



INSTITUTE OF SOUTHEAST ASIAN STUDIES

ANNUAL REPORT 2006 • 07



Library

(Head: Miss Ch'ng Kim See)

Throughout the year, most of the Library's effort was spent on setting up the S. Rajaratnam permanent exhibition, which comprises a representative display of Mr Rajaratnam's books as well as photographs and descriptions of his life and achievements.

The report year saw increases in most areas of the Library's activities. Materials processed were 2.1 per cent more. The total number of registered users rose by 16.3 per cent; new users increased by 10.6 per cent compared with the previous year. The number of user visits saw an increase of 10 per cent over the previous year. Although books borrowed decreased by 15 per cent, in-house use of materials increased by 17.5 per cent and the number of visitors briefed and taken on Library tours increased by 0.8 per cent.

Ten thematic book exhibits were mounted and three subject bibliographies were compiled to support seminars held by ISEAS and visits of VIPs to the Institute. In addition, a bibliography on S. Rajaratnam and a catalogue of the S. Rajaratnam collection were compiled for publication.

The entries of records in the in-house indexing databases *SEABase* and *SEAText* increased by 1.8 per cent and 13 per cent respectively. There were marginal increases in *SEAPriv* and *SEABlog*.

The accumulated backlogs of unprocessed materials decreased by 2.7 per cent over the previous year.

This financial year, the Library's acquisitions budget was increased by 2 per cent to S\$300,000 over the previous year with an additional \$50,000 to pay for the Horizon library software maintenance.

The ISEAS Library Advisory Committee (LAC) chaired by Dr Chin Kin Wah and comprising some ISEAS researchers and the Head, ISEAS Library was formed.

The Collection

The Library's main collection at the end of the report year stood at 537,467 items. Processed print and microform materials totalled 414,072 items, i.e., 179,139 titles, an increase by 2.1 per cent (3,687 titles) over those of the previous year. This excluded the Southeast Asian Cultural Collection of audio-visual materials of 84,132 items and the backlog of 38,925 titles (or 39,263 items) of print and microform materials, which decreased by 2.7 per cent over the previous year. The breakdown of types of collection is as shown in Figures 3 and 4.

In February 2007, a freelance professional cataloguer Ms Aileen Ng was hired for a year, under Phase I of Accumulated Backlogs Clearance Project, to assist in the cataloguing of the microfiche backlog.

FIGURE 3
ISEAS Library Collection as at 31 March 2007

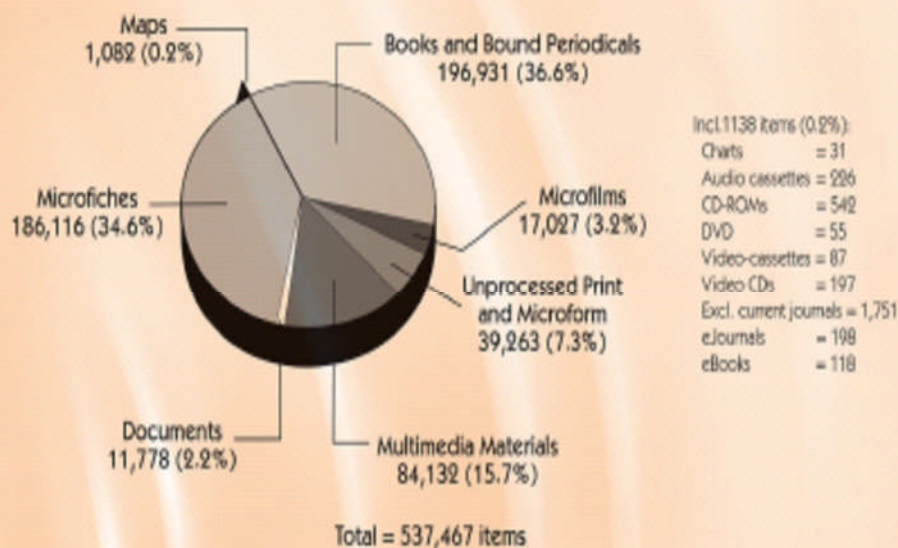
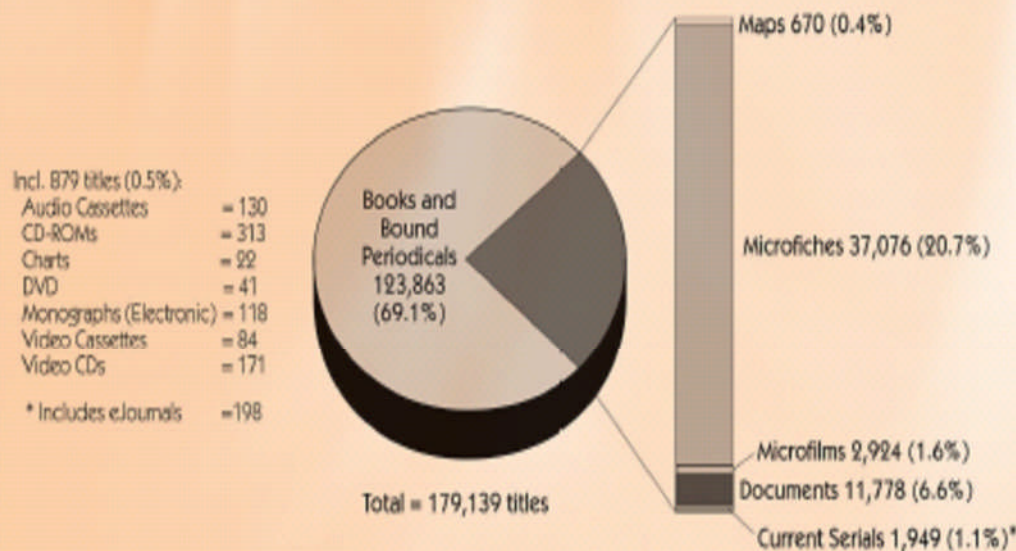


FIGURE 4
ISEAS Library Collection
Processed Print and Microform Materials (Titles)
as at 31 March 2007



Country and Language Coverage

Of the total collections, the Library had 120,084 processed titles on Southeast Asian countries and the region as a whole, an increase of 3.8 per cent over the previous year. This constituted 67 per cent of the Library's total processed collections as shown in Figure 5.

Vernacular languages of the region made up 49 per cent of the total library collection, inclusive of unprocessed titles, as shown in Figure 6.

The S. Rajaratnam Book Collection and Exhibition

About 4,764 volumes, once the private collection of the late Mr S. Rajaratnam, former Deputy Prime Minister and first Foreign Minister of Singapore, were donated to the Library on 13 April 2006 by his nephews Datuk Dr S. Vijayarajam and Mr S. Jothirajam. About 1,000 selected titles were on display, as part of a permanent exhibit highlighting Rajaratnam's life and contributions to Singapore and the ASEAN region.

FIGURE 5
ISEAS Library Collection by Country (Southeast Asia)
as at 31 March 2007

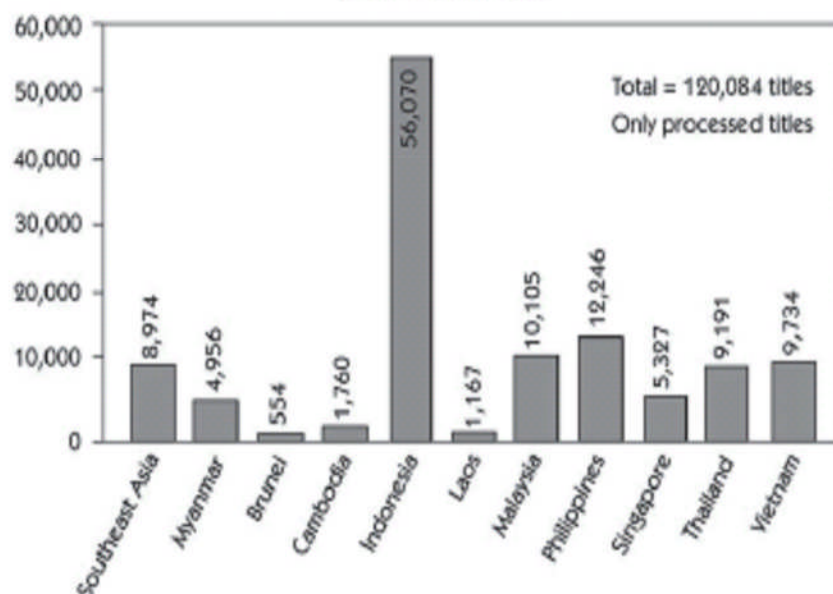
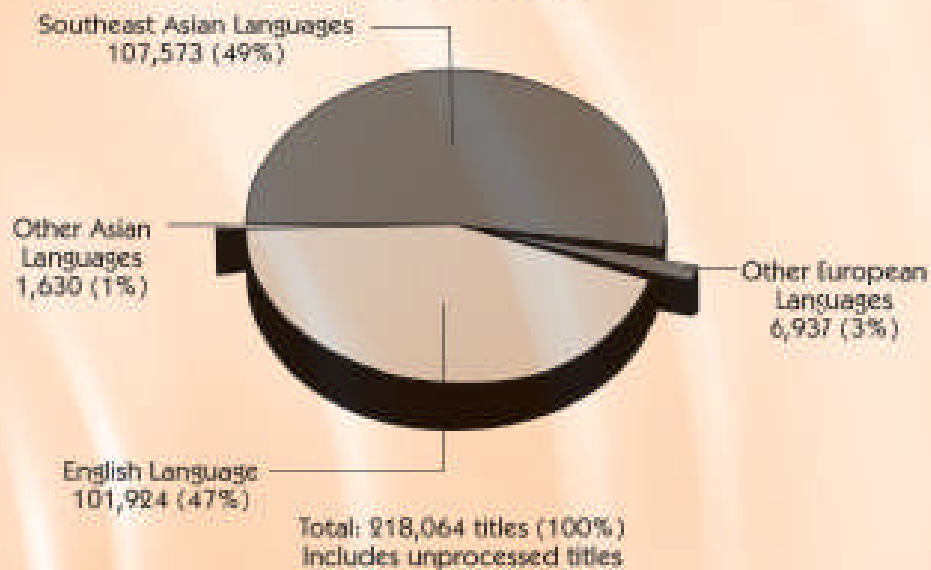


FIGURE 6
ISEAS Library Collection
Print & Microform Materials by Languages
as at 31 March 2007



Professor Tommy Koh, Chairman, Institute of Policy Studies, was briefed by Miss Ch'ng Kim See, ISEAS Head Librarian on the S. Rajaratnam Book Collection and Exhibition, when he visited ISEAS Library on 9 March 2007.

Private Papers

The Library holds unique collections of private papers of prominent Singaporean and Malaysian personalities. In 2006, effort were made to expand the S. Rajaratnam Private Papers Collection, with the addition of 22 CDs of photographic images, glimpses of S. Rajaratnam, three audio CDs, four DVDs, 59 photographs, 29 video-cassettes, 35 slides, press clippings, articles, brochures, booklets, greeting cards, speeches, correspondences, newsletters, and books from various sources, including Rajaratnam's family, National Archives of Singapore, and Singapore Press Holdings.

Another nine negatives, four photographs and one postcard were also added to the Tan Cheng Lock Papers Collection by the Head of Library researching on the politician.

The National Museum of Singapore also deposited five DVDs of 278 images of items selected from the Library's David Marshall Papers Collection, which were used to mount the permanent exhibit at the Museum.

Southeast Asian Cultural Collection (SEACC)

The SEACC, a multimedia documentation programme on the cultural aspects (habitat, culture, folklore, customs) of the Southeast Asian region comprised mainly colour slides, black and white

negatives and photographs, with the unique and valuable Dorothy Pelzer collection forming the core. SEACC now totalled 85,612 items, which included 173 black and white photographs of Sino-Vietnam Railway System by Ms Elisabeth Locard and 108 slides on Malaysia by Ms Linda Yip.

Acquisitions

The acquisitions budget for FY2006/07 was reinstated to the level of FY2002/03 and the Library was able to buy more books than in FY2003/04 to FY2005/06. Donations of books from outside sources and depositions from the ASEAN Secretariat and the Asian Development Bank formed a large percentage of the increase. They constituted 30 per cent of the total materials acquired, adding a value of \$22,300.

In FY2006/07, the ISEAS Library purchased a total of 3,765 new titles, 1,115 titles or 42 per cent more than in the previous year. However, including research works, conference papers and ISEAS publications deposited with the Library, the total intake was 5,398 titles, 36 per cent more than in FY2005/06.

In order to augment its unique collections, the Library also requested for deposition of research work from visiting researchers as well as of conference papers from ISEAS researchers who

attend non-ISEAS conferences. In 2006/07, a total of 87 research works and 44 sets of conference papers were acquired this way with an estimated total value of S\$13,172.30, representing an increase of 21 per cent.

The following were the major donors in FY2006/07:

- Madam Yeap Joo Kim — 50 copies of *Far from Rangoon*, valued at \$1,495, and 50 copies of *The Patriarch*, valued at \$1,000.
- Ms Rosalia Sciortino, Director, Southeast Asia Regional Office, The Rockefeller Foundation — 52 titles valued at \$805.
- Ms Masya Spek, Consultant, Centre for International Forestry Research (CIFOR) — 61 volumes of *Warta Ekonomi*, valued at \$500.
- Dr Russell Heng, ISEAS Senior Researcher — 2 volumes and loose copies of *Saigon Newsreader*, valued at \$50.
- Family of the late Lim Kim San, former Singapore Cabinet Minister (1916–2006) — 131 titles valued at \$3,732.

Depository Library

On 1 August 2006, ISEAS Library was appointed as the first depository library by the ASEAN Secretariat and received 25 titles in total. As a depository of the Asian Development Bank, the Library received 427 titles. From ISEAS itself, the Library received 54 new publications and 12 sets of conference papers.

Serials

In 2006/07, the total Serials Collection stood at 1,751 titles, 9.18 per cent less than in the previous year due to a major exercise undertaken to clean up the database and streamline the collection. A total of 142 new titles were added to the collection:

Journals

There are altogether 642 current journals. Titles in Bahasa Indonesia and Malay comprise 67 per cent of the total for Southeast Asian languages.

Titles on Southeast Asia constitute the core collection. Those on Indonesia and Malaysia comprise 37 per cent of the total number on individual Southeast Asian countries.

Newspapers

The Library subscribed to 34 newspaper titles and received two as gift. Two new titles *The Edge Malaysia* and *The Edge Singapore* were added to the collection.

Serials Exchange Programme

The number of exchange partners (mainly libraries) stood at 128 with over 50 per cent from within the region. The Library received a total of 193 serial titles from its partners and sent out a total of 200 titles in exchange. Four new exchanges were established with Center for Khmer Studies Library, Cambodia; China Institute for International

Strategic Studies; University of Malaya Library, Malaysia; and National Museum of the Philippines.

Serials in Microform

Efforts to reformat and acquire microfilms of vernacular and local newspapers were still ongoing as part of the Library's preservation and access policy.

Computerized Databases

SEALion (Southeast Asia Library Online)

The Library's online catalogue had more than 188,764 records of titles. The total search hit rate of SEALion was 167,709, an increase of 12.6 per cent over the previous year.

SEABase (Southeast Asia Indexing Database)

SEABase, providing online access to important research work in journals and books, comprised 39,743 records. The number of new records totalled 692 entries. Of the 135 journals indexed, 112 titles were from Southeast Asia and 47 from the rest of the world.

SEAText (Southeast Asia Full-text Database)

The SEAText database had 59,716 records of full-text articles. The number of entries this year was 2,177, an increase of 13 per cent compared with last year.

SEABiog (Southeast Asia Biography Database)

The total number of records in the biography database was 2,572. Full text biographical articles (224 items) selected from websites, newspapers and other sources were scanned/input into SEAText.

SEAPriv (Southeast Asia Private Papers Database)

SEAPriv database contained two full and three partial indexes of the following private papers: David Marshall; Tan Cheng Lock; Alex Josey; Gerald De Cruz; and S.Q. Wong. The other five collections of private papers — H.S. Lee, Loke Wan Tho, K.S. Sandhu, S. Rajaratnam and Tun Dr Ismail — are yet to be indexed.

External Databases

The ISEAS Library continued its participation in the 69-member Singapore Integrated Library Automation Service (SILAS) database union catalogue programme since 1988. It contributed more than 50 per cent of original cataloguing records of its unique Southeast Asian materials. The Library subscribed to three outside databases, viz., Factiva Online, EIU Online, BAS Online and SMC (Singapore Malaysia Collection) Online, all of which were helpful to searches done by researchers and the Library.

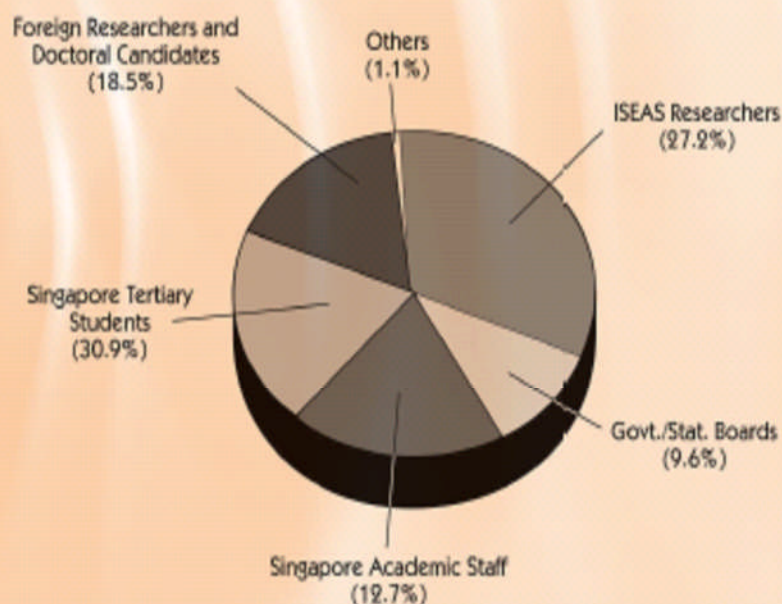
Circulation Users

Out of a total of 784, the library registered 417 new users with access period varying from one day to one year. The number of new users represented an increase of 10.6 per cent compared with the

previous year. On a total registered users basis, the increase amounts to 16.3 per cent. During the report period the number of user visits totalled 3,836, which was 10 per cent more than last year.

The categories of users are shown in the pie chart shown in Figure 7.

FIGURE 7
ISEAS Library Users as at 31 March 2007



Loans and In-house Use

There were 4,855 titles of materials borrowed out, and 86 titles of inter-library loans were issued to 13 local organizations. Only researchers with more than three months' affiliation at ISEAS, S. Rajaratnam School of International Studies, Lee Kuan Yew School of Public Policy, Institute of

Policy Studies, Asia-Europe Foundation and NUS were eligible to borrow materials.

Reference and Information Services

A total of 488 enquiries were answered. This was an increase of 24.5 per cent in overall enquiry types compared with the previous year. The enquiries

were received through walk-ins, telephone calls, e-mails, mails, and faxes.

Thematic Book Displays

The ISEAS Library puts up thematic book displays regularly, mostly to coincide with the themes of ISEAS seminars. The displays were: Regional Integration in Europe and Southeast Asia; Myanmar; Subhas Chandra Bose and The Indian National Army; Singapore Relations with Malaysia; Thai Royalty; Thailand-Singapore Relations; Energy; Sri Lanka; ASEAN; and Human Trafficking

ISEAS Library Website

ISEAS Library's website are updated regularly to keep up with current information especially with its news, library services and the Southeast Asian links. Since the Library website was launched in 2003, the total visits numbered 99,165.

Publications

The Library compiled *S. Rajaratnam: A Bibliography* and *The S. Rajaratnam Catalogue in ISEAS Library* to coincide with the donation of books from the private library of Mr S. Rajaratnam and the setting up of permanent exhibition in the Library in his honour. Both were scheduled for publication in mid-2007. Three in-house subject bibliographies were compiled: *Asean-China Bibliography*; *Subhas Chandra Bose and The Indian National Army*; and *Gender Issues in Southeast Asia*.

Training, Demonstrations, and Briefings

A total of 377 library tours and briefings were conducted. A group of about 40 librarians from the Special Libraries Common User Services Council under the auspices of the National Library of Malaysia visited ISEAS Library on a study tour on 22 August 2006.

Forty-eight National Library Board (NLB) professional and para-professional staff came for a tour of ISEAS Library on 23 November 2006 led by Dr N. Varaprasad, Chief Executive joined by Ms Ngian Lek Choh, Deputy Chief Executive, NLB. Both returned for a thorough briefing on 7 March 2007.

Training

ISEAS Library provided a two-week in-house training to Ms Daraneth Oum, Librarian at the Centre of Khmer Studies, Cambodia as part of its regional cooperative networking in ASEAN countries.

External Links and Networks

ISEAS Library continued to maintain its regional and international links and networks through book exchange programmes, visits of professionals and researchers, field trips and conference participation by Library professional staff. The Library was also active in networking through participation in

national and international cooperative projects, as follows: Inter-Agency Committee on the Chinese Overseas Databank and Research Collection (COCODR or HuayiNet Committee), Singapore; Digitization of Southeast Asian Materials Consortium, Singapore; Singapore National

Database (SILAS), Singapore; Council of Academic and Research Chief Librarians, Singapore; Institutes of Higher Learning Online Database Consortium, Singapore; and CORMOSEA (Committee on Research Materials on Southeast Asia), USA.

