

# Enduring Partnership

## A Hybrid Model of the LC-CEAL Internship Program



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# 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

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# Purpose of the Program



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

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# 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

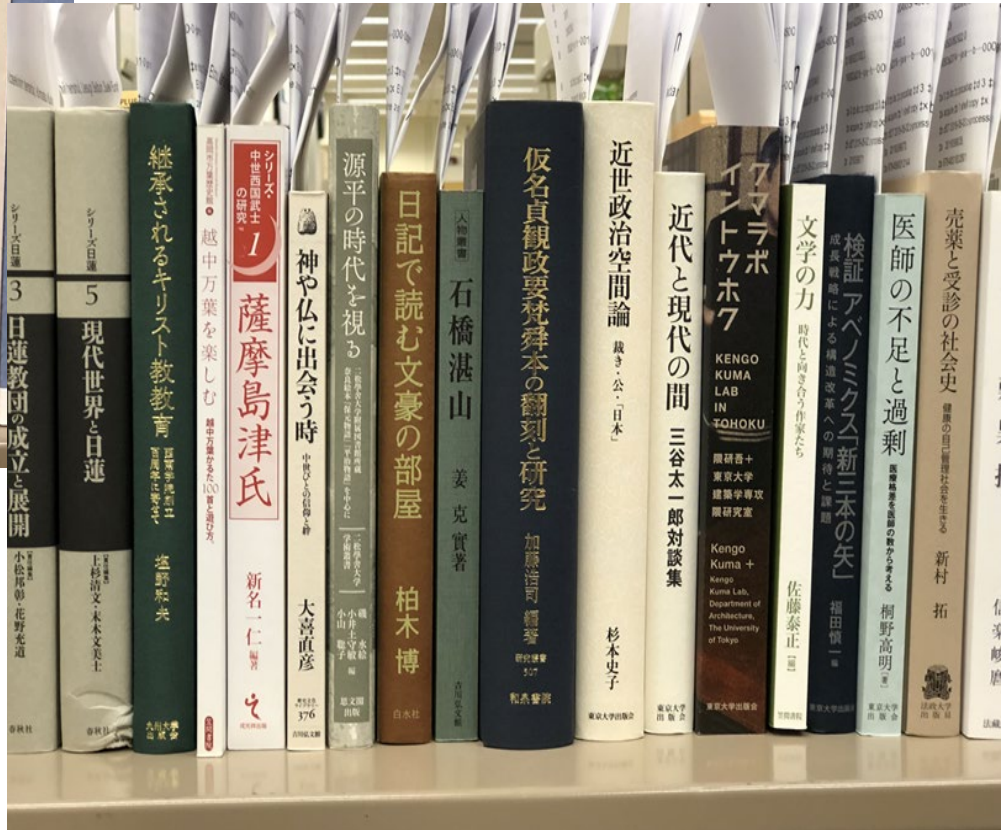
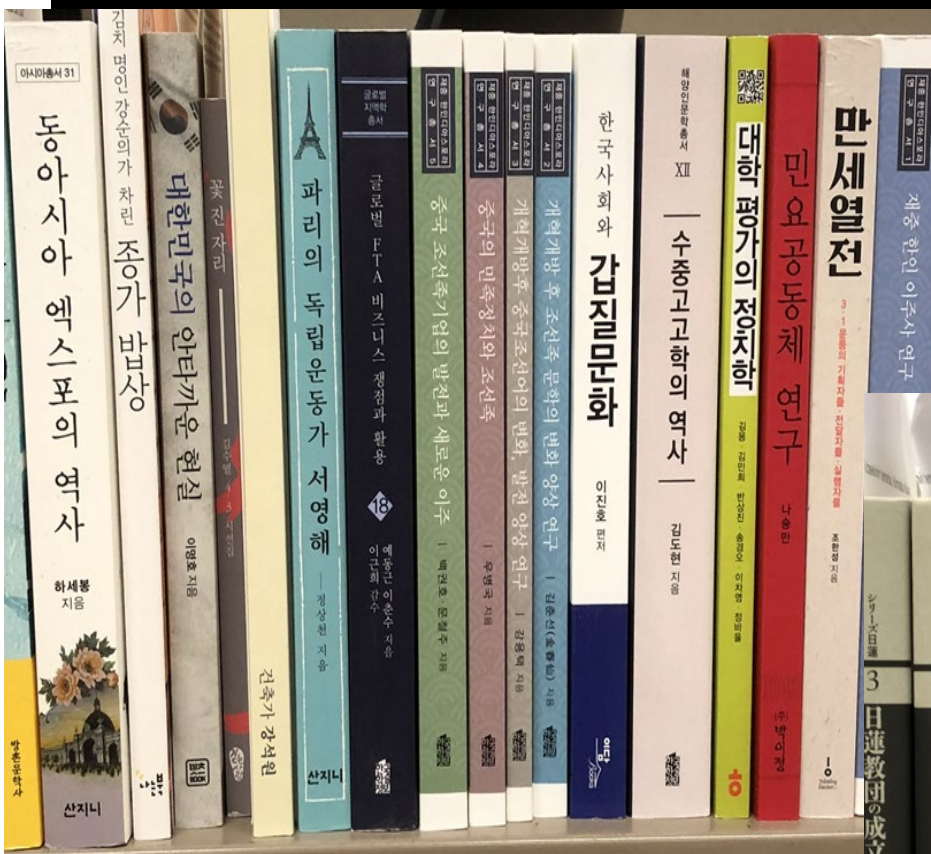
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# Future Plan

**Expand the scope  
of program content**

**Support a broader  
spectrum of  
Technical Services  
librarians**

# Northeast Asia Section



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# 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

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# 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)**

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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**

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# 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](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](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/>

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# 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

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# 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

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# 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 20<sup>th</sup>-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/>

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# 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](mailto:kreiche@iu.edu)

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**Thank you very much!**

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