

**Survey on the Current Operations and Organization  
of East Asian Collections in North America**

January 2010

This survey has four parts. Answers to the first two will be confidential, but please include your full name and affiliation, as it will help in the analysis of the data. The answers to this survey will be the basis for the report on trends in East Asian collections at the CEAL Plenary on "The Future of Foreign Languages Collections in Transformational Times: What is at stake?"

To try to assess whether East Asian collections are being differentially impacted (either positively or negatively), there are questions in sections one and two about the effects of the financial crisis on the budget for collections and services for both your university library and the East Asian collection/library).

- "Your university library" refers to the library system on your campus and the libraries which belong to it, including the East Asian library, but not any independent libraries with their own financing.
- "East Asian collection/library" refers to the funds allocated directly to and managed by the East Asian Library/collections including any endowments. If there are subscription or database titles on central funds that you had to recommend for cancellation, please make a note.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Affiliation: \_\_\_\_\_

**Part One: Budget Conditions**

1.1 In FY 2009-10, how has your university library budget changed in comparison with FY 2008-09?

- a) \_\_\_\_\_ Increased
- b) \_\_\_\_\_ Decreased
- c) \_\_\_\_\_ No change

1.2 In FY 2009-10, did the East Asian collection receive a budget increase?

- a) Yes \_\_\_\_\_ go to 1.3
- b) No \_\_\_\_\_ answer 1.4, 1.5 and 1.6.

1.3 If the answer in 1.2 is yes, please describe the source of increase:

- a) \_\_\_\_\_ Appropriations
- b) \_\_\_\_\_ Grants
- c) \_\_\_\_\_ East Asian Program support
- d) \_\_\_\_\_ Endowment
- e) Other source of funding (please specify) \_\_\_\_\_

1.4 If your university library experienced a budget cut, how did that budget cut affect East Asian collection/library's centrally appropriated funds (exclude grant, endowment or program support that will be dealt with separately in 1.6 below)?

a) East Asian collections' budget (central appropriations):

- a. \_\_\_\_\_ more
- b. \_\_\_\_\_ the same
- c. \_\_\_\_\_ less

b) Personnel budget (central appropriations):

- a. \_\_\_\_\_ more
- b. \_\_\_\_\_ the same
- c. \_\_\_\_\_ less

1.5 For the East Asian collections/library, please estimate the loss of budget revenue, as compared with the previous year in the following categories:

- a) For collections \_\_\_\_\_ (%)
- b) For operations and personnel \_\_\_\_\_ (%)

1.6 For E.A. collections, which of the following sources of support experienced a cut:

- a) Appropriations \_\_\_\_\_ (%)
- b) Endowment income \_\_\_\_\_ (%)
- c) Grants \_\_\_\_\_ (%)
- d) East Asian Program support \_\_\_\_\_ (%)
- e) Other source of funding \_\_\_\_\_ (%)

1.7 In FY 2010-2011, what is the most likely budget scenario?

- a) \_\_\_\_\_ Budget increase

- b) \_\_\_\_\_ No change
- c) \_\_\_\_\_ Budget decrease

1.8 Other comments on your current budget:

**Part Two: Changes in Operations and Organization**

2.1 In FY 2009-10, has budget loss of your university library resulted in one or more of the following (check all that are relevant) throughout the university library system?

- a) \_\_\_\_\_ staff layoff
- b) \_\_\_\_\_ early retirement initiative
- c) \_\_\_\_\_ staff furlough/reduction of pay
- d) \_\_\_\_\_ Hiring freeze
- e) \_\_\_\_\_ Permanent elimination of staff positions
- f) \_\_\_\_\_ Temporary elimination of staff positions
- g) \_\_\_\_\_ No staff change

2.2 In FY 2009-10, has your university library's budget loss affected East Asian staffing in one or more of the following ways (check all that are relevant)?

- a) \_\_\_\_\_ staff layoff
- b) \_\_\_\_\_ early retirement initiative
- c) \_\_\_\_\_ staff furlough/reduction of pay
- d) \_\_\_\_\_ Hiring freeze
- e) \_\_\_\_\_ Permanent elimination of staff positions
- f) \_\_\_\_\_ Temporary elimination of staff positions
- g) \_\_\_\_\_ No staff change

2.3 If you have experienced staff loss for East Asian collection/library operations, how many FTE's were cut? Total loss of E.A. staff \_\_\_\_\_ Total percentage of loss of E.A. staff \_\_\_\_\_

Breakdown

- a) Professional \_\_\_\_\_
- b) Support staff \_\_\_\_\_
- c) Student \_\_\_\_\_

2.4 How many East Asian collection/library FTE's did you report to CEAL for FY 2008-09.

- a) Professional \_\_\_\_\_
- b) Support staff \_\_\_\_\_
- c) Student \_\_\_\_\_

2.5 In your East Asian collection/library, have your budget woes resulted in one or more of the following (check all that are relevant)

- a) \_\_\_\_\_ Reassignment of responsibilities
- b) \_\_\_\_\_ Reduced library hours
- c) \_\_\_\_\_ Other service reductions, please describe:

2.6 What organizational changes has your East Asian library/collection experienced in the past three years?

- a) \_\_\_\_\_ Expansion of the space allocated to East Asian library/collection for collections and services
- b) \_\_\_\_\_ Expansion of staff positions
- c) \_\_\_\_\_ Elimination of the East Asian Library/collection as a separate administrative unit
- d) \_\_\_\_\_ Integration of the East Asian Library/collection with another unit in parent library
- e) \_\_\_\_\_ Integration of one or more units (such as technical services) of the East Asian library/collection into parent library
- f) \_\_\_\_\_ Reduction of East Asian library's services and staff
- g) \_\_\_\_\_ No organizational change has affected the East Asian /collection in the past three years

2.7 Do you anticipate an organizational change to your East Asian library/collection in one or more of the following ways in the next three years? Please check all that applies to your library/collection.

- a) \_\_\_\_\_ Expansion of the space allocated to East Asian library/collection for collections and services
- b) \_\_\_\_\_ Expansion of staff positions
- c) \_\_\_\_\_ Elimination of the East Asian Library/collection as a separate administrative unit
- d) \_\_\_\_\_ Integration of the East Asian Library/collection with another unit in parent library
- e) \_\_\_\_\_ Integration of one or more units (such as technical services) of the East Asian library/collection into parent library
- f) \_\_\_\_\_ Reduction of East Asian library's services and staff
- g) \_\_\_\_\_ No organizational change will affect the East Asian library/collection in the next three years

2.8 If a re-organization will occur in another form that does not fall into any of the above descriptions, please describe:

2.9 What do you see as the most serious threat to East Asian collections in North America? Please evaluate the following threats along a scale of 1-5, with 1 indicating very likely and 5 very unlikely.

- a) \_\_\_\_\_ Lack of budgetary resources
- b) \_\_\_\_\_ High cost of East Asian e-resources in proportion to collection budget and user population
- c) \_\_\_\_\_ Library and campus administration lack interest in the East Asian collection
- d) \_\_\_\_\_ Perception that technology and e-everything movement have made the East Asian Library obsolete
- e) \_\_\_\_\_ Academic programs and patrons related to East Asia lack political influence at the university level.
- f) \_\_\_\_\_ Foreign language materials, especially non-Roman ones, are viewed as a luxury as they are of interest to only a small number of people in times of financial difficulty
- g) \_\_\_\_\_ Shortage of adequate manpower
- h) \_\_\_\_\_ Use of outsourcing for processing and collection development will reduce costs but sacrifice quality
- i) \_\_\_\_\_ Less diversity among collections, especially small and medium sized collections
- j) Other threats, please specify:

2.10 If operations have been cut, how has this affected money for staff development or professional travel for East Asian staff?

- a) Book buying trips
  - a. \_\_\_\_\_ no change
  - b. \_\_\_\_\_ fewer trips
  - c. \_\_\_\_\_ no trips
- b) Professional conferences
  - a. \_\_\_\_\_ funding reduced for everyone
  - b. \_\_\_\_\_ only active participants funded
  - c. \_\_\_\_\_ no travel funds, time off for administrative leave only
  - d. \_\_\_\_\_ no time off for administrative leave
- c) Training
  - a. \_\_\_\_\_ More in house training
  - b. \_\_\_\_\_ Cooperation with nearby institutions on training

2.11 In general, my feelings about the future of East Asian collections in North America are (please choose one only)

- a) \_\_\_\_\_ Very optimistic
- b) \_\_\_\_\_ Relatively optimistic
- c) \_\_\_\_\_ Not so optimistic
- d) \_\_\_\_\_ Pessimistic
- e) \_\_\_\_\_ Very pessimistic

### Part Three: New Directions and Services

- 3.1 Has your university library participated in mass digitization initiatives in recent years?
- a)  Yes
  - b)  No
- 3.2 If yes, what mass digitization projects has your library/collection participated in?
- a)  Google Books
  - b)  HathiTrust
  - c)  Microsoft Book Digitization
  - d)  Digitization of rare books funded by foundations or outside organizations
  - e)  Mass digitization conducted locally at your own institution (please specify):
- 3.3 If yes, what languages were digitized?
- a)  Western languages
  - b)  Chinese
  - c)  Japanese
  - d)  Korean
  - e)  Other
- 3.4 Approximately what percentage of your general East Asian language books have already been digitized? \_\_\_\_\_(%)
- 3.5 If your library has digitized some East Asian materials locally, what types of local digitization projects has your library done?
- a)  Rare books
  - b)  Photographs
  - c)  Posters and other types of images
  - d)  Maps
  - e)  Journals
  - f)  Manuscripts
  - g)  Moving images
  - h)  Sound recordings
  - g)  Other
- 3.6 Is your digitized East Asian general book collection accessible in full-text form in one or more of the following ways?
- a)  Not accessible to patrons
  - b)  Accessible to patrons of your own university/institution only
  - c)  Accessible to the general public
  - d)  Currently not accessible, but it will be accessible in the near future. Please specify in which way(s) it will be accessible:
  - e) Other comments if any:

3.7 Is your digitized East Asian rare book collection accessible in full-text form in one or more of the following ways?

- a) \_\_\_\_\_ Not accessible to patrons
- b) \_\_\_\_\_ Accessible to patrons of own university/institution only
- c) \_\_\_\_\_ Accessible to the general public
- d) \_\_\_\_\_ Currently not accessible, but it will be accessible in the near future. Please specify
- e) Other comments if any:

3.8 Is your university library providing the following non-traditional services?

- a) \_\_\_\_\_ E-reference/Virtual reference
- b) \_\_\_\_\_ Electronic course reserve
- c) \_\_\_\_\_ Electronic book reader (please specify)
- d) \_\_\_\_\_ Web-archiving (please specify)
- e) \_\_\_\_\_ Perpetual archiving of digital commercial content (such as LOCKSS; please specify)
- f) \_\_\_\_\_ Archiving of faculty research notes, data, photographs \_\_\_\_\_
- g) \_\_\_\_\_ Patron driven acquisitions
- h) If your East Asian library or staff also provide such non-traditional services, please specify:

**Part Four: Existing and Future Strategies -- shelf ready services, cooperation within consortiums. These may be implemented to cope with budget woes and retrenchment but they may be implemented for other reasons – efficiency, speed, better use of resources and other considerations.**

**A) Shelf-ready and other vendor services**

4.1 Does your East Asian library/collection use one or more of the following vendor-provided shelf-ready or other services (such as MARC records)? Feel free to annotate your answers (for instance, only selected subjects such as literature or EOCR or copy cataloging).

- a) \_\_\_\_\_ OCLC TechPro service
- b) \_\_\_\_\_ Kinokuniya shelf-ready service
- c) \_\_\_\_\_ CIBTC shelf-ready service
- d) \_\_\_\_\_ WorldCat select
- e) \_\_\_\_\_ Other vendor provided service(s), please specify:

4.2 Will your East Asian Library/Collection begin to use, continue or increase its use of vendor-provided services in the near future? Feel free to annotate your answers (for instance, if you are only doing selected subjects such as literature or only EOCR or copy cataloging).

- a) \_\_\_\_\_ Yes
- b) \_\_\_\_\_ No
- c) \_\_\_\_\_ Yes, but limited
- d) \_\_\_\_\_ Not sure

## **B) Cooperation and consortia**

4.3 Does your East Asian collections/library participate in one or more of the following arrangements?

- a) Shared book selection with another university or campus for
  - \_\_\_\_\_ Chinese books
  - \_\_\_\_\_ Japanese books
  - \_\_\_\_\_ Korean books
  - \_\_\_\_\_ Other materials (please specify)
- b) Shared cataloging with another university or campus for
  - \_\_\_\_\_ Chinese books
  - \_\_\_\_\_ Japanese books
  - \_\_\_\_\_ Korean books
  - \_\_\_\_\_ Other materials (please specify)
- c) Shared public services (in-depth reference and instruction) with another university or campus for
  - \_\_\_\_\_ Chinese books
  - \_\_\_\_\_ Japanese books
  - \_\_\_\_\_ Korean books
  - \_\_\_\_\_ Other materials (please specify)
- d) Consortial purchases of
  - \_\_\_\_\_ Chinese electronic resources
  - \_\_\_\_\_ Japanese electronic resources
  - \_\_\_\_\_ Korean electronic resources
- e) Patron initiated and/or expedited ILL (such as Borrow Direct) service with another university or campus \_\_\_\_\_
- f) Other --please specify other cooperative arrangement(s) aimed at cutting cost and streamlining operations between your collection/library and other library(ies); this may include efforts to reduce duplication of holdings or other initiatives: