

## Library Statistics (15 Aug- 31 Dec 2016)

### 1 Acquisitions: Print & Non Print Materials

Acquisitions Source	1 Apr 2016 - 31 Jul 2016	1 Aug 2016 – 31 Dec 2016
Vendors through GeBIZ and quotations	311	283
LC Jakarta	0	224
Donations, Gifts & Deposits	92	147
<b>TOTAL</b>	<b>403</b>	<b>654</b>

#### 1.1 Review of Newspaper and Journal Subscriptions for 2016/2017

In consultation with researchers, the Library completed its annual reviews of newspapers and journals/databases in Oct and Nov respectively. The Library would discontinue 4 regional newspapers due to high cost, no usage or the papers are now freely available online. The savings would be transferred to purchase past edition issues of core collection of newspapers in digital form or microfilm to fill collection gaps. For journals, based on recommendations and feedback from researchers, 1 new title would be added and 8 titles discontinued.

In total, the Library will be subscribing to 16 newspapers and 111 journal titles in the coming FY, at \$69,000 and on balance, there will be no significant savings from the reduction due to annual subscription fee increase for some of the packages.

#### 1.2 Donation of books to Regional Libraries

In Nov and Dec 2016, the Library received two requests from researchers to donate books to institutions in Myanmar. Based on their requests, the Library selected duplicate copy of publications of relevant topics from our Deaccession List and donated 158 titles.

#### 1.3 Vendors Assessment

The Library conducted its 2nd annual review of the performance of its book suppliers, based on two key criteria - pricing and delivery schedule. In summary, the Library found that awarding purchases based on lowest quote may not be necessarily effective as the speed of delivery is usually associated with the bidding cost. In 2016, only 63% of the 880 titles were delivered on time based on what the vendors had promised in their ITQ submission. Notwithstanding this, we noted that there is an improvement year-on-year, as in FY2014/2015, the percentage of on-time delivery was much lower - at 32%.

## 2 Collection Management

### 2.1 Cataloguing Works

The Library accessioned 1,038 titles (661 monographs and 377 journal articles) during this period. The Library met the KPI of releasing 95% of new titles within 14 days upon check-in.

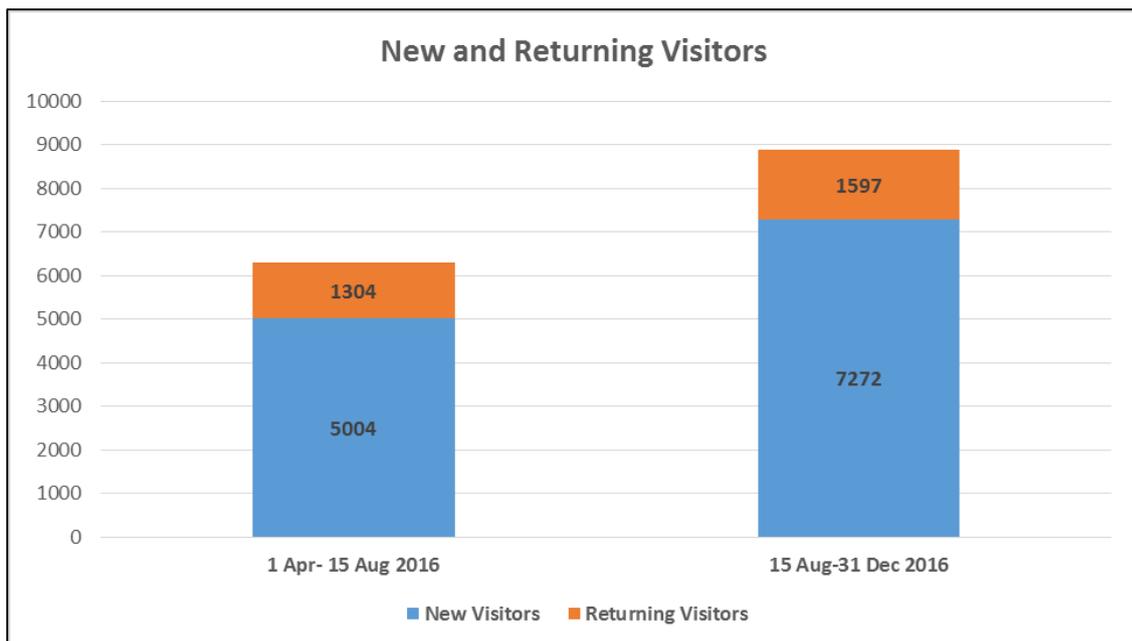
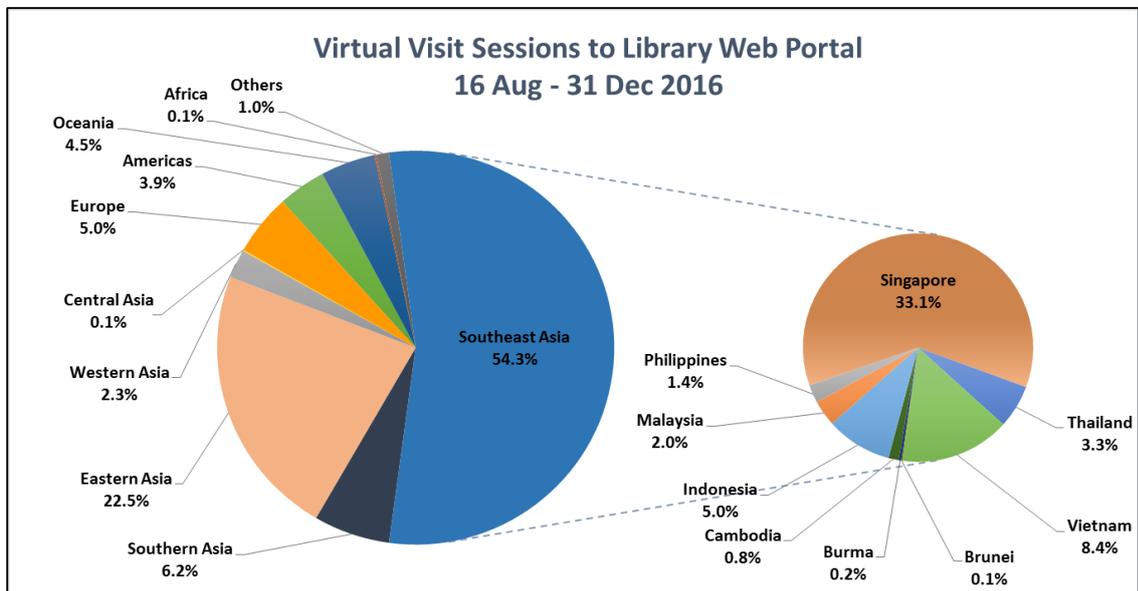
## 2.2 Replacement of Faded Call Number Label

The exercise was completed in end Aug, amounting to 57,638 volumes of books with new call number labels. However, during the 2016 collection stocktake, some 2,000 more volumes from B2 repository were found to have faded labels. These faded call number labels will be replaced by the Library staff as part of their workload.

## 2.3 De-accession of Library Materials

During the collection stocktake exercise in 2016, 168 volumes of books that are not relevant to the research interests of Institute and outdated information were picked up and put aside for deaccessioned - for exchange or discarded.

## 3 Circulation and Reference Services



### 3.1 New User Registered

User Category	1 Aug 2015-31 Dec 2015	1 Apr 2016-15 Aug 2016	16 Aug 2016-31 Dec 2016
ISEAS Researchers	42	34	27
Local University Students/Staff	26	35	12
Local Pre-University Staff/Student	20	3	12
Foreign Academic Students/Staff	30	73	38
Govt/Statutory Boards	7	1	9
Local and foreign independent researchers not affiliated to an academic institution^	23	4	1
Others (General Public, Private organisations, etc)^		13	16
<b>Total Users</b>	<b>148</b>	<b>163</b>	<b>115</b>

^In the past reports ‘Others’ include local and foreign independent researchers who are not affiliated to an academic institution, but due to the increase in number, a separate category is created for easy tracking.

### 3.2 Library Visitorship

The total number of library visits shows a reduction of almost a quarter compared to previous reporting period as well as the same period of 2015. The drop is mainly due to less visits by in-house researchers, who remain to be the core users of the Library. Of the 471 external visitors who made up of 26% of our visitors, 75 of them also visited the Yusof Ishak Gallery, and 104 visitors (20 of them from NSC Archaeology Field School) viewed the NSC Archaeology Unit Gallery.

Below are highlights of 4 group visits:





(Top left) Librarians from Research School of Southeast Asian Studies, Library, Xiamen University, 18 August 2016; (Top right) Students visit to NSC Archaeology Unit Gallery, led by Michael Ng, 18 August 2016; (Bottom left) Students visit from Anglo-Chinese (Independent) School, 10 October 2016; (Bottom right) Students visit from Archaeology Field School, Led by Dr Kyle Latinis, 12 December 2016.

Visitor Profile	1 Aug 2015-31 Dec 2015	1 Apr 2016-15 Aug 2016	16 Aug 2016-31 Dec 2016
ISEAS researchers	1,773	1,449	1,357
Local University Students & Staff	101	134	52
Local Pre-university Students/Staff	43	18	24
Foreign Academic Students/Staff	66	526	83
Govt/Statutory Boards	19	5	19
Group Visits	125	151	71
Local and foreign independent researchers not affiliated to an academic institution^	292	0	0
Others (General Public, Private organisations, etc)^		98	222
<b>Total Library Visits</b>	<b>2,419</b>	<b>2,381</b>	<b>1,828</b>

### 3.3 Reference Enquiries

The Library processed 143 enquiries for this reporting period, 56 (39%) came from ISEAS researcher, followed by foreign academic students and staff (22%) and Government/Statutory Board staff (10%).

### 3.4 Library Collection Usage

The table below shows the volume of library transaction for the period reported.

Consultation & Usage	1 Aug 2015-31 Dec 2015	1 Apr 2016 -15 Aug 2016	16 Aug 2016-31 Dec 2016
Items borrowed or renewed	2,276	2,316	2,514
Interlibrary loans to other libraries	40	21	27
Interlibrary loans from other libraries	1	7	11
Document Delivery Service from other libraries	0	7	0
Document Delivery Service to other libraries	4	2	0
In-house consultation	1,627	1,501	2,118
Photocopying and printing service	3,806 pages	6,266 pages	3,092 pages
Private Papers consulted	5,724 pages*	1,957 pages*	1,350 pages*

\*The usage figures are based on No. of folios of private papers consulted, with an average of 50 pages per folio, and excludes requests of navigating the collection from the pending decommissioned database Cumulus as it does not support usage tracking.

### 3.5 Library Stocktake

Since the first stocktake of Library collection with RFID tags started in Feb 2016, the Library has completed scanning in Nov 2016. The rectification process is conducted back-to-back of the scanning process (per section of floor) to allow a more holistic and comprehensive deployment of resource in locating and correcting mis-shelved titles. The ratification process is expected to complete by end of FY 2016 – before we start a new cycle of partial collection stocktake (25% of the collection) in 2nd quarter of FY 2017/2018.

### 3.6 Raffles Girls' School Work Experience Programme

The ISEAS Library has concluded its 4<sup>th</sup> run of internship programme for 5 Raffles Girls School (RGS) students from 21 Nov-2 Dec 2016. The students assisted in processing the private papers of Dr K. G. Tregonning and Professor Chan Heng Chee, RFID tagging, stocktaking using RFID scanner and microfilm scanning.

They also toured the Yusof Ishak Gallery and read the book *Yusof Ishak: Singapore's First President* written by Dr Norshahril Saat to get a better understanding of the President. In the group presentation, all students shared the work at ISEAS Library was beneficial and would like to recommend the programme to their junior students.

Below are some comments shared by the students during their presentation:

*“Over the past 2 weeks, I have really learned a lot about the sheer amount of effort that goes into maintaining a library. I have also realized the true value of organizational skills through accessioning of private papers and rectification. In addition to this, I feel that I learned a lot about Singapore's history and the important figures in our government when we were working with Mdm Chan Heng Chee's private papers.”*

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*“I enjoyed my time here as it was an all-new experience for me. I got to know and work with great people, and I learnt a lot about the ISEAS library and Southeast Asia’s history and current affairs. Although the job scope was tiring at times, it was a rewarding and satisfying. For example, when I checked the availability of speeches online, I gained insight into Singapore’s history and the importance of maintaining good relations with other countries, and I found the process of scanning microfilms particularly fascinating.”*

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*“I found this experience very meaningful. I did not know that so much went into managing a library. When you think of a library, mostly you think of the books, and not the staff, or the work that goes into managing the books. This experience has made the faces, and human aspect of the library more visible to me.”*

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*“I learnt about what librarians do and now I fully appreciate the efforts that go behind every book in the library. During accessioning, I learnt quite a bit about Singapore’s history. I also learnt a lot about history and current affairs from my friends. Most importantly, I learnt about the steps taken to ensure that important documents that capture histories are being well maintained.”*

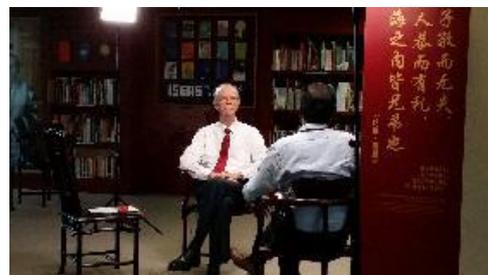


## 4 Use of Library for Media Filming

The Library received 31 interview filming requests by the media between 15 Aug and 31 Dec 2016.



*\*Interview with Dr Norsharil, at the Wang Gungwu Corner, on 23 August 2016, by MediaCorp.*



*\*Interview with Dr Jorgen Moller at the Wang Gungwu Corner, on 25 August 2016, by Channel NewsAsia.*



*\*Interview with Dr Le Hong Hiep at Yusof Ishak Gallery on 30 September 2016, by Channel NewsAsia.*



*\*Interview with Ms Moe Thuza at Wang Gungwu Corner on 30 September 2016, by MediaCorp.*



*\*Channel NewsAsia Filming for its current affairs programme, Between The Lines, with ISEAS researchers Dr Charlotte Setijadi, Dr Johanes Herlijanto, and Dr Leo Suryadinata on 20 October 2016.*



*\*Interview with Dr Ooi Kee Beng at Library Level 2 on 24 October 2016, by Channel NewsAsia.*



*\*Interview with Dr Francis Hutchinson at Wang Gungwu on 28 November 2016, by NHK.*



*\*Interview with Dr Ulla Fionna at Library Level 2 on 6 December 2016, by Mediacorp.*