

Making Things Happen
-Librarians as project managers-
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The things you learned in yesterday's workshops: Bibliographic training, collection development, cataloging, and information literacy, are important core functions that every Japanese & East Asian studies librarian must perform well to do what's expected of them day-in and day-out. What I want to talk about is going beyond the day-to-day expectations to do the unexpected. To do something creative to fill an unmet need, or, perhaps take a material, which might otherwise sit unused in your collection, and bring it to life and make it accessible. So here's a challenge based on my own experience: "Develop a project to restore damaged three historical/rare Japanese scrolls"

I would like to focus on the following 5 aspects. These are not independent but are intertwined and often progress concurrently.

1. Knowledge and skill sets
2. Networking & Collaborations
3. Budgeting, Grants & Fundraising
4. Documentation details
5. Outreach efforts

1. Know myself: my knowledge & skill sets

What do I know about these scrolls?

- Need to start immediately researching the background information related to the scrolls (**detective work**).
 - How did the collections come to UH?
 - Who were involved in acquisitions?
 - Who would be the primary users?
 - Who would be potential users?
 - Examine historical documents, literatures, newspapers, etc.
 - Talk to UHM faculty, local experts and scholars who knew about the collections.

What do I know about restoration of Japanese scrolls? Learn about restoration and preservation issues

- Take a preservation class at UHM, research literatures
- Consult with local experts (a conservator and curator at the Honolulu Academy of Arts)
- Visit other institutions in the US.
- Consult with experts in the US & Japan

2. Networking & Collaborations

Networking

Within the Library

- Library Administration: University Librarian, Event Coordinator, Development Officer & Fiscal Officer
- Preservation Department: Preservation Dept Head & Conservation Technician

On campus

- Center for Japanese Studies (CJS): Center Director and Assistant Director
- Center for Okinawan Studies (COS) after 2007
- People who were involved in the initial purchase: professor emeritus, past history professors
- UHM management & Board of Regents: via CJS
- UHM administration: President's Office via CJS, Director of Financial Management and Controller via the Library Fiscal Officer
- UH Foundation: via Library Development Officer

Hawaii Local

- Local donors to the Library, CJS, & UHM
- Hawaii Okinawa Center(s), Okinawan immigrant community
- Local news media: radios, newspapers
- Consulate General of Japan in Hawaii

US Mainland

- Donors to the Library, CJS & UHM

Japan (mainland)

- Scholars, researchers, librarians, and museum curators & conservators

Japan (Okinawa)

- Archivists, curators, & conservators
- US Consulate General in Naha, Okinawa
- News media: newspapers & TV stations

Collaborations

Collaboration 1: With the Tokyo National Museum

Collaboration 2: With the National Museum of Japanese History

Collaboration 3: With the Okinawa Prefectural Museum and Art Museum

3. Budgeting, Grants & Fundraising

Costs

- Restoration costs
 - ¥-\$ exchange rate
 - What does it cover?: Clearly specify in MOU
 - Conservator vs Collaborator
- Transportation costs
 - How is the object delivered?
 - by mail?
 - by hand carry? Airfare, ground transportation, hotel, etc.
- Insurance costs
 - Who buys insurance, our institution or collaborator?
 - Collaborator: find out the host institution's requirements and get the collaborator's insurance policy in advance
 - Host institutions: work with the fiscal officer as early as possible
 - If hand delivered, prepare a picture/documentation of the container. Need to work with the Preservation Dept.
 - What does it cover?
 - Does it include a conservator's site?
 - If not, what kind of insurance policy does a conservator have?
 - What periods should be covered? (from point x to point y)
 - Find out an estimated value of the object: it is required by the insurance company

Grants

- Intramural grants
 - Campus-wide grants
 - Center for Japanese Studies grants
 - Library's internal grants
- Local (Hawaii) community grants
 - Historical, cultural societies
 - Okinawa community focused grants
 - Conservation group grants
 - Art object related grants
- US grants
 - National Endowment of the Humanities (NEH)
<http://www.neh.gov/grants/grants.html>
 - Need to work with the institution's foundation officers and development officers
- Japan
 - Agency for Cultural Affairs
 - Nippon Foundation
 - Toshiba Foundation
 - Japan World Exposition '70 (JEC Fund)

Fundraising

- Campus events
- Community events & presentations
- Radio & newspapers
- Local fairs and festivals
- UH Foundation campaign

4. Documentation details

Restoration costs & specifics (bilingual) by a conservator

- Estimate -->negotiation --> final documentation

Digitization costs & specifics (bilingual) by a conservator or a collaborator

- Estimate -->negotiation --> final documentation

Memorandum of Understanding (MOU) (bilingual) with a collaborator

- An initiator will present the first draft
- Be specific and clear
- Elements to be included:
 - Purpose of MOU including a description of item(s)
 - Who are in charge from both parties
 - Delivery and handling details
 - Insurance details
 - Procedure of the project including restoration & digitization
 - Duration of the project and the procedure for unexpected delay or extension
 - How the replica and/or digitized images will be handled, etc.
 - How a third party would be dealt with regarding the digital images
 - What would be handed over to the UHM Library, digital images (what form?), photographic images? etc.
 - How to deal with items not covered in MOU?
- Who are official signers?

Insurance check points

- Estimated value
- Coverage duration
- Coverage items
- Whether a conservator holds a separate insurance policy if work is done at the conservator's studio outside a collaborator's premise

Other documents

- Documents required by states
- Proxy proof
- Certificate of Origin (for US customs)
- Certificate of Antique (for US customs)

5. Outreach Efforts

- Presentations
- Receptions
- Articles and newsletters
- Web site development