and is given a charge within two weeks of the appointment. He then officially named Martin Chair of the Special Committee on Multiscript Capabilities in Local Systems. Philip will work with Martin over the next week and will send the committee charge to the Board for approval, modification, etc. This was unanimously approved.

Philip went on to say that once Martin gets the formal charge, he is supposed to submit an organizational plan and procedures to be followed. He is also to appoint 2-8 members, following guidelines to put together a balanced and diverse group. This information should be sent to the Board. Most of the discussion of the issue will also take place

between the Special Committee and the Board, the President, and the heads of committees. Hideyuki Morimoto reminded the Board that, as President, Philip serves on all committees *ex officio*.

#### **4. CEAL Funding for an IFLA Pre-Conference Dinner**

As part of the preparations for the CEAL-organized, IFLA Satellite Pre-Conference Meeting this coming August in Seoul, Mikyung Kang reported a proposal to provide a reasonable dinner (about \$30/person) to the presenters and organizers; with an estimated 50 people involved, the cost comes to \$1500. Could CEAL fund the dinner? It may be too late to submit funding requests to most organizations at this point. If CEAL funding is not sufficient, one possibility would be to ask vendors for support.

Discussion focused on whether CEAL has supported entertainment costs in the past; what kinds of expenses should be covered for what sorts of people; what kinds of funds should be used; and how similar cases should be handled in future.

*Precedents and Rules:* Jim Cheng stated that CEAL rules are that no honorarium is provided for speaking at CEAL events. The organization doesn't pay for dinner for CEAL members but only for guests. When IFLA was in China, there was a CEAL program, but no money was provided for entertainment. Vickie Doll noted that dinners in the past were paid for by fundraising. Abraham Yu added that the rule about CEAL not paying for its members' dinners is in the funding guidelines but not the bylaws.

*Possible Funding Sources:* Hideyuki Morimoto asked whether a registration fee is being charged, noting that it is not uncommon to do so for professional conferences. Mikyung Kang responded that the committee believes that charging a fee will discourage attendance. Mary Lin raised the possibility of requesting money from the Korea Library Association, but Mikyung pointed out that they are providing labor. She also explained that although Committee on Korean Materials has extra funds, these come from vendors and are explicitly restricted to Committee activities. Martin Heijdra emphasized that this event is an IFLA event and the program is not Korean in focus, so CKM monies should not be used. Several people expressed opposition to the prospect of membership dues being used for entertainment costs.

*Beneficiaries:* Mikyung Kang stressed that she was thinking especially of the people who are helping get things set up and organized. Some speakers, however, are CEAL members. Ellen Hammond thought that while we don't normally provide dinner for speakers, we should do something to thank our local hosts. Kris Troost agreed that it would be appropriate to treat local people who helped with arrangements to dinner, but not speakers or CEAL members. Mikyung did not have exact figures but estimated 25 speakers and 10-15 local helpers.

*Future Cases:* Jim Cheng felt that we might want to have a policy that CEAL will support local events when we sponsor a program. The IFLA Pre-Conference dinner could be the first instance of this policy. Zhijia Shen emphasized that we should consider special arrangements for this kind of case. She and Mary Lin also suggested that

fundraising would be appropriate; perhaps a fund could be created to cover special events of this sort. Hideyuki Morimoto stressed the need to clarify the criteria. Will CEAL pay for dinner for speakers, for people who help with arrangements, for everyone? Martin Heijdra proposed setting limits on the amount of money to be provided or the number of people who would be covered. If funds are insufficient, could we ask CEAL members who are present to cover some of the costs?

*Motion:* Kris Troost moved that when CEAL sponsors an event outside of North America, CEAL may contribute up to \$500 to support expenditures for local events.

The motion passed unanimously. The wording of the motion requires a vote on each case and does not set a blanket policy.

Mikyung Kang remarked that each committee gets \$500 in funding. Do special committees also get \$500?

Ellen Hammond moved that the CEAL IFLA Committee be granted up to \$500 for local arrangements. The chair of the committee will submit a proposal to the Board for approval.

Vickie Doll commented that a bill will need to be submitted for reimbursement, so money not spent will be returned.

The motion passed unanimously.

## **5. Standing Committee Reports**

Philip Melzer requested that standing committee chairs report briefly about their plans for the coming year.

Zhijia Shen: The **Committee on Chinese Materials** will focus on fundraising and planning for the Chinese Librarians' training program. They will also organize discussions on consortial approaches to e-resources and efforts to develop and make use of free resources. They intend to develop their website to provide information on these subjects.

KeikoYokoto-Carter: The **Committee on Japanese Materials** has no particular project in mind yet. European members are strongly interested in the possibility of organizing an international conference with the European Association of Japanese Specialists. The Committee will consider how it might best participate and will also talk to NCC about this prospect.

Mikyung Kang: The **Committee on Korean Materials** received \$1500 from two vendors. This will be put in the committee account and can only be used for CKM activities. The committee is still discussing what to do with these funds. As for ongoing projects, romanization revision continues with Library of Congress working on the second draft. The committee is also working on the online romanization dictionary.

They are running into some complex word division issues. Currently, the dictionary follows the current rules, but it will convert to the revised rules when those are completed. The committee also plans to publish a book on Korean collections and Korean Studies librarianship in North America. It is important to record their history while we still have the opportunity to consult the first generation of librarians. At the moment, the committee is collecting writings from older librarians about their collections and careers. Plans are for a more informal, essay-style volume that will appeal to a broader audience; a publisher has already been found. The book will be published in Korean and spread information in Korea about what we are doing here. The committee hopes to have it ready in time for IFLA, but they are not sure if it will happen. Any profits will go to the CKM account.

Xian Wu: The **Committee on Library Technology** will continue pursuing the issue of securing a server and reviewing the content of the CEAL webpage. They may need to request funds depending on which path they decide to take. The committee will also open an archival federated search in CJK. They plan to look at models of metadata. Finally, they will invite some guest speakers in the field of library technology to make presentations to CEAL

David Hickey: The **Committee on Public Services** plans first to work more on its website and then to start thinking about a new program. For the following year (2007-08), when the committee has preference for extra money, a preconference workshop or program could be arranged. There have been precedents for public services and library technology workshops. The committee will follow up with Kris Troost and Ellen Hammond on the implications of their presentations at this year's CEAL for thinking about public services and the role of the committee.

Mary Lin: The **Committee on Technical Processing** will submit examples and continue to work with the RDA (rules for description and access) review subcommittee. If the cataloguing internship takes shape, the committee can also work on that.

Jim Cheng: The **Committee on Membership** has been successful in its "talking with experienced librarians" program, and so that will continue next year. They will also continue the mentor – mentee program. So far they have had 12 pairs, and the committee will try to get more people to participate. They would like to expand to library schools. The first condition would be that participants have to join CEAL. The committee will prepare a flyer and send it first to the Board for approval and then to 9 – 12 schools. As for the CEAL Directory, it will be converted to .pdf files with institutions and personnel alphabetically arranged which people can print out themselves. The file could also be provided to *JEAL* and be combined with the journal. The committee will update the .pdf files rather than print, bind, and mail a paper directory. They also plan to use Google technology to post internships. People can then provide comments.

Vickie Doll: The **Committee on Statistics** has already built a database for retrospective data input, which will be handled by committee members. *JEAL* online has retrospective issues ready. The committee will put out a special print issue for statistics from the

beginning to the current year, covering at least 25 years. Perhaps we could market this issue. In cooperation with the Chinese-American Librarians' Association, the committee has also made another database for information on Chinese collections. Unlike the CEAL collection statistics, which are purely quantitative, this database will include contact information, descriptions of the collections, and evaluations of their strengths by subject and by period. It will also provide data on the numbers and kinds of relevant university programs and centers; their respective strengths; numbers of faculty and graduates; amounts of Title 6 / FLAS, etc. funding; and program contacts. A Japanese and Korean module have been added. The committee proposes to work with the chairs of CEAL committees to look at the database and to review the time periods and subjects selected; if criteria are finalized, the database can be announced, and people can fill in information about their collections and programs. The committee hopes this will be a way to document existing strengths and collection development statements. The database will be searchable by keyword. Kuniko Yamada McVey expressed her enthusiasm for the project. Vickie noted that she had announced the plan on H-ASIA several years ago, but most of the response has been from Europe.

Gail King: The **Committee on Publications** plans to bring out 3 issues of the *Journal of East Asian Libraries* this coming year.