

Getting Japanese Language Materials through Interlibrary Loan – A Checklist

There is no reason to wait until you go to Japan to get photocopies of articles or borrow books that you need for your research. While you cannot browse runs of journals through interlibrary loan, if you have an accurate citation, your ILL department can get most articles within days even from Japan. This is particularly true if you are willing to do some of the legwork in order to search Japanese library catalogs and verify which libraries have the articles that you need.

Here are the basic steps:

1. Get an accurate citation from either a print or online source. Talk to your librarian about options for print and online indexes. Here are some typical online indexes:
 - a. Zasshi Kiji Sakuin through NDL-OPAC – free but down for maintenance 3 hours per day
<http://opac.ndl.go.jp/index.html>
 - b. Magazine Plus through Nichigai Associates – subscription service
<http://web.nichigai.co.jp/>
 - c. CiNii – certain parts free (such as citations), full-text by subscription/fee
<http://ci.nii.ac.jp/cinii/>

Information you should copy down includes:

Journal articles: article title, author, journal title, volume, number, date, page numbers and ISSN (International Standard Serial Number – 8 digits, usually appears as 4-4). Older print indexes may not include page numbers or ISSNs, so try to use one of the online indexes to fill in the information you are lacking.

Books: author/editor, title, publisher, year, volume (if appropriate) and ISBN (International Standard Book Number – 10 or now 13 digits, Japanese publications always begin with a 4).

The more information you have, the better the chances that you will be successful in getting the materials you need. If you have the ISSN and or ISBN and other particulars, you do not need to be as worried about correct Romanization and word division. This is particularly true for author's names. Please use modified Hepburn, which is the North American standard for Japanese in library catalogs.

If you don't have an accurate citation, or know that that you are interested in a particular issue, you can ask your ILL department to request a copy of the table of contents for you. After looking at the table of contents, you can select the exact article you need.

2. Check OCLC WorldCat or RLG's Eureka for North American holdings.
Most academic libraries provide access to either WorldCat or Eureka to faculty and students. If the journal or book is listed in either of these databases, do not worry about which library to choose. Your ILL staff will do that. They have preferences based on service, cost, and reciprocal arrangements. If you don't have an ISSN/ISBN, look at the catalog record and copy down the OCLC or Eureka number. The OCLC number is located at the bottom of the page. Having this number is almost as good as having the ISSN and means that the ILL staff members don't have to be able to read Japanese to locate the information they need to process your request. If the journal is a relatively obscure one and you want to be really thorough and save time in the long run, take the next step and supply information about libraries in Japan that have the item you need. Please note that Waseda University Library catalogs its books in OCLC, but not its journals, so if you want a journal article see the next step.
3. If your library is unable to locate a North American supplier for your article, it is possible to get materials from Japan. There are several options. Try them in the following order:
 - a. Search the Waseda University Library Catalog <http://wine.wul.waseda.ac.jp/search/> for holdings of journals and/or very recent publications. Put a note in your request: Verified in Waseda University Library catalog. Please send to OCLC: LWU. Any OCLC member can send requests to Waseda; no registration is necessary.

- b. Another option is searching the Keio University Library Catalog <http://catalog.lib.keio.ac.jp/index_e.html>. If Keio has the issue of the journal that you need, put a note in your ILL request saying: Verified in the Keio University Library Catalog. Please send to OCLC: KEI. Keio is a regular member of OCLC (although its holdings aren't in OCLC); no registration is necessary. A guide to verifying holdings information is available at the NCC website: <<http://www.fas.harvard.edu/~ncc/ildd/keio.doc>>
- c. If your library is a participant in the NCC GIF Project <<http://www.libra.titech.ac.jp/GIF/statistics/us/gif-us-library.html>>, search the NACSIS Webcat Plus Catalog, which is the national union catalog for Japanese academic libraries. <<http://webcatplus-equal.nii.ac.jp/libportal/en/equalTop.html>>. There are more than 120 Japanese participants, so your chances of getting a copy of the article you need are very good. Locate the bibliographic record for the journal, check which libraries have the exact issue you need, and copy down the OCLC symbol for those libraries. If you do not have an ISSN for that journal, also copy down the bibliographic record number. Check against the Japanese GIF membership list. This part may be done by your ILL dept. or Japanese Studies librarian if you have one. The GIF Project uses a special ISO protocol to send requests between OCLC systems and NACSIS systems. This step is more complicated, so please follow the written instructions available from the GIF Website. A set of instructions on how to verify holdings information using the English interface is available at: <<http://www.fas.harvard.edu/~ncc/ildd/GIFverify.doc>>
- d. If your library has registered with the National Diet Library, it may order articles using their online system. <<http://opac.ndl.go.jp>> You may also register as an individual and use their online ordering system.

Detailed instructions for searching these catalogs, verifying holdings information, as well as registering for the various programs are available at the North American Coordinating Council on Japanese Library Resources (NCC) website. <<http://www.fas.harvard.edu/~ncc/>>

4. Submit your article request to your Interlibrary Loan/Resource Access Department. Romanize the citation according to modified Hepburn (used in Kenkyusha dictionary) An online version is available from the UCLA library website <<http://wwwstage.library.ucla.edu/libraries/eastasian/jpntable.htm>>. This is particularly important for the titles of journals if you don't supply an ISSN. Your library will check for North American holdings first, so they need to be able to search by romanization. Cite your source in case we need to retrace your steps!
5. Depending on your situation, your ILL Department may be able and willing to check Japanese holdings for you. Or, they may ask your Japanese studies librarian or East Asian studies librarian to do it. If that is the case, all you need to do is submit accurate requests. But if your library does not have that level of expertise, you can still work with the ILL Department to verify holdings information for them as explained above.
6. If you are not successful with interlibrary loan requests, please talk to your ILL Department about consulting with the NCC ILL/DD Committee. We can provide handouts and possibly training how to get materials from Japan.

Detailed user guides for each of the interlibrary loan options and information on how to join the GIF Project is available on the ILL/DD Committee website at the North American Coordinating Council on Japanese Library Resources.

This information is provided by The North American Coordinating Council on Japanese Library Resources, ILL/DD Committee <http://www.fas.harvard.edu/~ncc/ildd/ildd.html>

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