Instructions for 2003-2004 Online Forms (Oct. 2004)

FY 2003-2004 Online input/edit time frame: Oct. 11 - Dec. 3, 2004.
A printed copy of annual statistics will be published in the *Journal of East Asian Libraries* Feb. 2005 issue.

General Instructions:

Definitions of the statistical categories used in this questionnaire are based on American National Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics Z39.7-1995. The questionnaire assumes a fiscal year from **July 1, 2003 to June 30, 2004**. Please do not use decimals unless instructed otherwise. All figures should be rounded to the nearest whole number. Non-CJK items in this survey refer to materials in non-CJK languages. All currencies should be converted to US dollars. Please cooperate with all branch libraries and report one combined library statistics for each institution. An exception is given for law libraries. If an appropriate entry is zero or none, use 0. Please use the automatic sum functions that are supplied by the application. Leave all Sub Totals and Totals BLANK.

CEAL Statistics Database: http://www2.lib.ku.edu/ceal/

- Libraries that have participated in the statistical survey since 1999 have your library name already in the pull-down list. Choose your library name from the list, and enter your own password from last year. You can change your password once you get into your library form page, and scroll down to the bottom where the Administrative Form is located. Library survey coordinators should contact Fung-yin Kuo Simpson (fyks@uiuc.edu) to obtain old password information.
- Libraries that wish to establish new accounts in order to participate in CEAL annual statistics should contact Vickie Doll (mailto:vdoll@ku.edu. During Oct. 10-Oct. 30 contact Calvin Hsu (hsucal@umich.edu).
- Consult Calvin Hsu (hsucal@umich.edu) for all other questions concerning forms and data input.

FAQ for online forms http://www2.lib.ku.edu/ceal/stat/20012002/CEAL%20_StatQA2001.pdf

Entry Form (listed in sequence of tables published in JEAL)

Note: The application will calculate all SubTotals (bold fields) automatically if you leave them BLANK (zero "0" is not a blank value). When you change a previous input, you need to BLANK out the previous total or subtotal for the application to re-calculate a new total. Although you can supply your own totals, it is best to use the automatic calculation feature for data integrity.

All Canadian currency needs to be converted into U.S. Dollars.

Total Volume Holdings Form

Monographic Acquisitions Form

Serials Subscriptions and Non Purchased Serials Form (title counts)

Total Volume Holdings Form

Previous monographies and bound serials holdings held by the libraries can be found at
http://www2.lib.ku.edu/ceal/Stat/20022003/cealstat02_03.pdf (pp. 1-3, Table 1)

Include duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered cataloged. Exclude microforms, maps, nonprint materials, and uncataloged items.

See the ANSI Z39.7-1995 definition for volume as follows:

Volume. *A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the serial issues that would be bound together if the library bound all serials.*

Volumes added:
Include only volumes cataloged, classified, and made ready for use.

01. Previous Chinese*: (integer amount e.g. 70)
02. Previous Japanese*: (integer amount e.g. 70)
03. Previous Korean*: (integer amount e.g. 70)
04. Previous NonCJK: (integer amount e.g. 70)
05. Previous SubTotal*: (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.
06. Added Chinese
07. Added Japanese
08. Added Korean
09. Added NonCJK
10. Added SubTotal: (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. Withdrawn Chinese
12. Withdrawn Japanese

13. Withdrawn Korean
14. Withdrawn NonCJK
15. Withdrawn SubTotal: (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. Grand Total*: (05 + 10 - 15) Leave the field BLANK and the application will sum up the total.

Monographic Acquisitions Form

Note: This form is primarily concerned with volumes purchased rather than volumes received or cataloged.

Monographic volumes purchased:
Report number of titles (if available) and volumes purchased. Include all titles and volumes for which an expenditure was made during the report year, including titles and volumes paid for in advance but not received during the fiscal year. Include monographs in series and continuations.

01. Purchased Title Chinese: (integer amount e.g. 70)
02. Purchased Title Japanese: (integer amount e.g. 70)
03. Purchased Title Korean: (integer amount e.g. 70)
04. Purchased Title NonCJK: (integer amount e.g. 70)
05. Purchased Title SubTotal: (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.
06. Purchased Volume Chinese:
07. Purchased Volume Japanese:
08. Purchased Volume Korean:
09. Purchased Volume NonCJK:
10. Purchased Volume SubTotal: (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. NonPurchased Title Chinese: Gift titles
12. NonPurchased Title Japanese: Gift titles
13. NonPurchased Title Korean: Gift titles
14. NonPurchased Title NonCJK: Gift titles
15. NonPurchased Title SubTotal:(11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. NonPurchased Volume Chinese: Gift volumes and Bindery returned periodical added volumes
17. NonPurchased Volume Japanese: Gift volumes and Bindery returned periodical added volumes
18. NonPurchased Volume Korean: Gift volumes and Bindery returned periodical added volumes
19. NonPurchased Volume NonCJK: Gift volumes and Bindery returned periodical added volumes
20. NonPurchased Volume SubTotal: (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.
21. Title Total :(05 + 15) Leave the field BLANK and the application will sum up the total.
22. Volume Total: (10 + 20) Leave the field BLANK and the application will sum up the total.

Serials Form

Report the total number (in title) of subscriptions. Include duplicate subscriptions. Exclude monographic and publishers' series.

See the ANSI Z39.7-1995 definition for serial as follows:

Serial. *A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.*

01. Purchased Chinese (integer amount e.g. 70)
02. Purchased Japanese (integer amount e.g. 70)
03. Purchased Korean (integer amount e.g. 70)
04. Purchased NonCJK (integer amount e.g. 70)
05. Purchased Total (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Serials Not purchased:
If separate counts of non-purchased and purchased serials are not available, report only the total number (titles) of current serials subscribed and received on line 15, and others "0".

06. Non Purchased Chinese
07. Non Purchased Japanese
08. Non Purchased Korean
09. Non Purchased NonCJK
10. Non Purchased Total (06 + 07 + 08 + 09) Leave the field BLANK and the application will sum up the total.
11. Total Chinese (01 + 06) Leave the field BLANK and the application will sum up the total.
12. Total Japanese (02 + 07) Leave the field BLANK and the application will sum up the total.
13. Total Korean (03 + 08) Leave the field BLANK and the application will sum up the total.
14. Total NonCJK (04 + 09) Leave the field BLANK and the application will sum up the total.
15. Grand Total (05 + 10) Leave the field BLANK and the application will sum up the total.

Holdings of Other Materials Form

The Computer files have been included in the new Electronic Resources Form since 2001.

Microforms:
Report the total number of physical units: reels of microfilm, microcards, microprint and microfiche sheets.

01. Microform Chinese: (integer amount e.g. 70)
02. Microform Japanese: (integer amount e.g. 70)
03. Microform Korean: (integer amount e.g. 70)
04. Microform NonCJK: (integer amount e.g. 70)
05. Microform SubTotal (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Cartographic and graphic materials:
Include the number of pieces of two- and three- dimensional maps and globes. Include satellite and aerial photographs and images. Include the number of pieces of prints, pictures, photographs, slides, transparencies, film strips, and the like.

06. Graphic Chinese
07. Graphic Japanese
08. Graphic Korean
09. Graphic NonCJK

10. Graphic SubTotal (06 + 07+ 08 + 09) Leave the field BLANK and the application will sum up the total.

Audio, film and video materials:
Include the number of pieces of audio cassettes, phono discs, audio compact discs, reel-to-reel tapes, and other sound recordings. Include the number of pieces of motion pictures, video cassettes, video laser discs, and similar visual materials.

11. Audio Chinese
12. Audio Japanese
13. Audio Korean
14. Audio NonCJK
15. Audio SubTotal: (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. Video Chinese
17. Video Japanese
18. Video Korean
19. Video NonCJK
20. Video SubTotal: (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.
21. DVD Chinese
22. DVD Japanese
23. DVD Korean
24. DVD NonCJK
25. DVD SubTotal: (21 + 22 + 23 + 24) Leave the field BLANK and the application will sum up the total.
26. Other Holdings Total : (05 + 10 + 15 + 20 + 25) Leave the field BLANK and the application will sum up the total.

Unprocessed/Backlog Form

Report only number of **volumes, pieces**, etc. that are backlogged. Include materials in all formats.

01. Unprocessed Chinese: (integer amount e.g. 70)
02. Unprocessed Japanese: (integer amount e.g. 70)
03. Unprocessed Korean: (integer amount e.g. 70)
04. Unprocessed NonCJK (integer amount e.g. 70)
05. Unprocessed Total (01 + 02 + 03 + 04) Leave the field BLANK and the application will sum up the total.

Fiscal Support Form

Report all funds that come to the library from the regular institutional budget, and from sources such as research grants, endowments, and East Asian programs support for acquisition of library materials. Please round figures to the nearest dollar. Convert all Canadian currency to U.S.dollars.

Appropriations:
Report funds from the library for monographs, serials, and other materials for CJK and non-CJK languages. If figures for specific language areas are not available, report only in total.

01. Chinese Appropriations Monographic (currency amount e.g. 123.50, 7600.70)

02. Chinese Appropriations Serial   (currency amount e.g. 123.50, 7600.70)
03. Chinese Appropriations Other Materials   (currency amount e.g. 123.50, 7600.70)
04. Chinese Appropriations Electronic Resources   (currency amount e.g. 123.50, 7600.70)
05. Chinese Appropriations Total (01 + 02 + 03 +04) Leave the field BLANK and the application will sum up the total.
06. Japanese Appropriations Monographic
07. Japanese Appropriations Serial
08. Japanese Appropriations Other Materials
09. Japanese Appropriations Electronic Resources
10. Japanese Appropriations Total (06 + 07+08 +09) Leave the field BLANK and the application will sum up the total.
11. Korean Appropriations Monographic
12. Korean Appropriations Serial
13. Korean Appropriations Other Materials
14. Korean Appropriations Electronic Resources
15. Korean Appropriations Total (11 + 12 + 13 + 14) Leave the field BLANK and the application will sum up the total.
16. NonCJK Appropriations Monographic
17. NonCJK Appropriations Serial
18. NonCJK Appropriations Other Materials
19. NonCJK Appropriations Electronic Resources
20. NonCJK Appropriations Total (16 + 17 + 18 + 19) Leave the field BLANK and the application will sum up the total.
21. Total Appropriations (05 + 10 + 15 + 20) Leave the field BLANK and the application will sum up the total.

Endowments:
Report funds from endowments. If figures for specific area studies are not available, report only total.

22. Endowments Chinese
23. Endowments Japanese
24. Endowments Korean

25. Endowments Total (22 + 23 + 24) Leave the field BLANK and the application will sum up the total.

Grants:
Report funds from grants. If figures for specific area studies are not available, report only total.

26. Grants Chinese
27. Grants Japanese
28. Grants Korean
29. Grants Total (26 + 27 + 28) Leave the field BLANK and the application will sum up the total.

East Asian program support:
Report funds from East Asian program. If figures for specific area studies are not available, report only total.

30. East Asian Program Support Chinese
31. East Asian Program Support Japanese
32. East Asian Program Support Korean
33. East Asian Program Support Total (30 + 31 + 32) Leave the field BLANK and the application will sum up the total.

34. Total Acquisitions Budget (21 + 25 + 29 + 33) Leave the field BLANK and the application will sum up the total.

Personnel Support Form

Report the number of staff in filled positions or positions that are only temporarily vacant.

Report full-time equivalents (FTE) of part time employees. Estimate percentiles worked under each CJK language category for employees working for more than one language. Report in decimals.

01. Professional Chinese (integer or decimal e.g. 10, 0.4, 5.4)
02. Professional Japanese (integer or decimal e.g. 10, 0.4, 5.4)
03. Professional Korean (integer or decimal e.g. 10, 0.4, 5.4)
04. Professional Total (01 + 02 + 03) Leave the field BLANK and the application will sum up the total.
05. Support Chinese
06. Support Japanese
07. Support Korean
08. Support Total (05 + 06 + 07) Leave the field BLANK and the application will sum up the total.
09. Student Chinese
10. Student Japanese
11. Student Korean
12. Student Total (09 + 10 + 11) Leave the field BLANK and the application will sum up the total.

Others, FTE:
Report the number of staff in the parent institution significantly involved in processing and servicing East Asian materials or hired for special projects.

13. Other
14. Total Personnel (04 + 08 + 12 + 13) Leave the field BLANK and the application will sum up the total.

Public Services Form

Number of library presentations:
Report the number of presentations given by East Asian staff for instruction, orientation, or public relation purposes, including library tours. Sampling and/or estimation is acceptable.

01. Library Presentations (Number of presentations)
02. Participants (Number of participants in presentations)

Reference transactions:
Report the total number of reference transactions handled in person, online or over the telephone.

03. Reference Transactions

Total circulation:
Report the total number of initial circulations, renewals, reserve and special collection circulations if applicable and available.
04. Total Circulations

Interlibrary loans:
Report the numbers of filled and unfilled requests provided to and received from other libraries. When appropriate, include document delivery statistics.

05. Lending Request Filled
06. Lending Request Unfilled
07. Borrowing Request Filled
08. Borrowing Request Unfilled

Electronic Resources Form (2000/2001-)

Questions 1 and 2 are intended to gather a complete picture of collection for electronic resources. Please use the Comments section to indicate any comments and suggestions that you believe are not covered by these questions. For each question, use the following general inclusion and exclusion guidelines:

Include: electronic indexes and reference tools, electronic full-text periodical collections and electronic journal back-files, online searches of remote databases -- whether accessed remotely or installed locally from CD-ROM, magnetic tapes, magnetic disks, etc.

Also include: materials purchased jointly with other institutions if such expenditures can be separated from other charges for joint services; fees paid to bibliographic utilities if the portion paid for computer files and search services can be separately counted; and equipment costs when they are inseparably bundled into the price of the information product. **Note:** Electronic resources expenditures have been moved to the Fiscal Support Form (2002-) under C, J, K language approprations. However, a total expenditures on electronic resources of the statistical year is required in this form.

Exclude: bibliographic utilities, networks, and consortia that are unrelated to end-user database access, which should be reported in the Library Information Form; and library system software and software used only by the library staff.

1.   COMPUTER FILES
1.1 Computer Files (one-time/monographic purchase)

	Number of Titles (integer amount e.g. 70)	**Number of Discs** (integer amount e.g. 70)
01 Chinese		
02 Japanese		
03 Korean		
04 Non-CJK		
05 SubTotal (01+02+03+04)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments for 1.1:

Report the numbers of titles and expenditures of computer files that **are not** current serials (i.e.are **non-subscription, one-time, or monographic in nature**) for software or machine-readable materials considered part of the collections. **Include** CD-ROMs that were reported previously in "Other Library Materials" of the CEAL Statistics Questionnaire.

Examples include periodical backfiles, literature collections such as Ershiwu shi 二十五史 (by Jinan Huiwei), Si ku quan shu 四庫全書 (CD-ROM), Si ku quan shu wang luo ban 四庫全書網絡版, Zhongguo bai ke da ci dian 中国百科大辞典, Zhonghua buo shuo shi lun wen jian suo guang die (Chinese Dissertation Reference CD) 中華博碩士論文檢索光碟, Genji mongogatari honbun kenkyu deta besu, Kugyok Choson wangjo sillok= Annals of the Chosun dynasty, Hanguk hyondae munhak 100-yon = Korean modern literature 100 years, Koryo taejanggyong 高麗大藏經.

1.2 Computer Files (Accompaning monographic purchase or serials subscription)

	Number of Titles (integer amount e.g. 70)	**Number of Discs** (integer amount e.g. 70)
06 Chinese		
07 Japanese		
08 Korean		
09 Non-CJK		
10 SubTotal (06+07+08+09)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments for 1.2:

Include CD-ROMs that accompany a primary format such as printed serials subscriptions and monographic purchases. Examples include CDs come with Japanese government's annual hakusho (白書), Chinese yearbook (nian jian 年鉴), and Korean periodical title of Shin Donga (新東亞). These expenditures have already been included in either monographic or serials subscriptions**.**

1.3 Computer Files (One time gift items that come either alone or accompanying a gift monograph)

	Number of Titles (integer amount e.g. 70)	**Number of Discs** (integer amount e.g. 70)
11 Chinese		
12 Japanese		
13 Korean		
14 Non-CJK		
15 SubTotal (11+12+13+14)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

Comments for 1.3

Include gift items that were not included in subscriptions in 1.1 nor 1.2. Examples include Dazheng xin xiu Dazangjing (大正新脩大藏經) by CBETA電子佛典系列; Bakumatsu Meiji-ki kaigai tokōsha rai-Nichi gaikokujin (幕末明治期海外渡航者来日外国人) by Kanazawa Kōgyō Daigaku.

1.4 Total Computer Files (1.1+1.2+1.3)

	Number of Titles (integer amount e.g. 70)	**Number of Discs** (integer amount e.g. 70)
16. Chinese (01 + 06 + 11)		
17.Japanese (02 + 07 + 12)		
18. Korean (03 + 08 + 13)		
19. Non-CJK (04 + 09 + 14)		
20. Total (16+17+18+19)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

1.5 Previous Total Computer Files (Prior to the Current Year) (new 2002-)

	Number of Titles (integer amount e.g. 70)	Number of Riscs (integer amount e.g. 70)
21 Chinese		
22 Japanese		
23 Korean		
24 Non-CJK		
25 TOTAL (of previous years)(21+22+23+24)	(Leave blank, the application will calculate the total)	(Leave blank, the application will calculate the total)

2. ELECTRONIC DATABASES AND SERIALS (remote access on-going/leases/subscriptions)

Note: Majority of electronic resources (2.1-2.3) via online access are considered as **subscriptions**. The following should be filled as **up-to-date library holdings** and not data that applies only to the current year.

Report the numbers of titles and subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic and for online searches of remote databases. Exclude print serials that are accompanied by CD-ROMs (use 1.2). Examples include paid subscriptions for electronic journals and indexes/abstracts available

via the Internet, CD-ROM serials and annual access fees for resources purchased on a "one-time" basis, such as literature collections, etc. See 2.1 and 2.2 for details.

2.1 Electronic databases indexes and reference tools

	Number of Titles (integer amount e.g. 70)
26 Chinese	
27 Japanese	
28 Korean	
29 Non-CJK	
30 SubTotal (26+27+28+29)	(Leave blank, the application will calculate the total)

Comments for 2.1:

Include subscription expenditures for **purchase of** or **access to** reference tools such as encyclopedias, almanacs, indexes and abstracts. **Exclude** expenditures for indexes and abstracts which include **substantial access** to ASCII text or full images of serial content, which should be reported in 2.2. In 2.1, the primary content is of abstract or index in nature.

Examples include Ren Da fu yin bao kan zi liao suo yin 人大复印报刊资料索引, Da lu ren wen she hui qi kan mu ci suo yin zi liao ku 大陆人文社会期刊目次索引资料库 , Index to Chinese periodical literature 中文期刊文獻索引 (1993-), MagazinePlus <http://web.nichigai.co.jp/>, Sanseido jirin, Chonggi Kanhaengmul Kisa Saegin, Hanguk Paksa mit Soksa hagwi nonmun chong mongnok, Harvard Korean studies bibliography, etc.

2.2 Electronic full-text database and periodicals

	Number of Titles (integer amount e.g. 70)
31 Chinese	
32 Japanese	
33 Korean	
34 Non-CJK	
35 Subtotal (31+32+33+34)	(Leave blank, the application will calculate the total)

Comments and/or Footnotes for 2.2:

Include: subscription expenditures for access to electronic versions of scholarly journals unless inseparably bundled with print subscription costs; expenditures for **e-journal aggregation** services; expenditures for indexes and abstracts that include substantial access to the ASCII text or full images of serial content; **annual access fees** for resources purchased on a "one-time" basis, such as literature collections, etc.
Examples: Ren min ri bao 人民日報綜合数据庫, Ren da fu yin bao kan zi liao quan wen shu ju guang pan 人大复印报刊资料全文数据光盘 Zhongguo qi kan quan wen shu ju ku (Chinese

Academic Journals)中国期刊全文数据库, NACSIS ELS, Hanguk Chongchi Hakhoe po, Choson ilbo, Changjak kwa pipyong.

NOTE: **Combine 2.1 and 2.2 data and figures above. Report the total in 2.3.**

2.3 Electronic Subscriptions Total (2.1 + 2.2)

	Number of Titles (integer amount e.g. 70)
36 Chinese (26+31)	
37 Japanese (27+32)	
38 Korean (28+33)	
39 Non-CJK (29+34)	
40 Electronic Resources Total (30+35)	(Leave blank, the application will calculate the total)

3. TOTAL Electronic Resources Expenditures (1.4 + 2.3)

	Expenditures (currency amount e.g. 123.75)
41 Grand Total (20+40)	(Leave blank, the application will calculate the total)

Administrative Forms

Change Institution Information:
This will lead you to the Library Information Form and allow you to update your own library information.

Library Information Form

Previously participated libraries consult information of name, library number, type, and region at: http://www2.lib.ku.edu/ceal/stat/20012002/cealstat01_02.pdf

Library Name:
The names of libraries in the pull down list. Use the short name instead of full name: Kansas instead of the University of Kansas.

Library Type (Typ):
Choose one from the pull-down list:
http://www2.lib.ku.edu/ceal/stat/19992000/library_list99_00.pdf

Canadian university
Private U.S. university
State controlled or public U.S. university
U.S. non-university
Canadian non-university

Library Region (**Reg**):
Choose one from the pull-down list. For individual library region code see:
http://www2.lib.ku.edu/ceal/stat/19992000/library_list99_00.pdf

New England
Middle Atlantic
East North Central
West North Central
South Atlantic
East South Central
West South Central
Mountain
Pacific
Canada

Law library included (LAW):

Choose Yes or No from the pull down list to indicate whether a law library is included in the reported data.

Medical library included (MED):

Choose Yes or No from the pull down list to indicate whether a medical library is included.

Submitted by (Name): First Name and Last Name.

Position Title currently held by the one who submits data: e.g. Head, Asian Library

Phone Number (with Area Code): e.g. (234) 123-4567

E-mail Address: e.g. user@server.edu

Fax Number (with Area Code): e.g. (123) 123-6789

Bibliographic Utilities: e.g OCLC, RLG, etc.

Networks or Consortia: e.g Ohiolink, Illinet, GWLA, etc.

Integrated System Vendor: e.g Sirsis, DRA, Ex-Libris-USA, Endeavor, etc.

OPAC Capability of CJK Display: Choose Yes or No from the pull-down list

Library HomePage: e.g. http://www.server.edu/

Library Online Catalog: URL of your library online catalog: e.g. http://www.library_catalog.server.edu/

Change Password

To increase security, please choose a password that does not relate directly to you. Do not use your first name or birthday. Your password is NOT case sensitive. You can use both numeric and character values.

CEAL Statistics Committee

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CEAL Statistics Home Page: http://www2.lib.ku.edu/ceal/stat
CEAL Statistics Database: http://www2.lib.ku.edu/ceal